# APM ePermitting Guidebook (updated 08/13/2025)

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# Quick Guide Outline for Aquatic Plant Management (APM) Permit Applications

Below are the steps to complete and submit an Aquatic Plant Management permit using the ePermitting system. More details, including screen shots are included starting on page 2.

Need Assistance?	ePermitting system questions: Please email <u>DNRAPMProgram@wi.gov</u> or call 608-438-9919.
	Technical support: Ask for Help link on your Welcome page in the ePermitting System.
Website Information	Go to <u>Water Permit Applications</u> . You can type "Water Permits" in the search bar on the DNR home page, or go to <u>https://dnr.wisconsin.gov/permits/water</u> .
MyWisconsin ID & Logging in to the ePermitting System	<ul> <li>Choose <u>Register</u> for a MyWisconsin ID, <i>unless you already have one</i>.</li> <li>Return to the Water Portal Webpage, choose <u>Begin</u> to log into the ePermitting system.</li> <li>Login using your MyWisconsin ID and password</li> <li>You will be redirected to the "My Applications and Reports" webpage. Here you can either start a new permit or edit an existing application.         <ul> <li>Start new application: click <b>Aquatic Plant Management</b> from the list of Permit Categories on the left. Follow instructions below in Permit Application Section.</li> <li>Resume editing or signing an existing application: click the project name under either <b>Step 1: Draft Items</b> or <b>Step 2: Signature Confirmation Needed</b>.</li> </ul> </li> </ul>
Permit Application	<ul> <li>Enter a project name and select your project activity.</li> <li>Select Chemical Control Application for the appropriate waterbody type to start a new NR107 permit application. Select Mechanical Control Application to start a new NR109 permit application. Select Chemical Treatment Record or Manual/Mechanical Control Reporting Form if you already have an approved permit and are submitting a treatment record (NR107) or a control report (NR109).</li> <li>Optional for permit forms: Use a previous year's permit number and your Business Certification Number (aka Pesticide Business License from DATCP) to autopopulate some information.</li> <li>Using the Application, Attachments, Payment, and Sign &amp; Submit buttons, navigate through the application process. These buttons will appear above the Project Name box.</li> <li>Once the Application and required Attachments are completed, select Payment.</li> </ul>
Payment Completion	<ul> <li>Choose Complete Payment at US Bank button. Payment is through US Bank and we accept credit card, e-check, or debit card. When payment has been submitted to US Bank, US Bank will email a confirmation code to the email address provided in your payment information.</li> <li>Copy the confirmation code provided in the email from US Bank and paste it into the area on the Payment screen.</li> </ul>
Sign and Submit the Application	<ul> <li>Choose the Sign and Submit button.</li> <li>Read the Terms and Conditions and select the check box next to the signature area. This will fill in a digital signature using your MyWisconsin ID information.</li> <li>Choose the Sign and Submit to DNR button to submit the permit application to DNR.</li> </ul>
After Submitting the Application	A confirmation email is sent to your MyWisconsin ID email address, acknowledging the application has successfully been submitted to the DNR. The <b>DNR has 5 business days for our Intake staff to review the permit application for</b> <b>completeness before assigning to a DNR employee.</b> After the initial 5 day Intake review you may track the status of permit applications on our <u>Public Search</u> . Note: Private pond permits do not follow this same procedure. Your private pond permit may not be visible until day 15.

# Getting Started with the ePermitting System

1. To get to the Water Permit <u>Water Portal Page</u>, go to: <u>https://dnr.wisconsin.gov/permits/water</u>

At this page you can: **REGISTER** for a MyWisconsin ID, **BEGIN** a new or edit an existing application, **VIEW** public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR, and **TRACK** the status of Wisconsin's water permits. *Note: many of these videos under the LEARN section are currently out of date.* 

f3 🖸 🗹 in	۹			
WISCONSIN Department of <b>Hunting Fishing Parks Climate Environment Forestry</b> Natural Resources	LICENSES NEWS ABOUT CONTACT			
» LICENSES				
WATER PERMIT APPLICATIONS	Permits, Licenses and Registrations			
For some of our permits, submit applications and other forms to the DNR online. Get a MyWisconsin ID, complete an				
application, sign and pay fees in a few steps. Track permits and know exactly where they are in the permitting process.	Related Links			
REGISTER       for a MyWisconsin ID to access our Water ePermitting System to complete an online application.         Sales Locations				
BEGIN a new or edit an existing application, sign and pay fees online.* DNR Service Centers				
VIEW public notices of the DNR's intention to authorize activity relating to water, including permits issued to the				
DNR.	Nonresident Licenses			
TRACK the status of Wisconsin water permits.				
LEARN with instructional videos and user guides.				

Please visit our <u>APM (Aquatic Plant Management) Program</u> if you need more information before getting started. Our <u>APM (Aquatic Plant Management) Permit Application Forms</u> page has specific information about permitting and a link to contact your <u>local aquatic plant management coordinator</u>.

- 2. Choose <u>REGISTER</u> to get a MyWisconsin ID if you don't already have one. Then navigate back to the <u>Water</u> <u>Portal Page</u> to start a new permit application or work on an existing one. A MyWisconsin ID is required for applying for permits using the ePermitting System, but it is not required to view Public Notices or Track the status of water permits. The MyWisconsin ID is a secure login for all State of Wisconsin programs.
- Choose <u>BEGIN</u> to log into the ePermitting system so that you can either start a new permit application or resume editing an existing one.

Login using your MyWisconsin ID by clicking the Public Access – MyWisconsin ID – <u>Sign In</u> (or Create New Account if you don't have one already).



- 5. You will be directed to the **My Applications and Reports** webpage. You can either start a new item or continue editing an existing item.
  - a. To start new application or report, choose **Aquatic Plant Management** from the list of Permit Categories on the left. To view detailed instructions for each permit/report type, click the section you need from the <u>Table of Contents</u> above.
  - b. To open an existing application or report and resume editing it, click the link under the Project Name heading under either Step 1: Draft Permit Applications or Step 2: Signature Confirmation Needed.
  - c. Items Submitted to the DNR shows items you have submitted to DNR. Submitted items cannot be edited. You can view submitted items using the PDF link in your signature confirmation email or using our Public Search feature. See <u>Finding</u> <u>Submitted Items</u> for details.

Welcome to the Wisconsin	DNR Water Permits Site!					
· Receive acknowledgement of receipt w	ng. Items not modified within 90 days are automatically deleted.					
Large format documents: if you plan to jubm	it an application in hard copy with documents that are larger (	than 11x17, please also submit a copy of the due	ument in electronic format on digital modia, such as a CD.			
		Му Ар	plications and Reports			
Step 1: Draft Permit Applications						
	draft permit for signature. <u>Instructions for a landowner and author</u>	rived representative to share a draft pentisit		and the second		Author
Project Planw	Applicant Ault Name	PG0133.1		Share Application*		
Test				Assign Role		June 13
Test		PG2744-1		Asilign Role		April 18
Test		PG3812-1		Asign Role		May 24
Test		P\$0539 Te			June 1	
Test		P10717-74 P11255-te		Assign Role Assign Role		June 1 April 13
test Test		P1255-14		Assign Role		1000
		P12058 to				April 4
Test		FLSUDB 16 5(25030-7		Autign Role Autign Role		April 20 April 14
Heat.		343030-1	AND .	Azagn Noe		ofui 14
Step 2: Signature Confirmation Needer	d for email indicators to complete this process. Note: if no email was	received, see Stateuristics for reserving the same	a conformation annul <sup>11</sup>			
Project Dannar	Acciont full Nerw		Halasara Number		Dex	Confernation send Br
There are no documents in this view.						
2 (25 2 3 2 25 2 3 5 5						
Permit Applications Submitted to the I Note: Agents will use all signed applications they s			Subarran Tilantan		Servel by	
		Applicant Full Name	POPULATION PROFILE			
		Applicant Full Nerw Cameron Clapper	SW GP SE 2015 65 X11 05T08 28 04		aker.fernan@strand.com	N

# Chemical Control Application - Non-Private – Lake, River, Pond (3200-004)

Use these instructions if you are applying for a <u>NR107</u> permit (Chemical Aquatic Plant Management) to control plants using chemical control in a lake, river, stream, creek, non-private pond, ditch, etc.

Navigate to the <u>ePermitting site</u> and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

Aquatic Plant Management NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted				
PLEASE NOTE: You must complete the section below before continuing.				
Site or Project Name:	*			
	The permit application will be saved automatically with this name			
Activity	Select Activity * •			
Before completing your APM permit application, the DNR encourages applicants to contact their local APM Contact: http://dnr.wi.gov/lakes/contacts/Contacts.aspx?role=AP_MNGT				

#### Site or Project Name:

Enter name of the waterbody site where you plan to control plants.

#### Activity:

Select Chemical Control Application - Lake, River, Pond

The permit is now saved under your drafts and the following screen will appear:

NOTE: Missing o	r incomplete fields ar	e highlighted at	t the bottom of each page.	You may save, close and retu	im to your draft permit a		natic Plant Management
Home	Contacts	Site	Application	Attachments	Payment	Signature	
					PLEASE	NOTE: You mu	st complete the section below before continuing.
Si	te or Projec	Activity:		n will be saved automat Application-Lake, Riv <b>body have:</b>		ne	~
(All questions r	must be no for it to I	ligibility: be considered private pond.)		n one property ov led surface water ess?			<ul> <li>Yes O No</li> <li>Yes No</li> <li>Yes No</li> </ul>
	Before completing your APM permit application, the DNR encourages applicants to contact their local APM Contact: https://apps.dnr.wi.gov/lakes/contacts/contacts.aspx?role=AP_MNGT						
Enter pre				to import Contac	t Information	for new applic	ation (Optional)
			E-2020-12-34	No. 1			
Busine	ess Certificatio	on Number	93-123456-78	9123			
C	ouble Click to Im	port Permit					
Hov	v to locate last ye	ears permit					

# Home Tab

#### Eligibility:

Answer questions based on the proposed control site. You must answer the questions before proceeding. Make sure you are answering the questions based on the <u>waterbody</u>, not the specific control site. For more information, please see <u>Help Section: Determining Permit Type</u>.

Note: If all answers are "no", the site is considered private and you will be automatically directed to the private pond form. Please see Instructions for Chemical Permit Application Private Sites (3200-155)

#### Enter previous years information (Optional)

To autofill the administrative information from a previous permit, enter a previous year's permit number in **Permit ID #** and your business license number issued by DATCP in **Business Certification Number**. Click **Double Click to Import Permit**. You may have to click twice. Wait a second or two between clicks since it's pulling data from our system.

**Important Note:** This is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your previous permit. See <u>Troubleshooting Permit Import</u> if you have issues.

Click *Contacts* Tab at the top to proceed.

# **Contacts Tab**

### **Contact Information**

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Save				Do not close	e your work until	you SAVE. Close	
Home	Contacts	Site	Application	Attachments	Payment	Signature	
Contact I	nformation						
Applicant	t Informatio						
		Organizatio	on				
		Last Nam	e:				*
		First Nam	e:				*
	Mai	iling Addres	s:				*
		Cit	y:				*
		Stat	e: Wisconsin	*			
		Zip Cod	e:	*			
		Ema	il:				*
		one Numbe		*			
		XXX-XXX-XXX					
A	lternative Ph (	one Numbe xxx-xxx-xxx					

#### **Applicant Information**

Fill out contact information for the landowner/sponsoring organization/sponsor as accurately as possible. This section should not contain any applicator company/employee information. The application will not be considered complete unless a phone and/or email address for the applicant is provided. This information is stored in our internal staff database only, so those 2 fields will appear blank on the final PDF that is visible to the public. Fields marked with red \* are required.

Waterbody Address		
Last Name:		
First Name:		
Street Address:	*	
City:	*	
State:	Wisconsin 🔹	
Zip Code:	*	
Email:		
Phone Number: (xxx-xxx-xxxx)		
Alternative Phone Number: (xxx-xxx-xxxx)		

#### Waterbody Address

Enter waterbody contact information. Enter the most accurate address you can find for the site. If you cannot find a specific street address, enter the nearest road name/intersection or fire number. The other fields should be filled in if they differ from the applicant contact information above.

Applicator	
Name of Applicator Firm:	×
Applicator Certification #:	*
Business Location License #:	*
Restricted Use Pesticide #:	
Address:	*
City:	*
State:	Wisconsin 🗸
Zip:	*
Email:	*
Phone Number: (xxx-xxx-xxxx)	*

#### **Applicator**

Enter applicator contact information. Valid <u>Applicator Certification</u> numbers must be entered for all people who will be handling pesticides (loading unsealed herbicide containers, mixing, or applying). Enter more than 1 certification number separated by commas. Enter the <u>Business Location License</u> (Commercial Pesticide Application Business License – PBL) number for the business that will conduct the control.

DATCP recently changed this format to be a shorter 6-digit format in 2025, so please update any old format numbers (93-XXXXX-etc) into the new format.

If you do not know the numbers, you can search by last name of the applicator here <u>www.kellysolutions.com/WI/Applicators/index.asp</u> and by business name here <u>http://www.kellysolutions.com/WI/Business/index.asp</u>.

On the rare occasion a field does not apply for your project, please enter "NA".

Adjacent Riparian Property C	Owners		
NOTE: Phone and email address wil	I not be publicly viewable.		
Uploaded riparian owners to atta	achment tab 👘 🔲 Riparian Owners Inf	ormation is not applicable for t	his application
Name	Address	Phone	Email Address
John Smith	123 Example Road	123-456-7891	example@example.com
	*	*	
Add Contact			

#### **Adjacent Riparian Property Owners**

If you checked Yes to the previous question "Does the waterbody have more than one property owner?" you are required to enter their name(s) and address(es). Phone and email will be stored in our internal database only and hidden on the final PDF that is visible to the public. This section is also needed if there are riparian property owners whose parcel boundaries fall within 150' of the control site.

Check the **Uploaded riparian owners to attachment tab** box and upload a list of names and addresses as a separate file in a later tab OR fill in blanks in this section. Use the **Add Contact** button to add more fields as needed and use the red **X** button to delete rows.

If there are no riparian property owners within 150' of the control site, you may check the box *Riparian Owners information is not applicable for this application*.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Continue to Next Tab** 

# Site Tab

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Site Information - Has Missing Items	
Waterbody Containing Control Area(s)	
Waterbody Property Owners Association or Waterbody District Representative:	None
Water Body Name:	*
Primary County:	* 🗸
Latitude:	*
Longitude:	*
Section:	*
Township:	*
Range:	*
Direction:	○ E ○ W
Waterbody Surface Area:	* acres
Estimated Surface area that is 10ft or less	* acres

### Waterbody Containing Control Area(s)

Waterbody Property Owners' Association or Waterbody District Representative: Enter name or check the None box.

#### Waterbody Name and County:

Enter the most accurate name and primary county corresponding to the site. If not a specific waterbody, you may enter property name, wildlife area name, etc.

#### Latitude/Longitude:

Select a point near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site and please use Decimal Degrees. See <u>Help</u> section for assistance.

#### Township-Range-Section (TRS):

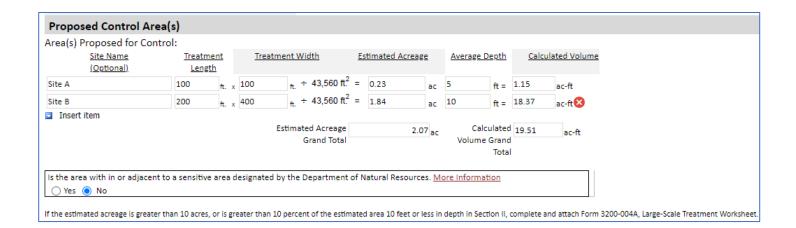
Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc.) for TRS and make sure either E (east) or W (west) is selected. See <u>Help</u> section for assistance.

#### Waterbody Surface Area:

Enter the total surface area (in acres) of the waterbody in which you want to control plants.

#### Estimated Surface Area that is 10 Feet or Less in Depth:

Enter best estimate (in acres) of the surface area from above that is 10 feet or less in depth.



## **Proposed Control Area(s)**

#### Area(s) Proposed for Control:

Determine the acreage of the waterbody in which you wish to control plants. If planning to control plants in polygons within a larger waterbody, make a best effort to enter **length**, **width**, and **depth** for each polygon and the form will calculate the acreage and provide a grand total. Use the **Insert Item** button to add more rows and use the red **X** to delete rows. Using the **Site Name** fields to give a unique name to each control area and using the same names for the polygons when creating your site map is ideal to clearly communicate your plans to the permit reviewer.

Sites such as Google Earth, WISFIRS, or the surface water data viewer (<u>SWDV</u>) have area measurement tools that can help you to delineate the areas within which you want to control plants. Sometimes this may include getting a best estimate of scattered control areas within a larger waterbody area.

In cases where entering the dimensions for each polygon is not feasible, enter an **estimated acreage** and leave the length and width fields blank.

\*\*If the Grand Total is more than 10 acres, or more than 10% of the **Estimated Surface Area that is 10 Feet or Less in Depth** above, this is considered a large-scale treatment. (See below for additional requirements for large-scale treatments, and ensure Public Notice is uploaded under the **Attachments** Tab).

Is this area within or adjacent to a sensitive area designated by the Department of Natural Resources? Answer yes or no. If uncertain, you can click the More Information link, use SWDV to check using the "Critical Habitat Areas" layer feature, or <u>contact your local APM Coordinator</u>.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Continue to Next Tab** 

# **Application Tab**

### **Chemical Aquatic Plant Control Information**

Most questions are self-explanatory and are required fields. Please ensure answers are as accurate as possible.

Notice: Use of this form is required by the Depa	rtment for any application filed pursuant to s	s. 281.17(2), Wis. Stats., and Chapters NR 107, 200	0 and 205.
requesters to the extent required by Wisconsin's			,
Treatment Type:			
○ Lake ○ Pond ○ Wetland ○ Marina	$a \cap Other$		
Has a Lake Management plan been provided to the DNR?	If Yes, date approved of most current copy	Link to Approved Plan:	
		Link to Approved Plan:	*
Has a Lake Management plan been provided to the DNR?		Link to Approved Plan:	*
Has a Lake Management plan been provided to the DNR?	If Yes, date approved of most current copy	*	*

If proposing plant control in a Lake, please answer questions about Lake Management Plans, which includes providing either a link or a copy uploaded to the Attachment section, if applicable.

Goal of Aquatic Plant Control: Maintain navigation channel Maintain boat landing and car Improve fish habitat Maintain swimming area Control of invasive exotics Other		
Nuisance Caused By:		
Algae Emergent water plants (major Floating water plants (majorit	y of leaves floating on water surf	ove water surface, e.g. cattail, bulrushes) ace, e.g., water lilies, duckweed) ing parts may be exposed: milfoil, coontail)
List Target Plants		
III Algae	Flowering Rush	Purple Loosestrife
Common/Glossy Buckthorn	🛄 Hybrid Cattail	🛄 Reed Canary Grass
Coontail	🛄 Hybrid Watermilfoil	🧱 Reed Manna Grass
Curly-Leaf Pondweed	🛄 Japanese Knotweed	🛄 Starry Stonewort
🛄 Duckweed	🛄 Naiad	🧱 Yellow Floating Heart
💭 Elodea	🥅 Narrow-Leaf Cattail	🛄 Yellow Iris
🛄 Eurasian Watermilfoil	🛄 Phragmites	💭 Pondweed
Other Target Plants:		
Note: Different plants require different	chemicals for effective treatment. Do n	ot purchase chemical before identifying plants.

Make sure you include all species you intend to control using herbicide on the site. Use the **Other Target Plants** box to enter additional species. Please use specific plant names, entries such as "All shoreline plants" or "Any invasive species" are not acceptable.

Chemical Control			
Full Trade Name of Proposed	d Chemical(s)		
Agristar 2,4-D Amine	Clipper	K-Tea	SCI-62
Algimycin PWF	Clipper SC	Littora	Sculpin G
Alligare 2,4-D	Current	Milestone	SeClear
Alligare Argos	Cutrine-Plus	Nautique	SeClear G
Alligare Diquat	Cutrine-Plus Granular	Navigate	🛄 Shoreklear-Plus
Alligare Ecomazapyr	Cutrine-Ultra	Navitrol	🛄 Shredder Amine
Alligare Glyphosate 5.4	DMA 4 IVM	Navitrol DPF	Sonar AS
🛄 Aqua Neat	Earthtec	Phycomycin SCP	🛄 Sonar Genesis
🗖 Aqua Star	Element 3A	Polaris	Sonar H4C
AquaPro	🛄 Flumioxazin 51% WDG	Polaris AC	Sonar PR
Aquashade	🛄 Formula F-30	🛄 Pond-Klear	🛄 Sonar Q
Aquashadow	Garlon 3A	ProcellaCOR EC	Sonar RTU
Aquastrike	🛄 Green Clean	🛄 Refuge	Sonar SRP
Aquathol K	Habitat	Renovate 3	SonarOne
Aquathol Super K	Harpoon	Renovate LZR	Stingray
Avast! SC	Harvester	🛄 Renovate LZR Max	Symmetry NXG
Captain	Havoc Amine	🛄 Renovate Max G	🔲 Touchdown Pro
Captain XTR	Hydrothol 191	Renovate OTF	🛄 Tribune
Chinook	🛄 Hydrothol Granular	Reward	Trycera
Clearcast	Komeen	Rodeo	🛄 Weedar 64
Clearigate	Komeen Crystal	🛄 Roundup Custom	🛄 Weedestroy AM-40
Other Proposed Chemical(s):			
Have the proposed chemical All Some None What were the results of the	s been permitted in a prior y e treatment?	ear on the proposed site?	
Method of Application: Sel Other Method of Application	ect pre-defined or type in an oth	er value	* ~

### **Chemical Control**

#### Full Trade Name(s) of Proposed Chemicals:

Use the checkboxes to select the herbicide(s) you plan to use. Any herbicide selected should be appropriate for the main goals of control, intended target species, and treatment scale. Applications with inaccurate/lengthy herbicide selections lacking specificity may be flagged for revision.

If a chemical is not listed, enter the full trade name under "Other" if it is registered for aquatic use in Wisconsin and if its use at the site would be consistent with the site type(s) listed on the label. For instance, if a label lists canals (and that is the only wet site listed), the chemical cannot be used in a lake. Herbicides registered for use in Wisconsin can be searched here, including the labels: <u>http://www.kellysolutions.com/WI/pesticideindex.asp</u>.

#### Method of Application and past results:

Describe how the herbicides will be applied by choosing from the dropdown or entering a custom explanation in the Other box. Describe any past results if the site was permitted in prior years.

Alternatives to Chemical Control:	Feasible?	If No, Why Not?
1. Mechanical harvesting	Yes 🚫 No	
2. Manual removal	🚫 Yes 🚫 No	
3. Sediment screens/covers	🚫 Yes 🚫 No	
4. Dredging	🚫 Yes 🚫 No	
5. Waterbody drawdown	🚫 Yes 🚫 No	
6. Nutrient controls in watershed	🚫 Yes 🚫 No	
7. Other:	🔿 Yes 🔿 No	
Note: If proposed treatment involves multiple properties,	consider feasibility of E	ACH alternative for EACH property owner.

Will surface water outflow and/or overflow be controlled to prevent chemical loss?

🖸 Yes 🚫 No

#### Alternatives to Chemical Control:

Answer these appropriately and be sure to enter a reason if that alternative was not considered.

#### Surface water outflow be controlled?

Answer this appropriately.

Is the treatment area greate	r than 5% of surface area?		
● Yes ○ No			
Waterbody concentration ca	Iculations (in ppm.)		
Refer to DNR Waterbody pages	http://dnr.wi.gov/lakes and https://dnr.wisco	<u>nsin.gov/topic/lakes/p</u>	<u>plants/forms</u> to answer the following:
1	? O Yes O No terbody concentration using volume above th erbody concentration using total lake value	ermocline.	
Herbicide Name	Other Herbicide	EPA Reg. No.	Whole Waterbody
			Concentration (mg/l = ppm)
*	~		*
	♥		* 😣
Insert Herbicide			

#### Is the treatment area greater than 5% of surface area?

Answer appropriately. If yes and your application is for control in a lake, you must calculate the whole waterbody concentration for each proposed herbicide. Use the **Insert Herbicide** button to add more rows and use the red **X** to delete rows. See Help Section: Whole Waterbody Concentration Calculations for assistance.

WPDES Permit Request	
Is WPDES coverage being requested? Refer to <a href="http://dnr.wi.gov/topic/wastewater/aquaticpesticides.html">http://dnr.wi.gov/topic/wastewater/aquaticpesticides.html</a> for more information of the second secon	tion
Yes - complete section VII with signature.	
No	
Already have WPDES	
WPDES coverage not needed	
WPDES Detail	
Select which permit you are requesting:	
WI-0064556-1 Aquatic Plants, Algae & Bacteria WI-0064564-1 Aquatic Animals	
WI-0064581-1 Mosquitoes & other Flying Insects	
Indicate WPDES permittee responsible for the pollutant discharge: (): Applicator (): Sponsor	
Do you expect the pest control activity will result in a detectable pollutant discharge to waters of the state beyond	
the treatment area boundary or a pollutant residual in waters of the state after the treatment project is completed?	
i Yes No	
If yes, identify the pollutant(s):	
Are you planning to incorporate integrated pest management principles, as specified in the WPDES permit, into	
your pest control activity to minimize any pollutant residual or pollutant discharge beyond the treatment area?	
Type of WPDES coverage being requested:	
🔯 One Treatment Site 🐚 Statewide Coverage	
For informational purposes, select areas of WI for most of your aquatic treatments:	
III NE III NW III SW III SE	
Is WPDES coverage being requested for more than 1 year?	
WYes WNO	
If yes, the permittee will remain in "active" WPDES status until a Notice of Termination is submitted	

### WPDES Permit Request

WPDES permits must comply with the Clean Water Act. Therefore, it is separate from the DNR required NR 107 permit. It has been included in this form to minimize paperwork. Chemicals applied to "waters of the state" – which includes any public or private surface water including wet sites with saturated soils – are considered a point source pollution and require permission to discharge.

It is the responsibility of the person who applies for a permit that someone involved in the treatment has WPDES coverage for their business. There is no cost for WPDES permits, and it would be valid for a period of 5 years.

WPDES permits are administered by the Wastewater Bureau. Jennifer Jerich oversees this WPDES permit for the Wisconsin DNR. See detailed information here: <u>https://dnr.wi.gov/topic/wastewater/aquaticpesticides.html</u>

Fill out the appropriate responses and click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Attachments**.

# **Attachments Tab**

Home	Contacts	Site	Application	Attachments	Payment	Signature	
Required	Attachment	ts and Supp	olemental In	formation			
			Co	ntacts : Ec	dit Form		
			Completion	Status: Has Mis	sing Items		
				Site: Ed	dit Form		
			Completion	Status: Has Mis	sing Items		
	Chemical A	quatic Plant	Control Appli	cation : Ec	dit Form		
			Completion	Status: Complet	te		

Check that Contacts, Site, and Chemical Aquatic Plant Control Application are marked *Complete* on this tab. If marked *Has Missing Items* as shown here, go back to the tab and enter the required fields.

### **Upload Required Attachments**

*indicates completion Note: To add additiona	of this item is required	B per file limit) - <u>Help reduce file size and trouble shoot file uploads</u> on arrow icon. To replace an existing file, use the 'Click here to attach file ' link. ess CNTRL Delete.
Riparian Owners	Olick here to attach a file	8
Public Notice	U Click here to attach a file	8
	Olick here to attach a file	8
Worksheet Site Map	ຢ Click here to attach a file	8
Add another map Lake	① Click here to attach a file	8
Management		-
Plan		
Add treatment plan	1	

#### **Riparian Owners:**

If you checked the box from the *Contacts Tab*, you must upload a file containing the owners list, which should include names and addresses of everyone living with 150' of the site.

#### Public Notice and Large-Scale Worksheet:

Required if the estimated acreage is greater than 10 OR if the estimated acreage is greater than 10% of the waterbody area that is 10 feet or less in depth. Many Non-private Ponds will need this. See <u>Public Notice Examples</u> for help.

#### Site Map:

Upload a map file that shows your proposed plant control area(s). Create the map using updated aerial imagery and clearly outline the proposed treatment area(s) using polygons or other drawing tools. The areas on the map should match up with the acreages you listed in the *Site Tab*. If there are multiple areas or multiple waterbodies, please label the map with the names used for **Site Names** under the *Site Tab*. Ensure the map includes some landmarks such as roads and access points.

The SWDV allows you to create maps for free (<u>https://dnrmaps.wi.gov/H5/?Viewer=SWDV</u>) You can turn on layers for aerial imagery (Basic Tools Tab - Show Layers – click arrow next to Base Maps – click arrow next to Imagery – check box for Latest Leaf Off or Latest Leaf On) and also draw shapes (Draw & Measure Tab – Draw Tools section – Polygon or Line tools). The complete user guide to SWDV is at the bottom of this page under Documentation: <a href="https://dnr.wisconsin.gov/topic/SurfaceWater/swdv">https://dnr.wisconsin.gov/topic/SurfaceWater/swdv</a>

Use the *Add another map* or *Add treatment plan* button to add any other documents you need to submit with the application. Sometimes it may be useful to include a cover letter or additional supporting documents depending on the treatment you are proposing. See <u>Site Map Examples</u> for help.

#### Lake Management Plan:

If you checked the box associated with this question from the *Application Tab*, you must upload a file containing the lake management plan.

Click the *Payment* tab at the top of the page.

# Payment Tab

Save			Do no	t close your worl	k until you SAVE	Close	
Home	Contacts	Site	Application	Attachments	Payment	Signature	
1. s. NR 107 2. s. NR 107	Control Appl 7.11(1), Wis. A 7.11(4), Wis. A	.dm. Code, li .dm. Code, li	sts the uses th	iat are exempt	from permit re	quirements.	to the \$20 minimum charge. ed or if no treatment occurs.
(round up to acres X \$25	o nearest who o per acre = \$	ole acre, to n	alculate acrea naximum of 50 5 acre, acreag	) acres)		9.07 5.00	
		Basic	Permit Fee (	non-refundat Total I	-	ŝ95	
	Online ontinue to the si		n to Permit Intil you pay for y		eent?		

The fee is calculated from the acreage information entered on the Site tab. Click *Pay Online* to begin the payment process and follow the instructions. You will be taken to US Bank. You can optionally log in there if you already have an account profile with your information saved. Otherwise, you can proceed as a guest and enter your payment information.

You will be automatically returned to your application and the payment confirmation code will be populated for you. If that doesn't work (e.g., you closed out of your browser), you can still enter the confirmation code manually from the confirmation email you will receive from US Bank.

After you complete payment and are returned to your application, click the *Signature* tab.

Sign and Submit
Analysis and Branna the Web and Coutling the
Applicant Responsibilities and Certification 1 The applicant has prepared a detailed map which shows the length, width and average depth of each area proposed for the control of rooted vegetation and the surface area in acres or square feet for each proposed algae treatment.
2 The applicant understands that the Department of Natural Resources may require supervision of any aquatic plant management project involving chemicals. Under s.NR. 1070 707 Wis. Adm. Code, supervision may include inspection of the proposed treatment area, chemicals and application equipment before, during or after treatment. The applicant is required to notify the regional office 4 working days in advance of each
anticipated treatment with the date, time, location and size of treatment unless the Department waives this requirement. Do you request the Department to waive the advance notification requirement?
● Yes ○ No
3 The applicant agrees to comply with all terms or conditions of this permit, if issued, as well as all provisions of Chapter NR 107, Wis. Adm. Code. The required application fee is attached.
4 The applicant will provide a copy of the current application to any affected property owners' association inland Lake District and, in the case of chemical applications for rooted aquatic plants, to all owners of property riparian or adjacent to the treatment area. The applicant has also provided a copy of the current chemical fact sheet for the chemicals proposed for use to any affected property owner's association or inland Lake District.
<ol> <li>Conditions related to invasive species movement. The applicant and operator agree to the following methods required under s.NR 109.05(2),</li> <li>Wis. Adm. Code for controlling, transporting and disposing of aquatic plants and animals, and moving water.</li> </ol>
<ul> <li>Aquatic plants and animals shall be removed and water drained from all equipment as required by s.30.07, Wis. Stats., and ss. NR 19.055 and 40.07, Wis. Adm. Code.</li> </ul>
<ul> <li>Operator shall comply with the most recent Department-approved 'Boat, Gear, and Equipment Decontamination and Disinfection Protocol', Manual Code #91831, available at http://dor.wic.ges/disinfection.html</li> </ul>
All portions of this permit, manual code #3163.1, available at <u>http://uni.wi.gov/code.inves/ves/daimeet/content</u> All portions of this permit, map and accompanying cover letter must be in possession of the chemical applicator at the time of treatment. During treatment all provisions of Chapter NR 107 107.07 and NR 107.08, Wis. Adm. Code, must be complied with, as well as the specific conditions contained in the permit cover letter.
I hereby certify that that the above information is true and correct and that copies of the application shall be provided to all affected property owners promptly and that the conditions of the permit will be adhered to. All portions of this permit, map and accompanying cover letter must be in possession of the applicant or their agent at time of plant removal. During plant removal activities, all provisions of applicable Wisconsin Administrative Rules must be complied with, as well as the specific conditions contained in the permit cover letter.
Steps to Complete the signature process
IMPORTANT: All email correspondence will be sent to the address associated with your WAMS ID).
1. Read and Accept the Responsibilities and Certification
<ol> <li>Press the Initiate Signature Process button</li> <li>Open the confirmation email for a one time confirmation code and instructions to complete the signature process.</li> </ol>
You will receive a final acknowledgement email upon completing these steps.
Check if you are signing as Agent for Applicant.
I hereby certify that the above information is true and correct and     Initiate Signature Process that cooles of this submittal have been provided to the appropriate
parties named in the contact section and that the conditions of the permit and pesticide use will be adhered to.

Review Applicant Responsibilities and Certification items 1-5 before starting the signature process. You are agreeing with these statements or signifying you will/have completed them. Under item 2, you may request that APM staff not supervise the treatment, but the program may require it, in which case you would need to give notice to the regional APM staff of any application at least 4 business days before the treatment. If this is the case, your permit cover letter will specify this.

If there were one or more property owners adjacent to your treatment area, or a lake organization representative listed in section II, signing your permit indicates you have provided a copy of this permit to them. You can mail via postal service, email, or hand-deliver a copy. You can also mail a postcard containing a link to a live website where a copy of the permit application can be read in full.

The signature process has a few steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are "agent for applicant," and see the <u>Assign Role Feature</u> section if you require a two-person signature process.

Check the "*I hereby certify…*" box and click *Initiate Signature Process*. Follow prompts and you will receive an email at the address associated with your MyWisconsin ID account with the subject "ACTION REQUIRED…" from <u>DNREPERMIT@wisconsin.gov</u>. Click the link there next to "Finalize the Signature Process".

A web browser will open taking you back into the ePermitting system. Click "Confirm Signature", you will be taken to another webpage saying the signature is confirmed. You will receive an email from <u>DNREPERMIT@wisconsin.gov</u> once the process is complete and your application is fully submitted.

# Chemical Control Application – Wetland (3200-012)

Use these instructions if you are applying for a <u>NR107</u> permit (Chemical Aquatic Plant Management) to control plants using chemical control in a wetland.

Navigate to the <u>ePermitting site</u> and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

NOTE: Missing or incomplete fields ar are no updates in 90 days, your draft i	Aquatic Plant Management e highlighted at the bottom of each page. You may save, close and return to your draft permit as often as n deleted	ecessary to complete your application. If there
	PLEASE NOTE: You must complete the section below before conti	nuing.
Site or Project Name:	The normit application will be saved automatically with this name	1
Activity	The permit application will be saved automatically with this name Select Activity	
	M permit application, the DNR encourages applicants to contact their loca ts/Contacts.aspx?role=AP_MNGT	APM Contact:

#### Site or Project Name:

Enter name of the wetland site where you plan to control plants.

#### Activity:

Select Chemical Control Application – Wetland

The permit is now saved under your drafts and the following screen will appear:

	r incomplete fields a ates in 90 days, you			atic Plant N age. You may save, cl	-		ften as necessary to complete you	ir application. I
Home	Contacts	Site	Application	Attachments	Payment	Signature		
	F	PLEASE NO	TE: You must	t complete the	e section be	low before o	continuing.	
Si	te or Projec	t Name: <sup>E</sup>	Example Wetland he permit applica	ation will be saved	d automatically	with this name		
		Activity:	Chemical Cont	rol Application-	Wetland		~	
ps://apps	.dnr.wi.gov/lak	es/contacts	contacts.aspx	?role=AP_MNG	T		act their local APM Co	ntact:
inter pre	vious years			low to import	t Contact In	formation (O	Optional)	
Busine	ess Certificat		D #: NE-2020- Der: 93-12345					
How to lo	ocate last years p	<u>ermit</u>						
	rt Permit							

## Home Tab

#### Enter previous years information (Optional)

To autofill the administrative information from a previous permit, enter a previous year's permit number in **Permit ID #** and your business license number\* issued by DATCP in **Business Certification Number**. Click **Double Click to Import Permit**. You may have to click twice. Wait a second or two between clicks since it's pulling data from our system.

**Important Note:** This is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your previous permit. See <u>Troubleshooting Permit Import</u> if you have issues.

Click *Contacts* Tab at the top to proceed.

\*If you don't have a business certification/license number, please enter whatever was used in that field on your corresponding previous permit. Ideally, this should be NA.

# **Contacts Tab**

### **Contact Information**

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Save				Do not close	e your work until	you SAVE. Close	
Home	Contacts	Site	Application	Attachments	Payment	Signature	
	nformation						
Applicant	Informatio						
		Organizatio	n				
		Last Name	2:				*
		First Name	2:				*
	Mai	ling Addres	5:				*
		City	<i>(</i> :				*
		State	e: Wisconsin	•			
		Zip Code	2:	*			
		Emai	l:				*
		one Numbe		*			
	ر) Iternative Pho	XXX-XXX-XXX					
А		one Numbe xxx-xxx-xxx					

#### **Applicant Information**

Fill out contact information for the landowner/sponsoring organization/sponsor as accurately as possible. This section should not contain any applicator company/employee information. The application will not be considered complete unless a phone and/or email address for the applicant is provided. This information is stored in our internal staff database only, so those 2 fields will appear blank on the final PDF that is visible to the public. Fields marked with red \* are required.

Wetland Address		
Last Name:		
First Name:		
Street Address:	*	
City:	*	
State:	Wisconsin 🖌	
Zip Code:	*	
Email:		
Phone Number:		
(xxx-xxx-xxx)		
Alternative Phone Number: (xxx-xxx-xxx)		

#### Wetland Address

Enter wetland contact information. Enter the most accurate address you can find for the site. If you cannot find a specific street address, enter the nearest road name/intersection or fire number. The other fields should be filled in if they differ from the applicant contact information above.

Applicator		
Name of Applicator Firm:	*	
Applicator Certification #:		*
Business Location License #:		*
Restricted Use Pesticide #:		
Address:		*
City:		*
State:	Wisconsin 🗸	
Zip:	*	
Email:		*
Phone Number: (xxx-xxx-xxxx)		

#### **Applicator**

Enter applicator contact information. Valid <u>Applicator Certification</u> numbers must be entered for all people who will be handling pesticides (loading unsealed herbicide containers, mixing, or applying). Enter more than 1 certification number separated by commas. Enter the <u>Business Location License</u> (Commercial Pesticide Application Business License – PBL) number for the business that will conduct the control.

DATCP recently changed this format to be a shorter 6-digit format in 2025, so please update any old format numbers (93-XXXXX-etc) into the new format.

If you do not know the numbers, you can search by last name of the applicator here <u>www.kellysolutions.com/WI/Applicators/index.asp</u> and by business name here <u>http://www.kellysolutions.com/WI/Business/index.asp</u>.

On the rare occasion a field does not apply for your project, please enter "NA".

Adjacent Riparian Property Owners								
will not be publicly	y viewable.							
attachment tab	Riparian Owners Info	rmation is not applicable for	this application					
	Address	Phone	Email Address					
123 Exam	nple Road	123-456-7891	example@example.com					
*		*		8				
	will not be publich attachment tab	will not be publicly viewable. attachment tab Riparian Owners Info Address 123 Example Road	will not be publicly viewable. attachment tab Riparian Owners Information is not applicable for Address Phone 123 Example Road 123-456-7891	will not be publicly viewable.         attachment tab       Riparian Owners Information is not applicable for this application         Address       Phone       Email Address         123 Example Road       123-456-7891       example@example.com				

#### **Adjacent Riparian Property Owners**

If you checked Yes to the previous question "Does the waterbody have more than one property owner?" you are required to enter their name(s) and address(es). Phone and email will be stored in our internal database only and hidden on the final PDF that is visible to the public. This section is also needed if there are riparian property owners whose parcel boundaries fall within 150' of the control site.

Check the **Uploaded riparian owners to attachment tab** box and upload a list of names and addresses as a separate file in a later tab OR fill in blanks in this section. Use the **Add Contact** button to add more fields as needed and use the red **X** button to delete rows.

If there are no riparian property owners within 150' of the control site, you may check the box *Riparian Owners information is not applicable for this application*.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Continue to Next Tab** 

# Site Tab

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Site Information - Has Missing Items							
Wetland Containing Control Area(s)							
Water Body or Wetland Name:	*						
Primary County:	* 🗸						
Latitude:	*						
Longitude:	*						
Section:	*						
Township:	*						
Range:	*						
Direction:	○ E ○ W						

### Waterbody Containing Control Area(s)

#### Wetland Name and Primary County:

Enter the most accurate name and primary county corresponding to the site. If not a specific wetland, you may enter property name, wildlife area name, etc.

#### Latitude/Longitude:

Select a point near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site and please use Decimal Degrees. See <u>Help</u> section for assistance.

#### Township-Range-Section (TRS):

Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc.) for TRS and make sure either E (east) or W (west) is selected. See <u>Help</u> section for assistance.

Proposed Control Area(s)												
Area(s) Proposed for Control:												
Site Name (Optional)	Treatm Lengt			Treatr	nent Width	E	stimated Acrea	ge		County		
Site A	100	ft.	x	100	<sub>ft.</sub> ÷ 43,560 ft. <sup>2</sup>	=	0.23	ас	Adams		~	
Site B	200	ft.	×	400	<sub>ft.</sub> ÷ 43,560 ft. <sup>2</sup>	=	1.84	ac	Juneau		-	×
Estimated Acreage 2.07 ac Grand Total												
Is the area with in or adjacent to a s	ensitive area	desi	gna	ated by the	Department of Natu	ural	Resources. <u>Mo</u>	ore Ir	formation			
If the estimated acreage is greater than 1	0 acres comple	ete ar	nd a	attach Form 3	200-004A, Large-Scale	e Tr	eatment Worksh	eet.				

## **Proposed Control Area(s)**

#### Area(s) Proposed for Control:

Determine the acreage of the wetland in which you wish to control plants. If planning to control plants in polygons within a larger wetland, make a best effort to enter **length** and **width** for each polygon and the form will calculate the acreage and provide a grand total. Use the **Insert Item** button to add more rows and use the red **X** to delete rows. Using the **Site Name** fields to give a unique name to each control area and using the same names for the polygons when creating your site map is ideal to clearly communicate your plans to the permit reviewer.

Sites such as Google Earth, WISFIRS, or the surface water data viewer (<u>SWDV</u>) have area measurement tools that can help you to delineate the wet area within which you want to control plants. Sometimes this may include getting a best estimate of scattered treatment areas within a larger wet area. Enabling the Wetland layer can help for certain wetland sites, and high ground does not need to be included since that area would not be wet.

In cases where entering the dimensions for each polygon is not feasible, enter an **estimated acreage** and leave the length and width fields blank.

If your wetland project spans multiple adjacent counties, enter the corresponding county near to each site using the dropdown menu.

\*\*If the Grand Total is more than 10 acres, this is considered a large-scale treatment. (See below for additional requirements for large-scale treatments, and ensure Public Notice is uploaded under the *Attachments Tab*).

Is this area within or adjacent to a sensitive area designated by the Department of Natural Resources? Answer yes or no. If uncertain, you can click the More Information link, use SWDV to check using the "Critical Habitat Areas" layer feature, or <u>contact your local APM Coordinator</u>

Click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Continue to Next Tab** 

# **Application Tab**

### **Chemical Aquatic Plant Control Information**

Most questions are self-explanatory and are required fields. Please ensure answers are as accurate as possible.

Chemical Aquatic Plant Control Information- Wetland 3200-012 (4/23)							
Notice: Use of this form is required by the Department for any application filed pursuant to s. 281.17(2), Wis. Stats., and Chapters NR 107, 200 and 205, V information on this form may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].							
Has a management plan been provided to the DNR?	If Yes, date approved of most current copy	Link to Approved Plan:					
🚫 Yes 🔘 No 🔘 Don't Know							
		Uploaded Plan copy as an Attachment					
Does the proposed plant removal agree with the approved plan? O Yes O No							
If NO, explain, Attach additional sheets if necessary.							

Please answer the questions about Management Plans, which includes providing either a link or a copy uploaded to the Attachment section, if applicable.

Goal of Aquatic Plant Control:		
Maintain navigation channel		
🛄 Maintain boat landing and car	ry in access	
🛄 Improve fish habitat		
Control of invasive exotics		
🛄 Improve game habitat		
🛄 Improve non-game habitat		
Other		
Nuisance Caused By:		
Emergent water plants (majori	ity of leaves & stems growing above v	water surface, e.g. cattail, bulrushes)
Eloating water plants (majority	of leaves floating on water surface,	e.g., water lilies, duckweed)
Submerged water plants (leave	es & stems below surface, flowering p	parts may be exposed: milfoil, coontail)
Woody wetland plants		
Other		
List Target Plants		
Algae	🛄 Flowering Rush	🛄 Purple Loosestrife
Common/Glossy Buckthorn	🔲 Hybrid Cattail	Reed Canary Grass
Coontail	🛄 Hybrid Watermilfoil	Reed Manna Grass
Curly-Leaf Pondweed	🛄 Japanese Knotweed	Starry Stonewort
Duckweed	🔜 Naiad	🛄 Yellow Floating Heart
Elodea	🛄 Narrow-Leaf Cattail	Yellow Iris
🛄 Eurasian Watermilfoil	🛄 Phragmites	Pondweed
Other Target Plants:		

Make sure you include all species you intend to control using herbicide on the site. Use the **Other Target Plants** box to enter additional species. Please use specific plant names, entries such as "All shoreline plants" or "Any invasive species" are not acceptable.

Chemical Control							
Full Trade Name of Proposed	d Chemical(s)						
Agristar 2,4-D Amine	Clipper	K-Tea	SCI-62				
Algimycin PWF	Clipper SC	Littora	Sculpin G				
Alligare 2,4-D	Current	Milestone	SeClear				
Alligare Argos	Cutrine-Plus	Nautique	SeClear G				
Alligare Diquat	Cutrine-Plus Granular	Navigate	🛄 Shoreklear-Plus				
Alligare Ecomazapyr	Cutrine-Ultra	Navitrol	🛄 Shredder Amine				
Alligare Glyphosate 5.4	DMA 4 IVM	Navitrol DPF	Sonar AS				
🛄 Aqua Neat	Earthtec	Phycomycin SCP	🛄 Sonar Genesis				
🗖 Aqua Star	Element 3A	Polaris	Sonar H4C				
AquaPro	🛄 Flumioxazin 51% WDG	Polaris AC	Sonar PR				
Aquashade	🛄 Formula F-30	🛄 Pond-Klear	🛄 Sonar Q				
Aquashadow	Garlon 3A	ProcellaCOR EC	Sonar RTU				
Aquastrike	🛄 Green Clean	🛄 Refuge	Sonar SRP				
Aquathol K	Habitat	Renovate 3	SonarOne				
Aquathol Super K	Harpoon	Renovate LZR	Stingray				
Avast! SC	Harvester	🛄 Renovate LZR Max	Symmetry NXG				
Captain	Havoc Amine	🛄 Renovate Max G	🔲 Touchdown Pro				
Captain XTR	Hydrothol 191	Renovate OTF	🛄 Tribune				
Chinook	🛄 Hydrothol Granular	Reward	Trycera				
Clearcast	Komeen	Rodeo	🛄 Weedar 64				
Clearigate	Komeen Crystal	🛄 Roundup Custom	🛄 Weedestroy AM-40				
Other Proposed Chemical(s):							
Have the proposed chemicals been permitted in a prior year on the proposed site?							
Method of Application: Sel Other Method of Application	ect pre-defined or type in an oth	er value	* ~				

### **Chemical Control**

#### Full Trade Name(s) of Proposed Chemicals:

Use the checkboxes to select the herbicide(s) you plan to use. Any herbicide selected should be appropriate for the main goals of control, intended target species, and treatment scale. Applications with inaccurate/lengthy herbicide selections lacking specificity may be flagged for revision.

If a chemical is not listed, enter the full trade name under "Other" if it is registered for aquatic use in Wisconsin and if its use at the site would be consistent with the site type(s) listed on the label. For instance, if a label lists canals (and that is the only wet site listed), the chemical cannot be used in a lake. Herbicides registered for use in Wisconsin can be searched here, including the labels: <u>http://www.kellysolutions.com/WI/pesticideindex.asp</u>.

#### Method of Application and past results:

Describe how the herbicides will be applied by choosing from the dropdown or entering a custom explanation in the Other box. Describe any past results if the site was permitted in prior years.

Alternatives to Chemical Control:	Feasible?	If No, Why Not?
1. Mechanical harvesting	Yes 🚫 No	
2. Manual removal	Yes 🚫 No	
3. Sediment screens/covers	Yes 🚫 No	
4. Dredging	Yes 🚫 No	
5. Waterbody drawdown	Yes 🔿 No	
6. Nutrient controls in watershed	Yes 🚫 No	
7. Prescribed burning	Yes 🔘 No	
8. Waterbody manipulation to promote drowning	Yes 🔘 No	
9. Solarizing (tarping)	🚫 Yes 🚫 No	
7. Other:	🚫 Yes 🚫 No	
Note: If proposed treatment involves multiple prop	oerties, consider fea	ssibility of EACH alternative for EACH property owner.
Will surface water outflow and/or over	rflow be contro	olled to prevent chemical loss?

#### Alternatives to Chemical Control:

Answer these appropriately and be sure to enter a reason if that alternative was not considered.

#### Surface water outflow be controlled?

For wetlands, answer No.

WPDES Permit Request
Is WPDES coverage being requested? Refer to <u>http://dnr.wi.gov/topic/wastewater/aquaticpesticides.html</u> for more information of the second secon
Yes - complete section VII with signature.
⊙ No
<ul> <li>Already have WPDES</li> <li>WPDES coverage not needed</li> </ul>
WPDES LOVErage not needed
WPDES Detail
Select which permit you are requesting: WI-0064556-1 Aquatic Plants, Algae & Bacteria
WI-0064564-1 Aquatic Animals
WI-0064581-1 Mosquitoes & other Flying Insects
Indicate WPDES permittee responsible for the pollutant discharge:
Applicator Disponsor
Do you expect the pest control activity will result in a detectable pollutant discharge to waters of the state beyond
the treatment area boundary or a pollutant residual in waters of the state after the treatment project is
completed?
W Yes WNo
If yes, identify the pollutant(s):
Are you planning to incorporate integrated pest management principles, as specified in the WPDES permit, into
your pest control activity to minimize any pollutant residual or pollutant discharge beyond the treatment area?
WYes WNO
Type of WPDES coverage being requested:
🎦 One Treatment Site 👸 Statewide Coverage
For informational purposes, select areas of WI for most of your aquatic treatments:
賞NE 賞NW 賞SW 賞SE
Is WPDES coverage being requested for more than 1 year?
💭 Yes 👸 No
If yes, the permittee will remain in "active" WPDES status until a Notice of Termination is submitted

### WPDES Permit Request

WPDES permits must comply with the Clean Water Act. Therefore, it is separate from the DNR required NR 107 permit. It has been included in this form to minimize paperwork. Chemicals applied to "waters of the state" – which includes any public or private surface water including wet sites with saturated soils – are considered a point source pollution and require permission to discharge.

It is the responsibility of the person who applies for a permit that someone involved in the treatment has WPDES coverage for their business. There is no cost for WPDES permits, and it would be valid for a period of 5 years.

WPDES permits are administered by the Wastewater Bureau. Jennifer Jerich oversees this WPDES permit for the Wisconsin DNR. See detailed information here: <u>https://dnr.wi.gov/topic/wastewater/aquaticpesticides.html</u>

Fill out the appropriate responses and click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Attachments**.

# **Attachments Tab**

Home	Contacts	Site	Application	Attachments	Payment	Signature	
Required	Attachment	ts and Supp	olemental In	formation			
			Co	ntacts : Ec	dit Form		
			Completion	Status: Has Mis	sing Items		
				Site: Ed	dit Form		
			Completion	Status: Has Mis	sing Items		
	Chemical A	quatic Plant	Control Appli	cation : Ec	dit Form		
			Completion	Status: Complet	te		

Check that Contacts, Site, and Chemical Aquatic Plant Control Application are marked *Complete* on this tab. If marked *Has Missing Items* as shown here, go back to the tab and enter the required fields.

### **Upload Required Attachments**

*indicates completion Note: To add additiona	of this item is required	B per file limit) - <u>Help reduce file size and trouble shoot file uploads</u> on arrow icon. To replace an existing file, use the 'Click here to attach file ' link. ess CNTRL Delete.
Riparian Owners	Iclick here to attach a file	8
Public Notice	ຍິ Click here to attach a file	8
	Icit Click here to attach a file	8
Worksheet		
Site Map	Olick here to attach a file	8
Add another map Lake	① Click here to attach a file	8
Management		
Plan		
Add treatment plan	1	

#### **Riparian Owners:**

If you checked the box from the *Contacts Tab*, you are required to upload a file containing the owners list, which should include names and addresses of everyone living with 150' of the site.

#### Public Notice and Large-Scale Worksheet:

Required if the estimated acreage is greater than 10. See <u>Public Notice Examples</u> for help.

#### Site Map:

Upload a map file that shows your proposed plant control area(s). Create the map using updated aerial imagery and clearly outline the proposed treatment area(s) using polygons or other drawing tools. The areas on the map should match up with the acreages you listed in the *Site Tab*. If there are multiple areas or multiple waterbodies, please label the map with the names used for **Site Names** under the *Site Tab*. Ensure the map includes some landmarks such as roads and access points.

The SWDV allows you to create maps for free (<u>https://dnrmaps.wi.gov/H5/?Viewer=SWDV</u>) You can turn on layers for aerial imagery (Basic Tools Tab - Show Layers – click arrow next to Base Maps – click arrow next to Imagery – check box for Latest Leaf Off or Latest Leaf On) and also draw shapes (Draw & Measure Tab – Draw Tools section – Polygon or Line tools). The complete user guide to SWDV is at the bottom of this page under Documentation: <u>https://dnr.wisconsin.gov/topic/SurfaceWater/swdv</u>

Use the *Add another map* or *Add treatment plan* button to add any other documents you need to submit with the application. Sometimes it may be useful to include a cover letter or additional supporting documents depending on the treatment you are proposing. See <u>Site Map Examples</u> for help.

#### Management Plan:

If you checked the box associated with this question from the *Application Tab*, you are required to upload a file containing the management plan.

Click the *Payment* tab at the top of the page.

# Payment Tab

Save			Do no	t close your worl	a until you <b>SAVE</b>	Close	
Home	Contacts	Site	Application	Attachments	Payment	Signature	
Fee Calculation         Chemical Control Application         1. s. NR 107.11(1), Wis. Adm. Code, lists the conditions under which the permit fee is limited to the \$20 minimum charge.         2. s. NR 107.11(4), Wis. Adm. Code, lists the uses that are exempt from permit requirements.         3. s. NR 107.04(2), Wis. Adm. Code, provides for a refund of acreage fees if the permit is denied or if no treatment occurs.         If Proposed treatment is over 0.25, calculate acreage fee:         (round up to nearest whole acre, to maximum of 50 acres)         acres X \$25 per acre = \$         If proposed treatment is less than 0.25 acre, acreage fee is \$0							
Basic Permit Fee (non-refundable)\$20.00							
Total Fee \$95							
Pay Online     Return to Permit     Fee Exempt?       You can not continue to the signature page until you pay for your application.							

The fee is calculated from the acreage information entered on the Site tab. Click **Pay Online** to begin the payment process and follow the instructions. You will be taken to US Bank. You can optionally log in there if you already have an account profile with your information saved. Otherwise, you can proceed as a guest and enter your payment information.

You will be automatically returned to your application and the payment confirmation code will be populated for you. If that doesn't work (e.g., you closed out of your browser), you can still enter the confirmation code manually from the confirmation email you will receive from US Bank.

After you complete payment and are returned to your application, click the *Signature* tab.

Sign and Submit					
Applicant Responsibilities and Certification 1 The applicant has prepared a detailed map which shows the length, width and average depth of each area proposed for the control of rooted					
experiation and the surface area in acres or square feet for each proposed algae treatment.					
2 The applicant understands that the Department of Natural Resources may require supervision of any aquatic plant management project involving					
chemicals. Under s.NR 107.07 Wis. Adm. Code, supervision may include inspection of the proposed treatment area, chemicals and application					
equipment before, during or after treatment. The applicant is required to notify the regional office 4 working days in advance of each anticipated treatment with the date, time, location and size of treatment unless the Department waives this requirement. Do you request the					
Department to valve the advance outfloation requirement?					
● Yes ○ No					
3 The applicant agrees to comply with all terms or conditions of this permit, if issued, as well as all provisions of Chapter NR 107, Wis. Adm. Code. The required application fee is attached.					
4 The applicant will provide a copy of the current application to any affected property owners' association inland Lake District and, in the case of					
chemical applications for rooted aquatic plants, to all owners of property riparian or adjacent to the treatment area. The applicant has also provided a copy of the current chemical fact sheet for the chemicals proposed for use to any affected aroperty owner's association or inland					
Lake District.					
5 Conditions related to invasive species movement. The applicant and operator agree to the following methods required under s.NR 109.05(2),					
Wis. Adm. Code for controlling, transporting and disposing of aquatic plants and animals, and moving water:					
<ul> <li>Aquatic plants and animals shall be removed and water drained from all equipment as required by s.30.07, Wis. Stats., and ss. NR 19.055 and 40.07, Wis. Adm. Code.</li> </ul>					
<ul> <li>Operator shall comply with the most recent Department-approved 'Boat, Gear, and Equipment Decontamination and Disinfection</li> </ul>					
Protocol', Manual Code #9183.1, available at http://dnr.wi.gov/topic/invasives/disinfection.html					
All portions of this permit, map and accompanying cover letter must be in possession of the chemical applicator at the time of treatment. During					
treatment all provisions of Chapter NR 107 107.07 and NR 107.08, Wis. Adm. Code, must be complied with, as well as the specific conditions contained in the permit cover letter.					
I hereby certify that that the above information is true and correct and that copies of the application shall be provided to all affected property owners promptly and that the conditions of the permit will be adhered to. All portions of this permit, map and accompanying cover letter must be in possession of the applicant or their agent at time of plant removal. During plant removal activities, all provisions of applicable Wisconsin Administrative Rules must be complied with, as well as the specific conditions contained in the permit cover letter.					
Steps to Complete the signature process					
IMPORTANT: All email correspondence will be sent to the address associated with your WAMS ID).					
1. Read and Accept the Responsibilities and Certification					
2. Press the Initiate Signature Process button					
<ol> <li>Open the confirmation email for a one time confirmation code and instructions to complete the signature process.</li> </ol>					
You will receive a final acknowledgement email upon completing these steps.					
Check if you are signing as Agent for Applicant.					
I hereby certify that the above information is true and correct and     Initiate Signature Process that copies of this submittal have been provided to the appropriate					
that copies of this submittain have been provided to the appropriate parties named in the contact section and that the confidence of the					
permit and pesticide use will be adhered to.					

Review Applicant Responsibilities and Certification items 1-5 before starting the signature process. You are agreeing with these statements or signifying you will/have completed them. Under item 2, you may request that APM staff not supervise the treatment, but the program may require it, in which case you would need to give notice to the regional APM staff of any application at least 4 business days before the treatment. If this is the case, your permit cover letter will specify this.

If there were one or more property owners adjacent to your treatment area, or a lake organization representative listed in section II, signing your permit indicates you have provided a copy of this permit to them. You can mail via postal service, email, or hand-deliver a copy. You can also mail a post-card containing a link to a live website where a copy of the permit application can be read in full.

The signature process has a few steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are "agent for applicant," and see the <u>Assign Role Feature</u> section if you require a two-person signature process.

Check the "*I hereby certify…*" box and click *Initiate Signature Process*. Follow prompts and you will receive an email at the address associated with your MyWisconsin ID account with the subject "ACTION REQUIRED…" from <u>DNREPERMIT@wisconsin.gov</u>. Click the link there next to "Finalize the Signature Process".

A web browser will open taking you back into the ePermitting system. Click "Confirm Signature", you will be taken to another webpage saying the signature is confirmed. You will receive an email from <u>DNREPERMIT@wisconsin.gov</u> once the process is complete and your application is fully submitted.

# Chemical Control Application - Private Pond (3200-155)

Use these instructions if you are applying for a <u>NR107</u> permit (Chemical Aquatic Plant Management) to control plants using chemical control in a <u>private pond</u>.

Navigate to the <u>ePermitting site</u> and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

Aquatic Plant Management NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted						
PLEASE NOTE: You must complete the section below before continuing.						
Site or Project Name:		*				
	The permit application will be saved automatically with this name					
Activity	Select Activity *	T				
Before completing your APM permit application, the DNR encourages applicants to contact their local APM Contact: http://dnr.wi.gov/lakes/contacts/Contacts.aspx?role=AP_MNGT						

#### Site or Project Name:

Enter name of the waterbody where you plan to control plants. It is best to use the pond owner's name here.

#### Activity:

Select Chemical Control Application – Lake, River, Pond.

The permit is now saved under your drafts and the following screen will appear:

	or incomplete fields a ere are no updates i		he bottom of each page.	ant Manageme You may save, close and retur		as often as necessary to c	omplete your	
Home	Home         Contacts         Site         Application         Attachments         Payment         Signature							
	PLEASE NOTE: You must complete the section below before continuing.							
Sit	Site or Project Name: Example Pond The permit application will be saved automatically with this name Activity: Chemical Control Application-Lake, River, Pond							
		Do	es the waterbo	ody have:				
	Eli	gibility:	<ul> <li>More than one property owner?</li> </ul>			⊖ <b>Y</b>	'es 💿 No	
(All questions m	ust be no for it to be						'es 💿 No	
	ар	rivate pond.)	Public access?				'es 💿 No	
https://apps.	Before completing your APM permit application, the DNR encourages applicants to contact their local APM Contact: https://apps.dnr.wi.gov/lakes/contacts/contacts.aspx?role=AP_MNGT Enter previous years permit information below to import Contact Information for new application							
(Optiona	•	Dames it ID #						
Pusie			NE-2020-12-3456					
Business Certification Number: 93-123456-789123 How to locate last years permit								
Permit Im	Permit Import Successful – Please Proceed to Contacts Tab							

## Home Tab

#### Eligibility:

Answer questions based on the proposed control site. You must answer the questions before proceeding. Make sure you are answering the questions based on the <u>waterbody</u>, not the specific control site. For more information, please see <u>Help Section: Determining Permit Type</u>.

Note: These must be "no" for all ponds you plan to list on the permit in order to fit the definition of a private site. If any are "yes", the application is considered non-private and you will be automatically directed to the non-private form. Please see Instructions for Chemical Permit Application Non-Private Sites (3200-004)

#### Enter previous years information (Optional)

To autofill the administrative information from a previous permit, enter a previous year's permit number in **Permit ID #** and your business license number issued by DATCP in **Business Certification Number**. Click **Double Click to Import Permit**. You may have to click twice. Wait a second or two between clicks since it's pulling data from our system. **Important Note:** This is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your previous permit. See <u>Troubleshooting Permit Import</u> if you have issues.

When the two fields turn GREEN, the import was successful.

**Important Note:** Permit # is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your previous permit. See <u>Troubleshooting Permit Import</u> if you have issues.

Click *Contacts* Tab at the top to proceed.

## Contacts Tab

### **Contact Information**

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Save				Do not close	e your work until	you SAVE. Close	
Home	Contacts	Site	Application	Attachments	Payment	Signature	
Contact I	nformation						
Pond Ow	ner Informa	tion					
		Organizatio	n				
		Last Nam	e:				*
		First Nam	e:				*
	Mai	ling Addres	s:				*
		Cit	y:				*
		Stat	e: Wisconsin	•			
		Zip Cod	e:	*			
		Ema	il:				*
		one Numbe		*			
А	Iternative Ph	xxx-xxx-xxx one Numbe xxx-xxx-xxx	r:				

#### Pond Owner Information

Fill out contact information for the <u>pond owner</u> as accurately as possible. This section should not contain any applicator company/employee information. The application will not be considered complete unless a phone and/or email address for the pond owner is provided. This information is stored in our internal staff database only, so those 2 fields will appear blank on the final PDF that is visible to the public.

Fields marked with red \* are required.

Additional Contact Informat	ion
Last Name:	
First Name:	
Street Address:	
City:	
State:	Wisconsin 🔻
Zip Code:	
Email:	
Phone Number:	
(xxx-xxx-xxxx)	
Alternative Phone Number:	
(xxx-xxx-xxxx)	

#### **Additional Contact Information**

Enter additional contact information if it differs from the applicant contact information above.

Applicator		
Name of Applicator Firm:	*	
Applicator Certification #:		*
Business Location License #:		*
Restricted Use Pesticide #:		
Address:		*
City:		*
State:	Wisconsin 🖌	
Zip:	*	
Email:		*
Phone Number: (xxx-xxx-xxxx)		

#### **Applicator**

Enter applicator contact information. Valid <u>Applicator Certification</u> numbers must be entered for all people who will be handling pesticides (loading unsealed herbicide containers, mixing, or applying). Enter more than 1 certification number separated by commas. Enter the <u>Business Location License</u> (Commercial Pesticide Application Business License – PBL) number for the business that will conduct the control.

DATCP recently changed this format to be a shorter 6-digit format in 2025, so please update any old format numbers (93-XXXXX-etc) into the new format.

If you do not know the numbers, you can search by last name of the applicator here <u>www.kellysolutions.com/WI/Applicators/index.asp</u> and by business name here <u>http://www.kellysolutions.com/WI/Business/index.asp</u>.

On the rare occasion a field does not apply for your project, please enter "NA".

Click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Continue to Next Tab** 

## <u>Site Tab</u>

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Site Information - Has Missing Items	
Waterbody Containing Control Area(s)	
Waterbody Property Owners Association or Waterbody District Representative:	None
Water Body Name:	*
Primary County:	* 🗸
Latitude:	*
Longitude:	*
Section:	*
Township:	*
Range:	*
Direction:	○ E ○ W
Waterbody Surface Area:	* acres
Estimated Surface area that is 10ft or less	acres

## Waterbody Containing Control Area(s)

#### Waterbody Name and County:

Enter the owner's name/property name and county corresponding to the site.

#### Latitude/Longitude:

Enter coordinates for the center of the pond. If permitting multiple ponds, enter a lat/long for the largest pond or for a centroid point that best represents project area. Ensure enough digits are used to specifically locate the site and please use Decimal Degrees. See <u>Help</u> section for assistance.

#### Township-Range-Section (TRS):

Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc.) for TRS and make sure either E (east) or W (west) is selected. See <u>Help</u> section for assistance.

#### Waterbody Surface Area:

Enter the total surface area (in acres) of the waterbody in which you want to control plants.

#### Estimated Surface Area that is 10 Feet or Less in Depth:

Enter best estimate (in acres) of the surface area from above that is 10 feet or less in depth.

	Proposed Control Area(s)					
	Area(s) Proposed for Control:					
	Site	Name	Estimated Acre	age	Depth (optiona	al)
	Pond A - Northwest		0.23	ac	5	ft
Ŧ	Pond B - Southwest		1.84	ас	6	ft
	Insert item	Estimated Acreage Grand Total:	2.07	ас		

## Proposed Control Area(s)

#### Area(s) Proposed for Control:

Determine the entire acreage of the pond(s) in which you wish to control plants. Use the *Insert Item* button to add more sites if there is more than one pond. The form with automatically calculate a sum. Use the gray down-arrow button on the left side to delete rows. Using the **Site Name** fields to give a unique name to each pond and using the same names for ponds when creating your site map is ideal to clearly communicate your plans to the permit reviewer.

Sites such as Google Earth, WISFIRS, or the surface water data viewer (<u>SWDV</u>) have area measurement tools that can help you to delineate the pond area(s) and determine an estimated acreage for each.

Depth is an optional field that can be filled out if you choose.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Continue to Next Tab** 

## **Application Tab**

## **Chemical Aquatic Plant Control Information**

Most questions are self-explanatory and are required fields. Please ensure answers are as accurate as possible.

Notice: Use of this form is required by the		L55 (R 6/19) ursuant to s. 281.17(2), Wis. Stats., and Chapters NR 107, 200 and 205, Wis. Adm. Code. This permit application is					
	equired to request coverage for pollutant discharge into waters of he state. Personally identifiable information on this form may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].						
Nuisance Caused By:							
🛄 Floating water plants (majority	of leaves floating on water surfac	ve water surface, e.g. cattail, bulrushes) ce, e.g., water lilies, duckweed) ng parts may be exposed: milfoil, coontail)					
List Target Plants							
🛄 Algae	🧮 Flowering Rush	🛄 Purple Loosestrife					
🛄 Common/Glossy Buckthorn	🥅 Hybrid Cattail	🧱 Reed Canary Grass					
🛄 Coontail	🧮 Hybrid Watermilfoil	🧱 Reed Manna Grass					
🛄 Curly-Leaf Pondweed	🧾 Japanese Knotweed	🛄 Starry Stonewort					
🛄 Duckweed	🛄 Naiad	🧱 Yellow Floating Heart					
🛄 Elodea	🧮 Narrow-Leaf Cattail	🛄 Yellow Iris					
🗒 Eurasian Watermilfoil	🛄 Phragmites	🛄 Pondweed					
Other Target Plants:							
Note: Different plants require different of	chemicals for effective treatment. Do not	purchase chemical before identifying plants.					

Make sure you include all species you intend to control using herbicide on the site. Use the **Other Target Plants** box to enter additional species. Please use specific plant names, entries such as "All shoreline plants" or "Any invasive species" are not acceptable. If you are unsure about the species that will be found in the area, we recommend a site visit prior to submitting a permit application.

Chemical Control			
Full Trade Name of Propos	sed Chemical(s)		
Agristar 2,4-D Amine	Clipper	K-Tea	SCI-62
Algimycin PWF	Clipper SC	🗌 Littora	🛄 Sculpin G
Alligare 2,4-D	Current	🛄 Milestone	SeClear
Alligare Argos	Cutrine-Plus	🗌 Nautique	SeClear G
Alligare Diquat	Cutrine-Plus Granular	🛄 Navigate	Shoreklear-Plus
Alligare Ecomazapyr	Cutrine-Ultra	Navitrol	🛄 Shredder Amine
Alligare Glyphosate 5.4	DMA 4 IVM	Navitrol DPF	Sonar AS
🛄 Aqua Neat	Earthtec	Phycomycin SCP	Sonar Genesis
🛄 Aqua Star	Element 3A	Polaris	Sonar H4C
AquaPro	🛄 Flumioxazin 51% WDG	Polaris AC	Sonar PR
Aquashade	Formula F-30	Pond-Klear	🛄 Sonar Q
Aquashadow	🛄 Garlon 3A	ProcellaCOR EC	Sonar RTU
Aquastrike	🛄 Green Clean	🔲 Refuge	Sonar SRP
🛄 Aquathol K	Habitat	Renovate 3	SonarOne
🛄 Aquathol Super K	Harpoon	🛄 Renovate LZR	Stingray
Avast! SC	Harvester	🛄 Renovate LZR Max	Symmetry NXG
Captain	Havoc Amine	🛄 Renovate Max G	🛄 Touchdown Pro
Captain XTR	🛄 Hydrothol 191	🛄 Renovate OTF	🛄 Tribune
Chinook	🛄 Hydrothol Granular	Reward	Trycera
Clearcast	Komeen	🔲 Rodeo	Weedar 64
Clearigate	Komeen Crystal	🔲 Roundup Custom	Weedestroy AM-40
Other Proposed Chemical(s):			
Have the proposed chemi <i>All Some None</i> What were the results of t	cals been permitted in a prior y the treatment?	ear on the proposed site?	
Method of Application: Other Method of Application	Select pre-defined or type in an oth	ner value	* •

## **Chemical Control**

#### Full Trade Name(s) of Proposed Chemicals:

Use the checkboxes to select the herbicide(s) you plan to use. Any herbicide selected should be appropriate for the overarching goals of control, intended target species, and treatment scale.

If a chemical is not listed, enter the full trade name under "Other" if it is registered for aquatic use in Wisconsin and if its use at the site would be consistent with the site type(s) listed on the label. For instance, if a label lists canals (and that is the only wet site listed), the chemical cannot be used in a lake. Herbicides registered for use in Wisconsin can be searched here, including the labels: <a href="http://www.kellysolutions.com/WI/pesticideindex.asp">http://www.kellysolutions.com/WI/pesticideindex.asp</a>.

#### Method of Application and past results:

Describe how the herbicides will be applied by choosing from the dropdown or entering a custom explanation in the Other box. Describe any past results if the site was permitted in prior years.

WPDES Permit Request Is WPDES coverage being requested? Refer to <u>http://dnr.wi.gov/topic/wastewater/aquaticpesticides.html</u> for more information
Yes - complete section VII with signature.
<ul> <li>No</li> <li>Already have WPDES</li> <li>WPDES coverage not needed</li> </ul>
WPDES Detail
Select which permit you are requesting: WI-0064556-1 Aquatic Plants, Algae & Bacteria WI-0064564-1 Aquatic Animals WI-0064581-1 Mosquitoes & other Flying Insects
Indicate WPDES permittee responsible for the pollutant discharge:
Do you expect the pest control activity will result in a detectable pollutant discharge to waters of the state beyond the treatment area boundary or a pollutant residual in waters of the state after the treatment project is completed?
If yes, identify the pollutant(s):
Are you planning to incorporate integrated pest management principles, as specified in the WPDES permit, into your pest control activity to minimize any pollutant residual or pollutant discharge beyond the treatment area?
Type of WPDES coverage being requested:
For informational purposes, select areas of WI for most of your aquatic treatments:
Is WPDES coverage being requested for more than 1 year?
If yes, the permittee will remain in "active" WPDES status until a Notice of Termination is submitted

### **WPDES Permit Request**

WPDES permits must comply with the Clean Water Act. Therefore, it is separate from the DNR required NR 107 permit. It has been included in this form to minimize paperwork. Chemicals applied to "waters of the state" – which includes any public or private surface water including wet sites with saturated soils – are considered a point source pollution and require permission to discharge.

It is the responsibility of the person who applies for a permit that someone involved in the treatment has WPDES coverage for their business. There is no cost for WPDES permits, and it would be valid for a period of 5 years.

WPDES permits are administered by the Wastewater Bureau. Jennifer Jerich oversees this WPDES permit for the Wisconsin DNR. See detailed information here: <u>https://dnr.wi.gov/topic/wastewater/aquaticpesticides.html</u>

Fill out the appropriate responses and click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Attachments**.

## **Attachments Tab**

Home	Contacts	Site	Application	Attachmer	nts Payment	Signature	
Required	Attachmen	ts and Supp	olemental In	formation			
			Cor	ntacts :	Edit Form		
			Completion	Status: Has	Missing Items		
				Site:	Edit Form		
			Completion	Status: Has	Missing Items		
	Chemical A	quatic Plant	Control Applic	cation :	Edit Form		
			Completion	Status: Com	plete		

Check that Contacts, Site, and Chemical Aquatic Plant Control Application are marked *Complete* on this tab. If marked *Has Missing Items* as shown here, go back to the tab and enter the required fields.

	<b>ttachments</b> (15 MB per file limit) - <u>nd trouble shoot file uploads</u>
*indicates completion of t Note: To add additional att	his item is required tachments using the down arrow icon. To replace an existing file, use the 'Click here to
	additional items, select the item and press CNTRL Delete.
Riparian Owners	0 Click here to attach a file
Site Map	10 Click here to attach a file
Add another map	

### **Upload Required Attachments**

#### Site Map:

Upload a map file that shows your proposed plant control area(s). Create the map using updated aerial imagery that clearly outlines the proposed treatment area(s) using polygons or other drawing tools. The areas on the map should match up with the acreages you listed in the *Site Tab*. If there are multiple waterbodies, please label the map with the names used for **Site Names** under the *Site Tab* (mismatches between the ponds listed on the permit application and the ponds shown in the map are not acceptable). Ensure the map includes some landmarks or context such as roads or access points.

Note: Drawn-in polygons showing ponds are not acceptable if imagery of the waterbody exists. If no imagery exists, please include a note on the map stating that the construction was recent and provide the construction date. If a waterbody's size/shape has completely changed, a new map is needed.

The SWDV allows you to create maps for free (<u>https://dnrmaps.wi.gov/H5/?Viewer=SWDV</u>) You can turn on layers for aerial imagery (Basic Tools Tab - Show Layers – click arrow next to Base Maps – click arrow next to Imagery – check box for Latest Leaf Off or Latest Leaf On) and also draw shapes (Draw & Measure Tab – Draw Tools section – Polygon or Line tools). The complete user guide to SWDV is at the bottom of this page under Documentation: <u>https://dnr.wisconsin.gov/topic/SurfaceWater/swdv</u>

Use the *Add another map* button to add any other documents you need to submit with the application. Sometimes it may be useful to include a cover letter or additional supporting documents depending on the treatment you are proposing. See <u>Site Map Examples</u> for help.

Click the *Payment* tab at the top of the page.

## **Payment Tab**

There is a \$20 base application fee. Click **Pay Online** to begin the payment process and follow the instructions. Then click the **Signature** tab.

## Signature Tab

Sign and Submit
Applicant Responsibilities and Certification
The applicant has prepared a detailed map which shows the length, width and average depth of each area proposed for the control of rooted
vegetation and the surface area in acres or square feet for each proposed algae treatment.
The applicant understands that the Department of Natural Resources may require supervision of any aquatic plant management project involving chemicals. Under s.NR 1070 Wis. Adm. Code. supervision may include inspection of the proposed treatment area, chemicals and application
chemicals, under SUNK 107.07 WIS Adm, code, supervision may include inspection of the proposed treatment area, chemicals and application equipment before, during or after treatment. The applicant is required to notify the regional office 4 working days in advance of each
anticipated treatment with the date, time, location and size of treatment unless the Department waives this requirement. Do you request the
Department to waive the advance notification requirement?
Yes      No
The applicant agrees to comply with all terms or conditions of this permit, if issued, as well as all provisions of Chapter NR 107, Wis. Adm. Code. The required application fee is attached.
The applicant will provide a copy of the current application to any affected property owners' association inland Lake District and, in the case of
chemical applications for rooted aquatic plants, to all owners of property riparian or adjacent to the treatment area. The applicant has also provided a copy of the current chemical fact sheet for the chemicals proposed for use to any affected property owner's association or inland
provide a copy of the current chemical facts need for the chemicals proposed for use to any anected property owner's association of manual Lake District.
Conditions related to invasive species movement. The applicant and operator agree to the following methods required under s.NR 109.05(2),
Wis. Adm. Code for controlling, transporting and disposing of aquatic plants and animals, and moving water:
<ul> <li>Aquatic plants and animals shall be removed and water drained from all equipment as required by s.30.07, Wis. Stats., and ss. NR 19.055 and 40.07, Wis. Adm. Code.</li> </ul>
and 40.07, wis. Adm. code. • Operator shall comply with the most recent Department-approved 'Boat, Gear, and Equipment Decontamination and Disinfection
Protocol', Manual Code #9183.1, available at <u>http://dnr.wi.gov/topic/invasives/disinfection.html</u>
Il portions of this permit, map and accompanying cover letter must be in possession of the chemical applicator at the time of treatment. During
reatment all provisions of Chapter NR 107 107.07 and NR 107.08, Wis. Adm. Code, must be complied with, as well as the specific conditions ontained in the permit cover letter.
analieu n'une permit core retter.
I hereby certify that that the above information is true and correct and that copies of the application shall be provided to all affected property owners promptly and that the conditions of the permit will be adhered to. All portions of this permit, map and accompanying cover letter must be in possession of the applicant or their agent at time of plant removal. During plant removal activities, all provisions of applicable Wisconsin Administrative Rules must be complied with, as well as the specific conditions contained in the permit cover letter.
teps to Complete the signature process
MPORTANT: All email correspondence will be sent to the address associated with your WAMS ID).
1. Read and Accept the Responsibilities and Certification
2. Press the Initiate Signature Process button
3. Open the confirmation email for a one time confirmation code and instructions to complete the signature process.
ou will receive a final acknowledgement email upon completing these steps.
Check if you are signing as Agent for Applicant.
C hereby certify that the above information is true and correct and Initiate Signature Process
at copies of this submittal have been provided to the appropriate mates named in the contact section and that the conditions of the direct named in the contact section and that the conditions of the
arties named in the contact section and that the conductors of the emitt and pesticidue use will be addingend to.

Review Applicant Responsibilities and Certification items 1-5 before starting the signature process. You are agreeing with these statements or signifying you will/have completed them. You may request that APM staff not supervise the treatment. The determination will be in your permit cover letter.

If there were any property owners adjacent to your treatment area, signing your permit indicates you have provided a copy of this permit to them. You can mail via postal service, email, or hand-deliver a copy. You can also mail a post-card containing a link to a live website where a copy of the permit application can be read in full.

The signature process has a few steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are "agent for applicant," and see the <u>Assign Role Feature</u> section if you require a two-person signature process.

Check the "*I hereby certify…*" box and click *Initiate Signature Process*. Follow prompts and you will receive an email at the address associated with your MyWisconsin ID account with the subject "ACTION REQUIRED…" from DNREPERMIT@wisconsin.gov. Click the link there next to "Finalize the Signature Process".

A web browser will open taking you back into the ePermitting system. Click "Confirm Signature", you will be taken to another webpage saying the signature is confirmed. You will receive an email from <u>DNREPERMIT@wisconsin.gov</u> once the process is complete and your application is fully submitted.

# Mechanical/Manual Control Application (3200-113) – New Application

Use these instructions if you are applying for a <u>NR109</u> permit (Mechanical/Manual Aquatic Plant Management) to control plants using mechanical or manual control in any waterbody.

Navigate to the <u>ePermitting site</u> and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

Aquatic Plant Management NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there				
PLEASE NOTE: You must complete the section below before continuing.				
Site or Project Name:	The permit application will be saved automatically with this name	*		
Activity	Select Activity * •			
	PM permit application, the DNR encourages applicants to contact cts/Contacts.aspx?role=AP_MNGT	ct their local /	APM Contact:	

#### Site or Project Name:

Enter name of the waterbody/wetland site to be treated.

#### Activity:

Select Mechanical Control Application. The permit is now saved under your drafts.

Enter previous years permit i	nformation below to import	Contact Information for new application (Optional) or pay Renewal Fee
Please Select One:	<ul> <li>New application</li> <li>Pay Renewal Fee</li> </ul>	
Permit ID #:	NE-2025-12-3456M	
How to locate last years permit		
Double Click to Import Permit		

### Home Tab

The selection radio button will default to New application.

### Enter previous years information (Optional)

To autofill the administrative information from a previous permit, enter a previous year's permit number in Permit ID #. Click **Double Click to Import Permit**. You may have to click twice. Wait a second or two between clicks since it's pulling data from our system.

When the two fields turn GREEN, the import was successful.

**Important Note:** Permit # is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your previous permit. See <u>Troubleshooting Permit Import</u> if you have issues.

Click *Contacts* Tab at the top to proceed.

**Contacts Tab** 

## **Contact Information**

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Save				Do not close	e your work until	you SAVE. Close	
Home	Contacts	Site	Application	Attachments	Payment	Signature	
Contact I	nformation						
Applicant	t Informatio	n					
		Organizatio	n				
		Last Name					*
		First Name	:				*
Mailing Address:		:				*	
		City	<i>r</i> :				*
		State	·· Wisconsin	•			
		Zip Code		*			
		Emai	:				*
		one Number		*			
Δ	ز) Iternative Phol	xxx-xxx-xxxx	-				
<u> </u>		xxx-xxx-xxx					

#### **Applicant Information**

Fill out contact information for the landowner/sponsoring organization/sponsor as accurately as possible. This section should not contain any removal firm company/employee information. The application will not be considered complete unless a phone and/or email address for the applicant is provided. Applicant email and phone number data are stored in our internal staff database only, so they will appear blank on the final PDF that is visible to the public. Fields marked with red \* are required.

Waterbody Address		
Last Name:		
First Name:		
Street Address:	*	
City:	*	
State:	Wisconsin 🔹	
Zip Code:	*	
Email:		
Phone Number: (xxx-xxx-xxxx)		
Alternative Phone Number: (xxx-xxx-xxxx)		

#### Waterbody Address

Enter waterbody contact information. Enter the most accurate address you can find for the site. If you cannot find a specific street address, enter the nearest road name/intersection or fire number. The other fields should be filled in if they differ from the applicant contact information above.

Removal Firm Information	(if sub contracted)	
Name of Firm:		
Address:		
City:		
State:	Wisconsin •	
Zip:		
Email:		
Phone Number: (xxx-xxx-xxxx)		

#### **Removal Firm Information**

Enter contact information for the organization/person who will be conducting the control work.

Owners		
vill not be publicly viewable.		
ttachment tab 👘 🗍 Riparian O	wners Information is not applicable fo	or this application
Address	Phone	Email Address
123 Example Road	123-456-7891	example@example.com
*	*	8
	vill not be publicly viewable. ttachment tab Riparian O Address 123 Example Road	vill not be publicly viewable. ttachment tab Riparian Owners Information is not applicable for Address Phone 123 Example Road 123-456-7891

#### Adjacent Riparian Property Owners

Enter contact information for any riparian property owners whose parcel boundaries fall within 150' of the control site. Name(s) and address(es) are required. Phone and email will be stored in our internal database only and hidden on the final PDF that is visible to the public.

Check the **Uploaded riparian owners to attachment tab** box and upload a list of names and addresses as a separate file in a later tab OR fill in blanks in this section. Use the **Add Contact** button to add more fields as needed and use the red **X** button to delete rows.

If there are no riparian property owners within 150' of the control site, you may check the box *Riparian Owners information is not applicable for this application*.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Continue to Next Tab** 

## <u>Site Tab</u>

NOTE: If you used the permit import feature, please check to ensure the information autopopulated accurately and correct any errors you find.

Site Information - Has Missing Items	
Waterbody Containing Control Area(s)	
Waterbody Property Owners Association or Waterbody District Representative:	None
Water Body Name:	*
Primary County:	* 🗸
Latitude:	*
Longitude:	*
Section:	*
Township:	*
Range:	*
Direction:	○ E ○ W
Waterbody Surface Area:	acres
Estimated Surface area that is 10ft or less	acres

### Waterbody Containing Control Area(s)

Waterbody Property Owners' Association or Waterbody District Representative: Enter name or check the None box.

#### Waterbody Name and Primary County:

Enter the most accurate name and primary county corresponding to the site. If not a specific waterbody, you may enter property name, wildlife area name, etc.

#### Latitude/Longitude:

Select a point near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site and please use Decimal Degrees. See <u>Help</u> section for assistance.

#### Township-Range-Section (TRS):

Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc.) for TRS and make sure either E (east) or W (west) is selected. See <u>Help</u> section for assistance.

#### Waterbody Surface Area:

Enter the total surface area (in acres) of the waterbody in which you want to control plants.

#### Estimated Surface Area that is 10 Feet or Less in Depth:

Enter best estimate (in acres) of the surface area from above that is 10 feet or less in depth.

Proposed Control Area(s)	
Length of project area 1,0 ft. x Shoreline or area width 500	ft. /43,560= 11.478 Estimated Acreage Avg. Depth 5 ft.
Length of project area 150 ft. x Shoreline or area width 500	ft. /43,560= 1.722 Estimated Acreage Avg. Depth 5 ft. 🔇
Insert item	
TOTAL ESTIMATED ACREAGE 13.2001836547292	

## **Proposed Control Area(s)**

#### Area(s) Proposed for Control:

Determine the acreage of the waterbody in which you wish to control plants. If planning to control plants in polygons/lanes within a larger waterbody, make a best effort to enter **length**, **width**, and **depth** for each area and the form will calculate the acreage and provide a grand total. Use the **Insert Item** button to add more rows and use the red **X** to delete rows.

Sites such as Google Earth, WISFIRS, or the surface water data viewer (<u>SWDV</u>) have area measurement tools that can help you to delineate the areas within which you want to control plants. Sometimes this may include getting a best estimate of scattered control areas within a larger waterbody area.

In cases where entering the dimensions for each polygon is not feasible, enter an **estimated acreage** and leave the length and width fields blank.

In cases where entering the dimensions for each polygon is not feasible, enter an **estimated acreage** and leave the length and width fields blank.

Click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Continue to Next Tab** 

## **Application Tab**

Most questions are self-explanatory and are required fields. Please ensure answers are as accurate as possible.

Notice: Pursuant to s. 23.24, Wis. Stats., the information requested on this form is required by the Department of Natural Resources (DNR) to permit aquatic plant control mechanical and/or manual application. Failure to complete and submit this form will result in no permit being issued. Personally identifiable information collected will be used for program administration and may be made available to requesters to the extent required under Wisconsin's Open Records law [ss. 19.31 - 19.39, Wis. Stats.].				
Section II: Location of Aquatic Plant Remov	val			
Has a Lake Management plan been provided to the DNR?      Ves O No O Don't Know	If Yes, date approved of most curre	nt copy	Link to Approved F	°lan: ≉ in copy as an Attachment
Does the proposed plant removal agree with the approved plan?  Yes No If NO, explain, Attach additional sheets if necessary. Is this area within or adjacent to a Sensitive Area designated by the Wisconsin Department of Natural Resources? Yes No Don't Know If yes, list sites:				
Name of 1st Plant Disposal Site	1/4 1/4 ¥	1/4 Section Tr	winship Range	County ★ Ow ★ ★ ★
Name of 2nd Plant Disposal Site (if applicable)     1/4 1/4     1/4     Section     Township     Range     E     County				
What type of aquatic plants below the Ordinary High	h Water Mark are proposed lergent (below water level)			lily pads)

### Section II: Location of Aquatic Plant Removal

Fill out fields as accurately and completely as possible. You will need to answer questions about Lake Management Plans, which includes providing either a link or a copy uploaded to the Attachment section, if applicable. For "attach additional sheets if necessary", files can be uploaded in addition to a map in the **Attachments** tab.

Section IV: Methods				
What mechanical or manual met	hods to remove plants	are proposed? (check all that apply)		
Mechanical harvesting	Raking	Other (specify)		
🛄 Hand Pulling	Cutting	Alum		
If alum is proposed, has a plan be	If alum is proposed, has a plan been developed? 🛛 Yes 🔵 No 🛛 If yes, please include the plan with this application.			
Please explain why you selected the proposed cutting method(s).				

### **Section IV: Methods**

Fill out fields as accurately and completely as possible.

\*Alum is no longer permitted through aquatic plant management, do not use this form to apply for a permit. Alum is permitted via the Low-Impact Discharge (WI-0066575-01-0) permit in Wastewater program. For more information, please go here: Wastewater General Permits | | Wisconsin DNR

Section VI: Reasons for Aquatic Plant Removal	
Purpose of Aquatic Plant Removal: Maintain navigational channel for common use Maintain private boat access Maintain private access for fishing Improve Swimming Other	Nuisance Caused By: Emergent water plants Submergent water plants Floating water plants Other
Name of plants, if known	

## Section VI: Reasons for Aquatic Plant Control

Fill out fields as accurately and completely as possible. Be sure to name any plant species you can identify.

Section VII: Integrated Pest Ma	nagement (Alternativ	res Considered)
	A. Previously Done?	B. Presently Proposed?
1. Chemical	🔵 Yes 🔘 No	🔵 Yes 🔘 No
2. Dredging	🔵 Yes 🔘 No	🔘 Yes 🔘 No
3. Drawdown	🔵 Yes 🔘 No	🔘 Yes 🔘 No
4. Nutrient controls in watershed	🔵 Yes 🔘 No	🔘 Yes 🔘 No
5. Nutrient controls on property	🔵 Yes 🔘 No	🔘 Yes 🔘 No
6. Other	🔵 Yes 🔘 No	🔘 Yes 🔘 No
		this information not only helps the department make a decision on this application
but also helps you evaluate your inve	estment in aquatic plant m	anagement.
Describe the level of success for altern	ative methods previously	used:
1. Chemical		
2. Dredging		
3. Drawdown		
4. Nutrient controls in watershed		
5. Nutrient controls on property		
6. Other		

### Section VII: Integrated Pest Management (Alternatives Considered)

Fill out fields as accurately and completely as possible. Remember that it is important to consider the feasibility of alternative for each control site. It helps the department decide on the application and helps you evaluate your investment in aquatic plant management.

Fill out the appropriate responses and click **Press to Refresh Missing Fields** to ensure you completed the requirements. Click **Attachments**.

Required Attachments and Supplemental Informat	ion	
Contacts :	Edit Form	
Completion Status:	Has Missing Items	,
Site:	Edit Form	
Completion Status:	Has Missing Items	
Mechanical - Manual Plant Control Application :	Edit Form	
Completion Status:	Complete	

Check that Contacts, Site, and Mechanical-Manual Plant Control Application are marked *Complete* on this tab. If marked *Has Missing Items* as shown here, go back to the tab and enter the required fields.

## **Upload Required Attachments**

Upload Required Attachments (15 MB per file limit) - <u>Help reduce file size and trouble shoot file uploads</u> *indicates completion of this item is required Note: To add additional attachments using the down arrow icon. To replace an existing file, use the 'Click here to attach file ' link. To remove additional items, select the item and press CNTRL Delete.								
Riparian Owners	0 Click here to attach a file	8						
Site Map	8 Click here to attach a file	8						
Add another map Add another map	A	•						
Lake Management Plan	Ø Click here to attach a file							
Add treatment plan	I							

#### **Riparian Owners:**

If you checked the box from the Contacts Tab, you must upload a file containing the owners list, which should include names and addresses of everyone living with 150' of the site.

#### Site Map:

Upload a map file that shows your proposed plant control area(s). Create the map using updated aerial imagery and clearly outline the proposed treatment area(s) using polygons or other drawing tools. The areas on the map should match up with the acreages you listed in the *Site Tab*. If there are multiple areas or multiple waterbodies, please label the map with the names used for **Site Names** under the *Site Tab*. For harvesting applications, delineate harvesting lanes and use insets to show zoomed-in views of each area. Ensure the map includes some landmarks such as roads and access points.

The SWDV allows you to create maps for free (<u>https://dnrmaps.wi.gov/H5/?Viewer=SWDV</u>) You can turn on layers for aerial imagery (Basic Tools Tab - Show Layers – click arrow next to Base Maps – click arrow next to Imagery – check box for Latest Leaf Off or Latest Leaf On) and also draw shapes (Draw & Measure Tab – Draw Tools section – Polygon or Line tools). The complete user guide to SWDV is at the bottom of this page under Documentation: <u>https://dnr.wisconsin.gov/topic/SurfaceWater/swdv</u>

Use the *Add another map* or *Add treatment plan* button to add any other documents you need to submit with the application. Sometimes it may be useful to include a cover letter or additional supporting documents depending on the treatment you are proposing. See <u>Site Map Examples</u> for help.

#### Lake Management Plan:

If you checked the box associated with this question from the *Application Tab*, you are required to upload a file containing the lake management plan.

Click the *Payment* tab at the top of the page.

## Payment Tab

Save			Do no	t close your wor	k until you <b>SAV</b>	E. Close			
Home	Contacts	Site	Application	Attachments	Payment	Signature			
Fee Calcu									
<ul> <li>Mechanical Removal</li> <li>Fees are not refundable and are calculated as follows: <ul> <li>Single riparian area, one property owner, less than one acre<u>\$30.00</u></li> <li>Multiple riparian areas, offshore control areas, multiple riparian properties, one acre or greater \$30/acre (round up to near whole acre) If proposed removal acre is greater than 10 acres fee caps at \$300</li> </ul></li></ul>									
				Acreag	e: 1!	5.00			
				Acreag Acreage Fe	_	5.00 3300			
				•	e: \$				
Рау	y Online	Retur	rn to Permit	Acreage Fe Total Fe	e: \$	300			

This permit fee <u>non-refundable</u>, so if you have any concerns, please contact your <u>regional</u> <u>APM Coordinator</u> by the waterbody's county before submitting payment.

The fee is calculated from the acreage information entered on the Site tab. Click **Pay Online** to begin the payment process and follow the instructions. You will be taken to US Bank. You can optionally log in there if you already have an account profile with your information saved. Otherwise, you can proceed as a guest and enter your payment information.

You will be automatically returned to your application and the payment confirmation code will be populated for you. If that doesn't work (e.g., you closed out of your browser), you can still enter the confirmation code manually from the confirmation email you will receive from US Bank.

After you complete payment and are returned to your application, click the *Signature* tab.

## Signature Tab

#### **Applicant Responsibilities and Certification**

- 1. The applicant has prepared a detailed map, which shows the length, width and average depth of each area proposed for the control of rooted vegetation.
- 2. The applicant understands that the Department of Natural Resources may require supervision of any aquatic plant management project involving removal. Supervision may include inspection of the proposed treatment area and/or equipment, before, during, or after removal. The applicant is required to notify the regional office 4 working days in advance of each anticipated date of plant removal with the date, time, location and size of plant removal unless the Department waives this requirement. The advance notification may be specified in your permit.
- 3. The applicant agrees to inform all operators of harvesting equipment of the conditions and terms of this permit and to insure that all operators understand and abide by those terms and conditions.
- 4. The applicant agrees to comply with all terms and conditions of this permit, if used, as well as applicable Wisconsin Administrative Rules. The required fee is attached.
- Conditions related to invasive species movement. The applicant and operator agree to the following methods required under s. NR 109.05(2), Wis, Adm. Code for controlling, transporting and disposing of aquatic plants and animals, and moving water:
  - Aquatic plants and animals, and moving water:
     Aquatic plants and animals, and moving water:
     Aquatic plants and animals shall be removed and water drained from all equipment as required by s. 30.07, Wis. Stats., and ss. NR 19.055 and 40.07. Wis. Adm. Code.
  - Operator shall comply with the most recent Department-approved 'Boat, Gear, and Equipment Decontamination and Disinfection
    Protocol', Manual Code # 9183.1, available at <a href="http://dnr.wi.gov/topic/invasives/disinfection.html">http://dnr.wi.gov/topic/invasives/disinfection.html</a>

I hereby certify that the above information is true and correct and that copies of the application have been provided to the appropriate parties name in Section II and that the conditions of the permit will be adhered to. All portions of this permit, map and accompanying cover letter must be in possession of the applicant or their agent at time of plant removal. During plant removal activities, all provisions of applicable Wisconsin Administrative Rules must be complied with, as well as the specific conditions contained in the permit cover letter

Review Applicant Responsibilities and Certification items 1-5 before starting the signature process. You are agreeing with these statements or signifying you have/will complete them.

The signature process has a few steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are "agent for applicant," and see the <u>Assign Role Feature</u> section if you require a two-person signature process.

Check the "*I hereby certify…*" box and click *Initiate Signature Process*. Follow prompts and you will receive an email at the address associated with your MyWisconsin ID account with the subject "ACTION REQUIRED…" from <u>DNREPERMIT@wisconsin.gov</u>. Click the link there next to "Finalize the Signature Process".

A web browser will open taking you back into the ePermitting system. Click "Confirm Signature", you will be taken to another webpage saying the signature is confirmed. You will receive an email from <u>DNREPERMIT@wisconsin.gov</u> once the process is complete and your application is fully submitted.

# Mechanical/Manual Control Application (3200-113) – Pay Renewal Fee

Use these instructions if you are paying an annual renewal fee for a <u>NR109</u> permit (Mechanical/Manual Aquatic Plant Management) to control plants using mechanical or manual control in any waterbody.

Please note - – Under NR 109.05(5), the renewal feature shall only be used in the following situations:

- You are paying the annual renewal fee as part of your request for renewal of a previous permit. This may be done annually for up to a total of 3 years in succession provided no modifications or changes are made from the original permit.
- You are paying the annual renewal fee for a multi-year NR109 permit already issued.

If neither applies, please see the <u>Mechanical/Manual Permit Application (3200-113) – New Application</u> section.

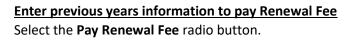
This permit fee <u>non-refundable</u>, so if you aren't sure what applies to you, please contact your <mark>regional APM Coordinator</mark> by the waterbody's county.

If proceeding with renewal, navigate to the <u>ePermitting site</u> and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

NOTE: Missing or incomplete fields an are no updates in 90 days, your draft	Aquatic Plant Management e highlighted at the bottom of each page. You may save, close and return to your draft permit as often s deleted	as necessary to complete your application. If there
	PLEASE NOTE: You must complete the section below before co	ontinuing.
Site or Project Name:	The permit application will be saved automatically with this name	*
Activity	Select Activity	Al V
	PM permit application, the DNR encourages applicants to contact their I cts/Contacts.aspx?role=AP_MNGT	ocal APM Contact:

Site or Project Name: Enter name of your current NR109 permit.

Activity: Select Mechanical Control Application.



In the **Permit ID #** box, enter the permit number of the NR109 permit you are paying the renewal fee for and click *Double Click to Import Permit*. When the field turns **GREEN**, the import was successful. You will see Permit Name, Waterbody Name, Permit Holder Name, and Renewal Fee. Please verify this is the correct



information for the permit you are renewing. The screenshot to the above right shows an example of what it will look like.

**Important Note:** Permit number is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. See <u>Troubleshooting Permit Import</u> if you have issues.

If the information is correct, click **Pay for renewal** at the bottom of the page. It will take you to US Bank where you can follow the instructions and complete payment, then return to the ePermitting system to sign and submit the renewal.

The signature process has a few steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are "agent for applicant," and see the <u>Assign Role Feature</u> section if you require a two-person signature process.

Check the "*I hereby certify…*" box and click *Initiate Signature Process*. Follow prompts and you will receive an email at the address associated with your MyWisconsin ID account with the subject "ACTION REQUIRED…" from <u>DNREPERMIT@wisconsin.gov</u>. Click the link there next to "Finalize the Signature Process".

A web browser will open taking you back into the ePermitting system. Click "Confirm Signature", you will be taken to another webpage saying the signature is confirmed. You will receive an email from <u>DNREPERMIT@wisconsin.gov</u> once the process is complete and your application is fully submitted.

# Chemical Treatment Record (3200-111)

Use these instructions if you have been issued an <u>NR107</u> (Chemical Aquatic Plant Management) and you need to report pesticides (e.g., herbicides) used under that permit. This form is equivalent to the paper/PDF form titled "Aquatic Plant Management Herbicide Treatment Record 3200-111".

Navigate to the <u>ePermitting site</u> and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

NOTE: Missing or incomplete fields at	Aquatic Plant Management	offen as necessary to complete your application. If there
are no updates in 90 days, your draft		
	PLEASE NOTE: You must complete the section below before	continuing.
Site or Project Name:		*
	The permit application will be saved automatically with this name	
Activity	Select Activity	AI V
	PM permit application, the DNR encourages applicants to contact the cts/Contacts.aspx?role=AP_MNGT	ir local APM Contact:

## Main Screen

#### Site or Project Name:

For Treatment Records, the Site or Project Name will fill in for you based on your permit number (you will enter this in the next steps) so you can skip this field.

If you do enter something here, it will be replaced automatically by the system when you enter your permit number.

After you have entered your permit number, and the system has populated the original name, then you can change the name if you wish.

#### Activity:

Select *Chemical Treatment Record*. This form is equivalent to the paper/PDF form titled "Aquatic Plant Management Herbicide Treatment Record 3200-111".

The treatment record is now saved under your drafts and the following screen will appear:

Aquatic Plant Management NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted
PLEASE NOTE: You must complete the section below before continuing.
Site or Project Name: Example Treatment Record The permit application will be saved automatically with this name Activity: Chemical Treatment Record
Enter permit number to begin your treatment record or control report
Permit ID #:
Where to find your permit number
Double Click to Validate Permit Number

#### Permit ID #

Enter the permit number for the treatment record you are submitting in the box. See <u>Troubleshooting Permit Import</u> if you don't know where to find this or aren't sure what to enter.

**Important Note:** Permit # is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your permit.

Click **Double Click to Validate Permit Number.** You may have to click twice. Wait a second or two between clicks since it's pulling data from our system.

Lookup Treatment Record Information								
Permit ID #:	NE-2020-12-3456							
Permit Name:	Example Permit							
Waterbody Name:	Example Lake							
Permit Holder Name:	Jane Smith							
Chemical Treatment Completed:	Yes No							

After your permit number validates successfully, the box will turn green and you will see Permit Name, Waterbody Name, and Permit Holder Name information below it. Please verify you are submitting the treatment record under the correct permit and for the correct year.

The year is contained inside the permit number string as the 4-digit number after the first dash. In the above example screenshot, the year is 2020. In another example, WC-**2025**-20-11112, the year is **2025**.

If you completed treatment for the permit – Select **Yes** for Chemical Treatment Completed. Click **Treatment** Tab to proceed.

If you <u>did not</u> complete treatment for the permit – Select **No** for Chemical Treatment Completed. Click **Submit "no treatment" treatment record.** This will take you directly to the Signature Tab to sign and submit.

## **Treatment Tab**

State of Wisconsin Department of Natural Resource dnr.wi.gov	25		Aquatic Plant Management Herbicide Treatment Record							
			Form 3200-111	(R 11/16)	Page 1 of 2					
Notice: Completion of this form is a condition of the permit and provides records required by WDNR (NR 107) and DATCP (ATCP 29.21 and 29.22). The Department may not issue you future permits unless you complete and submit this form. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].										
(2) as soc	Submit this form: (1) immediately if any unusual circumstances occurred during treatment (2) as soon after treatment as possible, no later than 30 days (3) by October 1 if no treatment occurred									
Completion of this form along	g with the permit satisfie	s the requirements of WDI	NR (NR 107) ar	nd DATCP (ATCP 29	.21 and 29.22).					
General Permit Information	n									
Permit Number	Water body Name (including po	onds, e.g., Smith Pond)								
NE-2018-05-0079										
County	Permit Holder Name (Custome	r Name)								
* 🔻					*					
Permit Holder Address	•	City		State	Zip Code					
	*		*	* 🔻	*					

### **General Permit Information**

Fill out fields as accurately and completely as possible. Many fields will autopopulate, but please check them over for correctness.

							1	
Treatment Information								
Treatment Date(mm/dd/yyyy)	Starting Time (24:00	hour)	Ending Time (24:00 hour)	Water	r Temp	C Ambient	Air Temp	170
12/20/2022		*		*			*	Ū,
Wind Speed (mph)	Wind Direction		Expected Duration of Che	mical Residuals				
*	Select	* 🗸						*
Adverse Conditions Noted (i.e., dead fi	ish, spawning fish, alg	ae bloom, etc.	)					
If adverse conditions noted, indicate co	prective actions taken	1						
Comments								
	IF .	Yes, Supervis	or Name -					
Onsite Supervision by DATCP and/or DNR Staff	Yes O No	Tun, angen Tu						
Mixing and Loading Site Location (if ot	her than business sits	or from menne	ekanad miail containat at a	online with nor in	oment with a t	iotal canacity of a	ol more than 5	aslone
liquid or 50 pounds dry)	ner man pusitiess site	e or norn prepa	usaged retail container or a	phien with edu	prient with a t	iotal capacity of fi	or more than of	gaions
Water User Restriction								
🖸 No Restrictions 🔲 Con	suming Fish	Pet/Live	stock Water 🖸 Irri	nation (Cror	0)			
Swimming Drinking	-			800.000 (0.0p	-/			
p.e.g		-						
Herbicide Treatment and Water U								
Applicator sha	ll provide each	customer	with a free copy of	each pestic	cide label	used (if requ	lested)	

### **Treatment Information**

Fill out fields as accurately and completely as possible. For Treatment Date, please only enter one date. If you treated on a second date, please submit that as a separate treatment record. Note that Treatment Date will default to the current date – please change as needed.

Individual or Business Name				Telephone xxx -	XXXXXX
Aquatic Biologists, Inc.				920-921-68	27 <sub>x</sub>
Street Address				•	
N4828 U.S. Highway 45	South				
City			State	ZIP Code	
Fond du Lac			WI 🔻	54937	
Individuals Making or Supervising Pesticide	Last Name	First	Certificat	tion #	License #
Application					
	Add Individual				
Name of Person Completing Form					

## **Applicator Information**

Fill out fields as accurately and completely as possible. All fields are required. Check that business information autopopulated correctly. Use the *Add Individual* button to add names, certification numbers, and license numbers for everyone who was part of the treatment. In rare cases when certification # and license # do not apply, please enter NA.

Date: 7/5/2022		Aquatic Pl Treatment Form 3200-111		ement He	Page 2 of 2	
Site Property Name No	Address / Fire No	Treated a	creage Permitted Acreage	Sensitive Area?	Latitude	Longitude
*		0.00	0.00			
Herbicide Name		Other Herbicide	EPA Reg. No.	Amount Applied	Units	Application Concentration Rate (mg/l = ppm)
	* 🗸				Select.*. 🗸	*
Add Herbicide						
Add Site						

## **Control Site(s) and Chemical Information**

Fill out fields as accurately and completely as possible. **Site No** can be a number or a letter to indicate which site you treated if there was more than one (e.g., a private pond permit with multiple ponds - 1, 2, 3; or a lake permit with different beds of EWM - A, B, C). Include accurate latitude/longitude for each site treated using decimal degrees. Use the *Insert Herbicide* and *Insert Site* buttons to add additional information.

You must enter an herbicide name, either using the dropdown box or using the "Other" box if your product is not listed in the dropdown choices. If selecting from the *Herbicide Name* dropdown, the EPA Reg No. will autofill for you. Use the *Other* box to add chemicals not listed in the dropdown menu and manually enter the associated EPA Reg No. You can find the number by searching for the Product Name here:

http://www.kellysolutions.com/WI/searchbyproductname.asp.

TS	SP		Site(s)	TS	SP		Site(s)	TS	SP		Site(s)
✓		Cattail	A, B			Flat-Stem Pondweed				Richardson Pondweed	
		Chara				Floating-Leaf Pondweed				Robbins Pondweed	
		Coontail				Illinois Pondweed				Sago Pondweed	
		Curly-Leaf Pondweed				Large-Leaf Pondweed				Watershield	С
	✓	Duckweed	A, B, C			Northern Milfoil				White Water Lily	
		Elodea				Phragmites				Wild Celery	
		Eurasion /hybrid Milfoil				Planktonic Algae				White-Stem Pondweed	
		Filamentous Algae				Purple Loosestrife					
Otł	ner P	Plants (not listed a	above)								
ТР	SP	Name				Site(s)					
	✓	Longleaf Pondweed				Α					
	Add O	ther Plant									

## **Aquatics at Treatment Site**

Indicate the plant species targeted or present during treatment using the check boxes. Use the blank box under **Other Plants (not listed above)** if needed for additional species not on the list. Click "**Add Other Plant**" if you need more than one additional species.

**TS = Target Species** = Species you targeted for treatment.

**SP = Species Present** = Species present at the site but were not targeted for treatment.

When you have more than one treatment site, indicate at which site(s) each species was targeted/present. If you need to enter more than one site, please separate them with commas. See screenshot above for some examples.

Click Press to Refresh Missing Fields to ensure you completed the requirements.

[Not required for all permits] If you need to submit a treatment map or any other attachments, click Attachments tab.

To sign and submit, click *Signature* tab.

## **Attachments Tab (OPTIONAL for Some Permit Reporting)**

Required Attachments and Supplemental Information			
Chemical Treatment Record : Edit Form			
Completion Status: Complete			
Upload Required Attachments (15 MB per file limit) - <u>Help reduce file size and trouble shoot file uploads</u> *indicates completion of this item is required Note: To add additional attachments using the down arrow icon. To replace an existing file, use the 'Click here to attach file ' link. To remove additional items, select the item and press CNTRL Delete. Site Map Click here to attach a file Add another map			
Treatment Plan U Click here to attach a file			
Add treatment plan			

Check that Chemical Treatment Record completion status says "Complete".

Upload Site Map and/or Treatment Plan if necessary.

Click the *Signature Tab* to proceed.

## Signature Tab

ign and Submit				
Applicant Responsibilities and Certification I certify that I have completed the Chemical Treatment Record as required by WDNR (NR107) and DATCP (ATCP 29.21 and 29.22).				
Steps to Complete the signature process				
IMPORTANT: All email correspondence will be sent to the address associated with your WAMS ID).				
1. Read and Accept the Responsibilities and Certification 2. Press the Initiate Signature Process button 3. Open the confirmation email for a one time confirmation code and instructions to complete the signature process.				
You will receive a final acknowledgement email upon completing these steps.				
Check if you are signing as Agent for Applicant.				
I hereby certify that the above information is true and correct and Initiate Signature Process				
that copies of this submittal have been provided to the appropriate				
parties named in the contact section and that the conditions of the				
mit and pesticide use will be adhered to.				

The signature process has two steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are "agent for applicant," and see the <u>Assign Role Feature</u> section if you require a two-person signature process.

Check the "*I hereby certify…*" box and click *Initiate Signature Process*. Follow prompts and you will receive an email at the address associated with your MyWisconsin ID account with the subject "ACTION REQUIRED…" from <u>DNREPERMIT@wisconsin.gov</u>. Click the link there next to "Finalize the Signature Process".

A web browser will open taking you back into the ePermitting system. Click "Confirm Signature", you will be taken to another webpage saying the signature is confirmed. You will receive an email from <u>DNREPERMIT@wisconsin.gov</u> once the process is complete and your application is fully submitted.

# Mechanical/Manual Reporting Form (3200-011)

Use these instructions if you have been issued an <u>NR109</u> permit (Mechanical/Manual Aquatic Plant Management) and you need to report your control work conducted under that permit.

Navigate to the <u>ePermitting site</u> and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

Aquatic Plant Management NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted				
PLEASE NOTE: You must complete the section below before continuing.				
Site or Project Name:		*		
A satisfair	The permit application will be saved automatically with this name Select Activity			
Activity Select Activity				
Before completing your APM permit application, the DNR encourages applicants to contact their local APM Contact: http://dnr.wi.gov/lakes/contacts/Contacts.aspx?role=AP_MNGT				

## Main Screen

#### Site or Project Name:

For Treatment Records, the Site or Project Name will fill in for you based on your permit number (you will enter this in the next steps) so you can skip this field.

If you do enter something here, it will be replaced automatically by the system when you enter your permit number.

After you have entered your permit number, and the system has populated the original name, then you can change the name if you wish.

#### Activity:

Select Mechanical/Manual Control Reporting Form.

The control report is now saved under your drafts and the following screen will appear:

Aquatic Plant Management NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted				
	PLEASE NOTE: You must complete the section below bef	fore continuing.		
	Example Mechanical Control Report The permit application will be saved automatically with this name Mechanical/Manual Control Reporting Form	~		
Before completing your APM permit application, the DNR encourages applicants to contact their local APM Contact: https://apps.dnr.wi.gov/lakes/contacts/contacts.aspx?role=AP_MNGT				
Enter permit number to beg	in your treatment record or control report			
	Permit ID #: NE-2023-12-3456M			
Where to find your permit numb	<u>er</u>			
Double Click to Validate Permi	t Number			

#### Permit ID #

Enter the permit number for the treatment record you are submitting in the box. See <u>Troubleshooting Permit Import</u> if you don't know where to find this or aren't sure what to enter.

**Important Note:** Permit # is case sensitive (use capital letters) and may be sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your permit.

Click **Double Click to Validate Permit Number.** You may have to click twice. Wait a second or two between clicks since it's pulling data from our system.

Enter permit number to begin your treatment record or control report				
Permit ID #: NE-2023-12-	3456M			
Permit Name: Example Pe	ermit			
Waterbody Name: Example La				
Permit Holder Name: Jane Smith				
Treatment or Control Completed: 💟 Yes 💟 No				
Where to find your permit number				

After your permit number validates successfully, the box will turn green and you will see Permit Name, Waterbody Name, and Permit Holder Name information below it. Please verify you are submitting the control report under the correct permit and for the correct year.

The year is contained inside the permit number string as the 4-digit number after the first dash. In the above example screenshot, the year is 2023. In another example, WC-**2025**-20-11112, the year is **2025**.

If you completed plant removal/control for the permit – Select Yes for Chemical Treatment or Control Completed. Click Treatment Tab to proceed.

If you <u>did not</u> complete plant removal/control for the permit – Select **No** for *Chemical or Control Treatment Completed*. Click **Submit "no treatment" treatment record.** This will take you directly to the Signature Tab to sign and submit.

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

### Aquatic Plant Management Mechanical / Manual Control Report

Form 3200-011 (R4/23)

<b>Notice</b> : Completion of this form is a condition of your permit under NR 109.05(2)(g). Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].						
Submit this form: (1) immediately, if any unusual circumstances occurred during control or by department request (2) within 30 days of the last control activity in the calendar year (3) by December 31 if no control occurred						
Permit Number		Water body Name (including ponds, e.g., Smith Pond)				
						*
County	County Permit Holder Name (Customer Name)					
	* 🗸					*
Permit Holder Address			City		State	Zip Code
		*		*	* 🗸	*

### **General Permit Information**

Fill out fields as accurately and completely as possible. Many fields will autopopulate, but please check them over for correctness.

Control Information					
Start Date(mm/dd/yyyy) End Date(mm/dd/yyyy) 12/14/2023 *	Estimated Days of * Conducting Control	Control Method/Equipment Used Select *			
Comments					
Onsite Supervision by DATCP and/or Yes No	If Yes, Supervisor Name :				

## **Control Information**

Fill out fields as accurately and completely as possible. Note that Start Date will default to the current date – please change as needed. You can use the "Other" field if the dropdown choices don't apply to you in the *Control Method/Equipment Used* field.

Controller/Oper	tor Information			
Individual or Business Nar	•			Telephone xxx -xxxx -xxxx
			*	* x
Street Address				
				*
City		State	e	ZIP Code
		* W	l 🗸	*
Name of Person Completi	Form			
				*
Individual(s)	Last Name			First
Operating Control			*	* 😢
Equipment	Add Individual			
	Auu Inuiviuuai			

### **Controller/Operator Information**

Fill out fields as accurately and completely as possible. All fields are required. Check that business information autopopulated correctly. Use the *Add Individual* button to add names for everyone who operated control equipment.

Disposal Site Information		
Disposal Site Name	Disposal Site Address	
*	*	8
Insert Site		

#### **Disposal Site Information**

Enter the Site Name and full address for your plant disposal site. Use the *Insert Site* button to add names if more than one site was used.

Site Summary							
Site Property Name No	Address / Fire No	Controlled Acreage	Permitted Acreage	Sensitive Area?	Latitude	Longitude	
*		0.00	0.00			*	*
Hours Spent Total Amount Removed /Co		ts Comme	nts				
*	* Se	lect* 🗸					
Species Details – Includ	le both target & non-target s	pecies informati	on				
Species	s Name	Other :	Species	A	mount Removed	l Units	
	* 🗸					* Select. 🗸	8
Insert Species							
Insert Site							

### **Site Summary and Species Details**

Fill out fields as accurately and completely as possible. **Site No** can be a number or a letter to indicate which site you controlled plants in if there was more than one (e.g., a lake permit with different beds of EWM - A, B, C). Include accurate latitude/longitude for each site treated using decimal degrees. Use the *Insert Herbicide* and *Insert Site* buttons to add additional information.

Use the dropdown box to select each species. If you need to enter a species not found in the choices, first select **Other** from the dropdown box. The **Other Species** box will then allow you to type the name there.

Click Press to Refresh Missing Fields to ensure you completed the requirements.

(OPTIONAL) If you need to submit a control area map or any other attachments, click Attachments tab.

To sign and submit, click *Signature* tab.

# Attachments Tab (OPTIONAL for Some Control Reports)

Required Attachments and Supplemental Information
Mechanical/Manual Control Reporting Form: Edit Form
Completion Status: Complete
Upload Required Attachments (15 MB per file limit) - Help reduce file size and trouble shoot file uploads *indicates completion of this item is required Note: To add additional attachments using the down arrow icon. To replace an existing file, use the 'Click here to attach file ' link. To remove additional items, select the item and press CNTRL Delete. Site Map Click here to attach a file Add another map
Treatment Plan Uck here to attach a file Add treatment plan

Check that Mechanical/Manual Control Reporting Form completion status says "Complete".

Upload Site Map and/or Treatment Plan if necessary.

Click the *Signature Tab* to proceed.

# **Signature Tab**

Sign and Submit	
Applicant Responsibilities and Certification I certify that I have completed the Mechanical/Manual Control Record as required by my permit condition under NR109.05(2)(g).	
Steps to Complete the signature process	
IMPORTANT: All email correspondence will be sent to the address associated with your WAMS ID).	
1. Read and Accept the Responsibilities and Certification 2. Press the Initiate Signature Process button 3. Open the confirmation email for a one time confirmation code and instructions to complete the signature proc	cess.
You will receive a final acknowledgement email upon completing these steps. Check if you are signing as Agent for Applicant.	
I hereby certify that the above information is true and correct and that     Initiate Signature Process	
copies of this submittal shall be provided to the appropriate parties named in the contact section and that the conditions of the permit and pesticide use will	
be adhered to.	

The signature process has two steps. Please read the instructions carefully.

[OPTIONAL] Check the first box ONLY if you are "agent for applicant," and see the <u>Assign Role Feature</u> section if you require a two-person signature process.

Check the "*I hereby certify…*" box and click *Initiate Signature Process*. Follow prompts and you will receive an email at the address associated with your MyWisconsin ID account with the subject "ACTION REQUIRED…" from <u>DNREPERMIT@wisconsin.gov</u>. Click the link there next to "Finalize the Signature Process".

A web browser will open taking you back into the ePermitting system. Click "Confirm Signature", you will be taken to another webpage saying the signature is confirmed. You will receive an email from <u>DNREPERMIT@wisconsin.gov</u> once the process is complete and your application is fully submitted.

# Fee Exempt and Fee-Limited Projects

Projects that are only proposing to control for Purple Loosestrife are exempt from paying an application fee according to NR 107.11(2). Projects where the DNR itself is the applicant and will be the permittee are also fee exempt. An application can be started by a non-DNR individual and the <u>Assign</u> <u>Role Feature</u> can be used to allow the DNR representative to access the draft application and complete this section along with their signature portion.

Home	Contacts	Site	Application	Attachments	Payment	Signature	
Fee Calcu	lation						
Chemical	Control App	lication					
2. s. NR 107	7.11(4), Wis. A	dm. Code	, lists the uses th	nat are exempt fror	n permit requir	ements.	\$20 minimum charge. f no treatment occurs.
(round up t	o nearest who		5, calculate acrea o maximum of 5	•	2.07		
	5 per acre = \$ treatment is	less than	0.25 acre, acreag	ge fee is \$0	\$75.00		
		Ba	sic Permit Fee (	non-refundable)	\$20.00		
				Total Fee	\$95		
	Online ontinue to the si		turn to Permit ge until you pay for y		or Fee Limited?		

The permit fee is limited to the basic

application fee of \$20 under NR107.11(1) for the following projects: the treatment is made for the control of bacteria on swimming beaches with chlorine or chlorinated lime, the treatment is intended to control algae or other aquatic nuisances that interfere with the use of the water for potable purposes, or the treatment is necessary for the protection of public health, such as the control of disease carrying organisms in sanitary sewers, storm sewers, or marshes, and is sponsored by a governmental agency.

On the Payment tab, click the blue text "Fee Exempt or Fee Limited?" highlighted in yellow to open a menu that will enable you to proceed without paying or with only paying the base application fee.

Fee Exempt or Fee Limited Info	ormation	
Fee Exemption		
I certify that this project is Fee Exe	mpt	
Select		~
Fee Limited		
I certify this control is limited to the	base application fee under NR107.11(1).	
Select		~
Contact Information		
Please enter the contact information in Name:	case additional information is required:	*
Contact Type:	Select	* 🗸
Phone Number (Include Area Code)		*
Contact Email:		
oontaat Ennan.		

Click "Continue as Fee Exempt or Fee Limited" and fill in the Information fields as shown above. All fields are required after selecting either Exempt of Limited. Click the Signature Tab to proceed to signing the application when finished.

# Assign Role Feature (Optional)

Using the **Assign Role** feature, you also can start a permit application and then share it with someone else. This feature is commonly used by consultants to start a permit application and get the attachments added to the permit application packet and then they will send the application to the landowner/lake organization to review and then complete the payment and signature areas. Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above.

If desired, you can also send the application to another person (e.g., the landowner or lake organization, so that they can review it) complete the payment portion of the application and sign & submit the application to DNR. This is done through the **Assign Role** feature on the "My Applications and Reports" webpage discussed under #5 <u>here</u>. The person you are sharing it with needs to have a MyWisconsin ID set up already, and you need to know the email associated with it to send the application to them.

**IMPORTANT NOTE**: Do not use this process if you are the applicant and are trying to complete the signature confirmation process. The steps below are for a two-person signature process. Each signer must have their own MyWisconsin ID to complete the steps.

If you are an Authorized Representative, you may create, update and review the application and then assign it to the applicant.

**If you are the applicant**, you may create, update and review an application and then assign it to an authorized representative for review. Upon completion of the review process the authorized representative must reassign it back to you for final submittal.

In both cases, please do not share your MyWisconsin credentials with others. The process to assign an application is done by selecting the email address associated with a MyWisconsin ID. This process does not delegate access to any additional document beyond the application being assigned.

To assign to an Authorized Representative or Landowner for their review or signature:

- 1. Select an application from "Draft Permit Applications" list that require a second signature.
- 2. In the 'Share Application' column select 'Assign Role' link. If an email address already appears in this column, you have already shared the application. You can re-share it with other users selecting this same link.
- 3. Enter the email address associated with the MyWisconsin ID for person you wish to share the permit application in the 'Signatory Email' field.
- 4. Use the drop down for the 'New Signatory Role'. If you are the applicant, choose **authorized representative**. If you are the authorized representative, choose **applicant**.
- 5. Read the certification text.
- 6. Press '**Continue**'. This action routes an email to the selected individual MyWisconsin ID email account to complete the second signature process. Please contact this individual ahead of time to remind them to check 'junk email' or 'Spam' folders in case the email is bounced.

**NOTE**: The application is not submitted to the DNR until the signature process is complete. The application may be edited until it is signed and submitted.

# **Help Section**

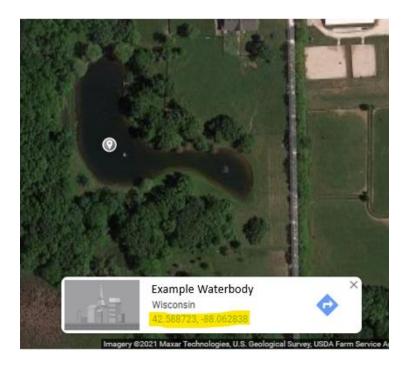
General Help Contact: Email DNRAPMProgram@wi.gov (preferred) or call 608-438-9919

# **Helpful Links**

Video Guides for using the ePermitting system (many of these are currently out of date): <u>https://permits.dnr.wi.gov/water/Pages/Video-Links.aspx</u>

Converting to Decimal Degrees from other coordinate formats: <u>https://www.fcc.gov/media/radio/dms-decimal</u>

You can also locate the site using <u>Google Maps</u> by address or whichever coordinate system you prefer. Click and hold the mouse down over the site. A gray place marker icon should appear along with a box at the bottom containing the correct coordinate format. You can copy/paste these into the latitude and longitude section of your application. See example screenshot:



Finding Section, Township, and Range information: https://www.earthpoint.us/TownshipsSearchByLatLon.aspx

#### Finding lake information:

#### https://dnr.wi.gov/lakes/lakepages/Search.aspx?show=search

Search by lake name using Location dropdown menu to narrow results down by county. Go to Facts & Figures Tab to find details about surface area, depth, latitude, longitude, and maps.

## **Determining Permit Type**

Starting in 2024 a wetland permit form is available. If you are conducting control on a wetland, please select Chemical Control Application – Wetland (see section above). If you are conducting tertiary wetland control along a lake or pond which is also being controlled, those species may still be lumped in with the rest of the permit application.

If you have selected Chemical Control Application – Lake, River or Pond, there are three questions used to determine what type of permit is needed:

Does the waterbody have:

- 1. More than one property owner?
- 2. Uncontrolled surface water discharge?
- 3. Public access?

#### Non-Private Water (Lake, reservoir, river, stream, wetland)

If any one of the answers is "yes" it is considered a non-private waterbody.

#### Private Pond

If all three are "no" then the waterbody is a private pond.

However, wetlands are the exception. You may think a wetland is "private" based on the control area, but the determination of a private pond is based on the waterbody itself. Please see the wetland section below for more information.

#### A Note About Wetlands

In almost all instances, wetlands are not considered private ponds. The definition of private pond is a body of water completely on the land of one applicant, with no surface water discharge or a discharge that can be controlled to prevent chemical loss, with no public access (NR 107.11 (3) (a)). Wetlands are defined separately as an area where water is at, near, or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which has soils indicative of wet conditions (s. 23.32 (1), Wis. Stats.).

If you have questions about this, you may reach out to Madi Johansen, madison.johansen@wisconsin.gov.

## **Finding Submitted Items**

The email you received during the first step of the signature process has a link to download a PDF of the application/treatment record/control record you are submitting. See green arrow in screenshot below.

ACTION REQUIRED: Complete the Submittal Process				
DNREPERMIT@wisconsin.gov	← Reply	≪ Reply All	→ Forward	
To DNR ePermit			Tue 12/14/2021 3:	55 PM
<b>NOTE:</b> If you suspect someone has initiated this process without your consent, please notify the Wiscon the <u>Ask for Help</u> link on the <u>Welcome Page</u> .	sin Departme	nt of Natural Re	sources through	
Your item is not submitted until you finalize your signature. Please review your item and finalize your	signature <b>wit</b>	hin 72 hours.		
Your one-time signature code: BeLTUbOEKkymPm1sRe9rEtQ3mxg=				
Review your item again: <u>Printable PDF copy</u>				
Finalize the signature process: <u>Click here</u>				
NOTE: If your signature code expires or you need to resend this message, return to the <u>Welcome Page</u>	for instruction	15.		

If you can't locate that email, you can access all documents you submitted for each item using our <u>public search site</u>. The site is publicly accessible site with no log in required.

Filter Results By Status V By County V By Type			i Site!	
Date Modified	example lake	Q		
	Application Applicant	Project Name	Type	County
One Year Ago Today	AP-IP-SC-2020-14-X01-24T09-18-07 Jane Smith	Example Lake	Aquatic Plant Management	Dodge
[[]	AP-IP-SC-2020-14-X01-24T15-31-52 Jane Smith	Big Lake	Aquatic Plant Management	Dodge
All	AP-IP-SC-2020-54-X01-17T09-21-58 Doe John	Test 2 Private	Aquatic Plant Management	Rock

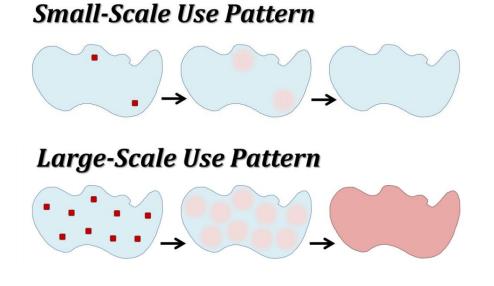
Type applicant, waterbody name, or permit name into the search box. It may help to filter by Type using the dropdown menu and selecting Aquatic Plant Management. Click the link under the "Application" column to access all the permit documents.

Dep	artment of Natural Resources Water Permit Applicatio	n			
Арр	lication Files				
	File Name	File Size	Created	Modified	File Link
1 🔿	AP-IP-SC-2020-14-X01-24T09-18-07.pdf	205K	3/9/2020	3/9/2020	Download Item
2 🖻	Example Lake <mark>SC-2020-12-3456</mark> Letter.pdf	205K	1/14/2021	1/14/2021	Download Item
3 🖻	Example Lake <mark>SC-2020-12-3456</mark> .pdf	205K	1/14/2021	1/14/2021	Download Item
4 🖻	Map_TestLake091745.jpg	124K	3/9/2020	3/9/2020	Download Item

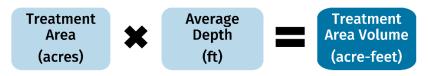
Above is an example of the two main files you may need - permit application and cover letter (e.g., approval letter) highlighted in yellow. View each item by clicking "Download Item" on the right.

# **GUIDELINES FOR CALCULATING THE WHOLE WATERBODY CONCENTRATION OF LARGE-SCALE TREATMENTS**

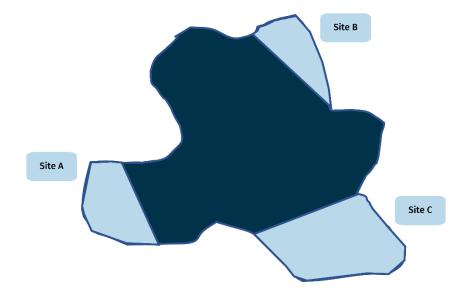
When discussing chemical management of aquatic plants in lakes, management activities are generally divided into two spatial scales. Small-scale treatments are those where the herbicide product will be applied at a concentration rate and scale where dissipation of the herbicide is not anticipated to result in significant lakewide concentrations, and effects to the plant community are anticipated to occur on a localized scale. In contrast, large-scale treatments are those in which the herbicide will be applied at a concentration rate and scale where dissipation will result in significant lakewide concentrations, and effects to the plant community are anticipated to occur on a localized scale. In contrast, large-scale treatments are those in which the herbicide will be applied at a concentration rate and scale where dissipation will result in significant lakewide concentrations, and impacts to the plant community are anticipated to occur on a whole waterbody scale. When planning an herbicide treatment, it is important to calculate the whole waterbody concentration of the proposed herbicide to fully assess the potential for lakewide impacts to plants from the chemical application.



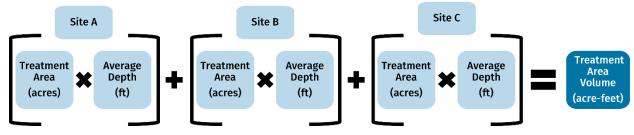
#### **STEP 1: CALCULATE VOLUME OF TREATMENT AREA**



The treatment area volume (in acre-feet) can be calculated by multiplying the area of the lake where treatment will occur (in acres) by the average mean depth of the treatment area (in feet).



If there are multiple treatment sites (as shown in the above map), the treatment area volume will need to be calculated for each individual site and added together to obtain the total treatment area volume.

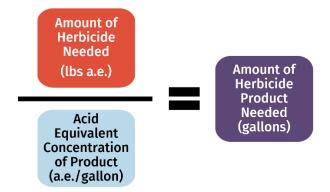


### **STEP 2: CALCULATE AMOUNT OF HERBICIDE NEEDED FOR TREATMENT**



Multiplying the treatment area volume (in acre-feet) calculated in Step 1 by the target herbicide concentration (in ppm) and then by 2.7<sup>1</sup> will yield the total amount of herbicide acid equivalent (in pounds acid equivalent, or lbs a.e.) needed to reach the target herbicide concentration in the treatment area. Ensure that herbicide units are in ppm when using this equation; target herbicide concentrations in other units will need to first be converted to ppm (e.g., 1 ppm = 1000 ppb). For ProcellaCOR<sup>™</sup> EC, an application rate of 1 PDU/ac-ft is equivalent to 0.001926 ppm.

<sup>&</sup>lt;sup>1</sup>2.7 (in millions of lbs) is the weight of water in 1 acre-foot

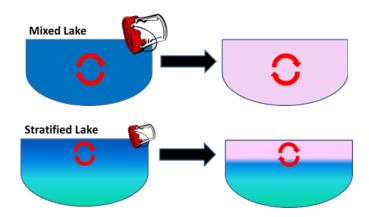


Although not necessary for calculating the whole waterbody concentration, the gallons of herbicide product needed to reach the target concentration can be calculated by dividing the amount of herbicide needed (in lbs a.e.) by the acid equivalent concentration of the product. The acid equivalent concentration can usually be found on the first page of the product label. The Wisconsin Department of Agriculture, Trade and Consumer Protection maintains a <u>database</u> with current label information for all the herbicides registered for use in Wisconsin.

#### **STEP 3: CALCULATE THE WHOLE WATERBODY CONCENTRATION**

The volume of the waterbody proposed to be treated is needed to calculate the whole waterbody concentration of a chemical application. The volume used in the equation is dependent on whether the lake is likely to be stratified (separated into distinct thermal layers) or mixed at the proposed time of treatment. If the lake is not stratified (i.e., mixed), the herbicide is anticipated to move throughout the entire water column, so the entire lake volume should be used to calculate the whole waterbody concentration. However, if the lake is stratified, the herbicide is anticipated to primarily stay within the epilimnion (the upper thermal layer of a stratified lake), so only the volume of the epilimnion should be used to calculate the waterbody concentration.

The term "whole waterbody concentration" will be used to refer to both whole-lake concentrations and epilimnion concentrations throughout the remainder of this guide. Keep in mind that the "whole waterbody concentration" entered on permitting forms for stratified lakes should only account for the epilimnetic water volume and not the entire waterbody volume.



#### 3.1 Determining Stratification

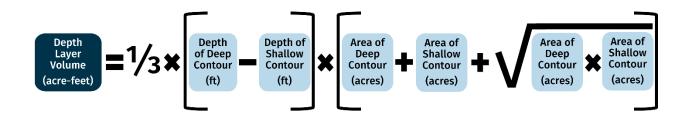
A recent temperature profile is needed to determine whether a lake is likely to be stratified during the proposed treatment and determine the maximum treatment volume. A temperature profile should be

collected as close to the treatment date as possible (if not the day of treatment) to re-evaluate stratification and adjust dosing rates if necessary. However, for the purposes of estimating the whole waterbody concentration for the permit submission process, the following methods can be used for estimating stratification. Temperature profiles for many Wisconsin lakes can be found on the Wisconsin DNR's Lake Water Quality Data page. Lake monitoring reports from sites labeled "Deep Hole" are generally from the deepest portions of the lake and are most likely to contain a full temperature profile if data is available. If there are multiple temperature profiles available from different months, use the temperature profile from the month closest to when the chemical treatment is proposed. If there is no existing data available, it is recommended that a temperature profile be collected in the field prior to submitting a permit so that the potential for stratification can be accurately assessed. Temperature profile data can be collected by measuring the water temperature at intervals of at least every meter (or approximately every three feet) from the surface to the bottom of the lake.

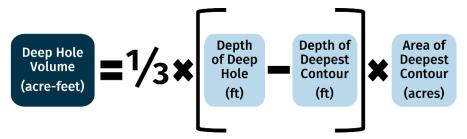
To determine whether a lake is stratified, look for the thermocline (the transition area between the warmer, top layer and the cooler, bottom layer) in the temperature profile. The thermocline is approximately at the depth(s) in the temperature profile where the temperature changes by more than one degree Celsius per meter of depth (or roughly one degree Fahrenheit per two feet of depth). If the temperature profile does not change by more than one degree Celsius per meter at any depth, the lake may not have been stratified at the time the profile was taken or the profile was not deep enough to capture the thermocline.

#### 3.2 Estimating Whole Lake Volume

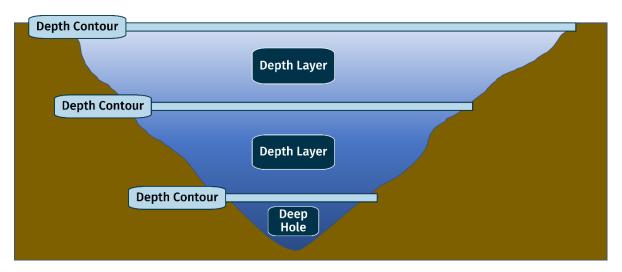
If the lake is not anticipated to be stratified at the time of the proposed treatment, the volume of the entire lake should be used to calculate the whole waterbody concentration. The whole lake volume of many Wisconsin lakes can be found in the bathymetry maps on the Wisconsin DNR's <u>Wisconsin Lake Maps page</u>. When available, the volume is generally listed in a corner of the map. The lake volume will likely be listed in acre-feet, but pay close attention to the units, as it may need to be converted to acre-feet if not.



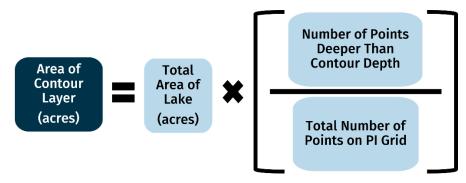
If the whole lake volume is not readily available, it can be estimated by dividing the lake into depth strata and calculating the volume separately for each layer using the above equation, which is the equation for the volume of a frustum (a cone or pyramid with the top and/or bottom cut off by a plane parallel to the base). The area for each depth layer can be derived using depths from an aquatic plant point-intercept (PI) survey, planimeter, GIS software, or based on the areas of individual depth contours within the bathymetric map. Add the depth layer volumes together to yield the whole lake volume.



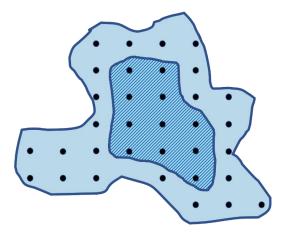
The above simplified equation can be used for calculating the volume from the deepest layer to a deep hole. It is the equation for the volume of a pyramid, so it is most accurate if the deep hole has a relatively small area, as the deep hole forms the narrow end of the pyramid.



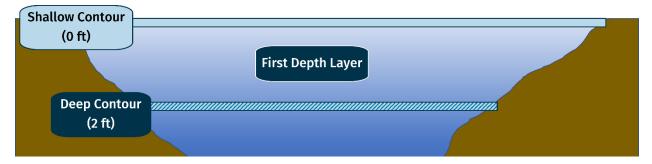
The above diagram demonstrates how the depth layers and contours would look in a cross-section of a lake.



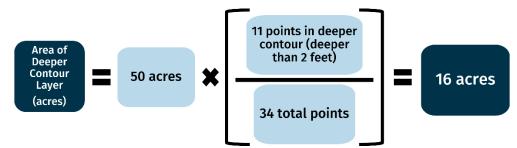
If using water depths collected during a point-intercept survey to estimate lake volume, the area of each contour layer can be found by multiplying the percentage of points surveyed in each contour layer by the total surface area of the lake, as illustrated in the above equation. The contour layers will need to be manually delineated. The number of points used in the equation should reflect all points on the grid, not just the points that were sampled (e.g., "Number of Points Deeper Than Contour Depth" should include unsampled deep sites, and any unsampled non-navigable or shallow sites should be binned appropriately). This method may not work well for lakes with many unsampled deep points, especially if there is a large difference between the maximum depth of plant colonization and maximum lake depth.



As a conceptual example, the volume of the above lake needs to be determined using a previous PI survey. PI sampling points are represented by the black dots. The dots in the light blue section range in depth from 0-2 feet, and the dots in the darker blue section are greater than 2 feet deep. The total area of the lake is 50 acres. If the first depth layer is delineated as 0-2 feet deep, the area of the darker blue section would form the bottom of the frustum, and the area of the lighter blue AND the darker blue section together would form the top of the frustum, as illustrated in the below cross-section diagram.



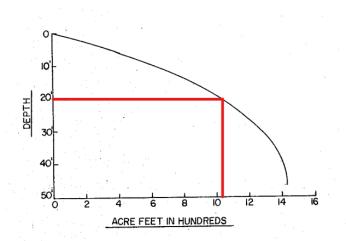
The area of the shallow contour in this example (i.e., the top of the frustum) would then be equal to 50 acres, since it is the entire surface area of the lake. The area of the deeper contour would be:



#### 3.3 Estimating Epilimnetic Volume

If the lake is likely to be stratified at the time of the proposed treatment, the volume of the epilimnion should be used as the lake volume in the whole waterbody concentration equation. The methods for calculating the epilimnetic volume use a single value for the thermocline depth, however the thermocline may be several meters wide. For the purposes of estimating the whole waterbody concentration for the permit submission process, the middle depth of the thermocline should be used. A temperature profile collected immediately prior to treatment should be collected and the thermocline re-evaluated to determine final dosing rates. Using the top depth of the thermocline in final dosing calculations will be more protective against exceeding the targeted lakewide rate, and may be appropriate depending on the strength of the waterbody's stratification pattern at the time of treatment.

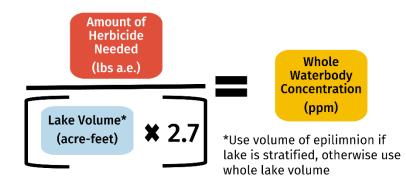
The volume of the epilimnion can be found using a hypsographic curve, which shows the cumulative volume of a lake at depth. Hypsographic curves are specific to each individual waterbody and are often available in the bathymetry maps on the Wisconsin DNR's <u>Wisconsin Lake Maps page</u>.



The above example shows how to calculate the epilimnion volume for a lake using its hypsographic curve. In this case, if the thermocline depth were at 20 feet, the epilimnion volume would be approximately 1,050 acre-feet.

If a hypsographic curve is not available, the epilimnion volume can be estimated by using the equations in Step 3.2 ("Estimating Whole Lake Volume"). The same methods for calculating the volume of each depth layer can be used, but the volume should only be calculated from the surface down to the thermocline depth. As such, the depth layers should be defined in a way so that the epilimnion is estimated as accurately as possible in the calculated volume (e.g., if the bathymetric contours for a lake were manually defined at every 5 feet but the thermocline is at 3 feet, calculating the volume of the depth layer from 0-5 feet would overestimate the volume of the epilimnion).

#### 3.4 Calculating Whole Waterbody Concentration



Finally, the whole waterbody concentration, which is the value required to be entered on permitting forms, can be found by dividing the amount of herbicide needed (calculated in Step 2) by the lake volume multiplied by 2.7.

#### **EXAMPLE CALCULATION**



Treatment Area	Estimated Acreage	Average Depth (ft)
A	3.75	3.5
В	2.10	4.0
C	4.7	3.0
D	5.3	3.0
E	0.7	3.0
F	2.1	2.5

Multiple "spots" of Eurasian watermilfoil (see above map) are proposed to be treated with 2,4-D at the maximum label rate (4.0 ppm a.e.). Treatment depth varies within each area (see above table). The surface area of the lake is 76 acres, the maximum depth is 47 feet, and it is anticipated to be thermally stratified at ~15 ft at time of treatment. A bathymetry map and a hypsographic curve are available. What is the estimated whole waterbody 2,4-D concentration (in ppm)?

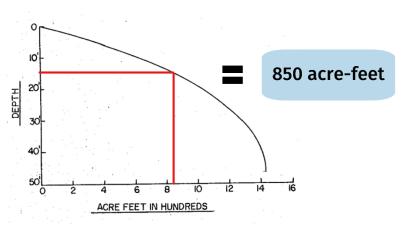
First, calculate the volume of the treatment area using the equations in Step 1:

Treatment Area	Estimated Acreage	Average Depth (ft)	Treatment Area Volume (acre-feet)
А	3.75	3.5	3.75 * 3.5 = 13.125 acre-feet
В	2.10	4.0	2.10 * 4.0 = 8.4 acre-feet
С	4.7	3.0	4.7 * 3.0 = 14.1 acre-feet
D	5.3	3.0	5.3 * 3.0 = 15.9 acre-feet
E	0.7	3.0	0.7 * 3.0 = 2.1 acre-feet
F	2.1	2.5	2.1 * 2.5 = 5.25 acre-feet
	TOTAL TRE	ATMENT AREA VOLUME	58.875 acre-feet

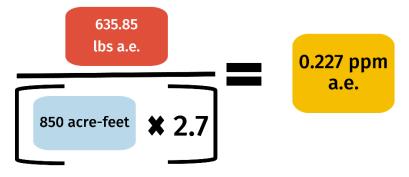
application using the calculated treatment area volume inserted into the equations in Step 2:



Then, use the hypsographic curve and anticipated thermocline depth (15 feet) to calculate the volume of the epilimnion:

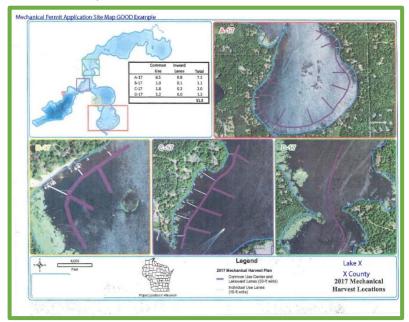


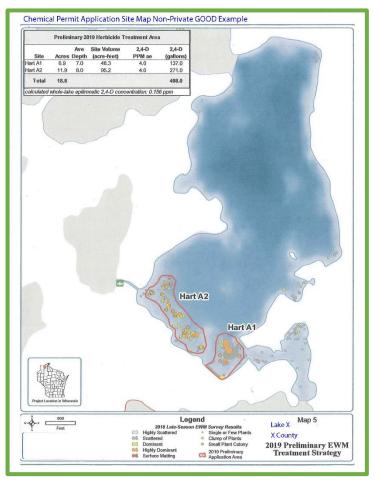
Finally, enter the lake volume (in acre-feet) and amount of herbicide needed (in lbs a.e.) into the equation from Step 3 to yield the whole waterbody concentration (in ppm).



## **Site Map Examples**

Good site maps show clearly outlined polygons of proposed control areas with labels and acreage measurements corresponding to the permit application Site Tab rows. For harvesting permits, the lanes are delineated with insets showing zoomed-in views of each area. For non-private pond permits, recent aerial imagery is used with the control area outlined and street labels are present to help locate the waterbody.







For private pond permits:

- Site maps should use recent aerial imagery, accurately show the proposed control area(s), and correspond to area(s) listed on application. We should be able to easily tell what you're proposing.
- Use labels if there is more than one waterbody.
- Mismatches between the ponds listed on the permit and the ponds shown in the map are not acceptable.
- If a waterbody's size/shape has completely changed, a new map is needed.
- Drawn-in polygons are not acceptable if imagery of the waterbody exists.
- Inset maps showing context of the site's location can be helpful.



### Public Notice Examples

NR107.04(3)(f) states that public notice "shall be given in 2 inch x 4 inch advertising format in the newspaper which has the largest circulation in the area affected by the application. The notice shall state the size of the proposed treatment, the approximate treatment dates, and that the public may request within 5 days of the notice that the applicant hold a public informational meeting on the proposed application." Acceptable evidence of this includes signed affidavits with notice text included, picture of public notice from the newspaper with newspaper name included, or receipt of ad purchase with the notice text, running dates, and newspaper name included. PDFs are preferred, but you may also submit Word Documents or photos.

#### AQUATIC PLANT TREATMENT

Affidavit of Publication STATE OF WISCONSIN} SS COUNTY OF ADAMS}

Elizabeth Sutcliffe, being duly sworn, says:

That she is an authorized representative of the Adams-Friendship Times-Reporter, a weekly newspaper of general circulation, printed and published in Adams, Adams County, Wisconsin; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

#### 4/13/2022

That said newspaper was regularly issued and circulated on those dates. SIGNED:

Superified to sworn to me this 4/14/2022

ph ng ingen L. Henning Schlingen, Notary Public, State of Wisconsin

My Commission Expires January 31, 2025

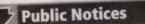
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**Public Notice** 

The Jordan Lake Rehabilitation and Protection District propos-es to treat 34-51 acres of Jordan Lake in Adams County for selective control of the invasive aquatic plant species Eurasian water-milfoil. Cason & Associates, LLC will perform the treatment(s) in thinton, cason a resocrates, LLc will perform the treatment(s) in the spring-summer of 2022. The proposed herbicide for treatment of Eurasian watermiliol is ProceilaCOR. Water-use restrictions will be posted on treatment warning signs prior to treatment. The warning signs will be posted at all post landings and all individual beneaties with the posted at all post landings and all individual properties adjacent to treatment areas. The applicant will hold a public informational meeting on the proposed treatment if five or more individuals, organizations, special units of government, or local units of government request one. The person or entity requesting the meeting shall state a specific agenda of topics Including problems and alternatives to be discussed. The request including problems and alternatives to be discussed. The request for the public informational meeting must be sent in writing to the Wisconsin Department of Natural Resources 473 Griffith Avenue. Wisconsin Rapids WI 54494 within five days after the public notice is made.

Publish: 4/13/22 WNAXLP Car da la co

6C | SUNDAY, JANUARY 23, 2022 | THE REPORTER



#### AQUATIC PLANT (ALGAE) MANAGEMENT PERMIT

The Lake DeNeveu Homeowners Association in Fond du Lac County intends to apply for a permit from the Wisconsin Department of Natural Resources to selectively target up to thirty acres of Lake DeNeveu with a chelated copper algaecide to control nuisance floating mat and suspended species of filamentous algae. The proposed treatments may occur between May 15th and August 31st, 2022. Any request for a public meeting on the proposed treatments must be made with-in 30 days after this notice is published. The request must specify the topics to be discussed at the meeting, including problems and alternatives and be sent in writing to Robert Hutter N5289 Club deNeveu Drive N5289 Club deNeveu Drive Fond du Lac, WI. 54937 and Mary Gansberg, WDNR, 2984 Shawana Ave. Green Bay Wi 54313-6727 This notice is required by Chapter NR107, Wisconsin Administrative Code. Run: January 23, 2022 WNALP



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#### If you are having trouble finding your previous permit number - Search for it by name here:

https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx

Filter Results By Status By County By Type	Welcome to the Wisconsin Department of Natural Resources Water Permit Application Site!						
Pate Modified	Search by Applicant or Application or Project Name example lake	Q					
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	Application Applicant		Project Name	Type	County		
One Year Ago Today	AP-IP-SC-2020-14-X01-24T09-18-07 Jane Smith		Example Lake	Aquatic Plant Management	Dodge		
	AP-IP-SC-2020-14-X01-24T15-31-52 Jane Smith		Big Lake	Aquatic Plant Management	Dodge		
All	AP-IP-SC-2020-54-X01-17T09-21-58 Doe John		Test 2 Private	Aquatic Plant Management	Rock		

Type applicant, waterbody name, or permit name into the search box. It may help to filter by Type using the dropdown menu and selecting Aquatic Plant Management. Click the link under the "Application" column to access all the permit documents.

Department of Natural Resources Water Permit Application										
Application Files										
File Name	File Size	Created	Modified	File Link						
1 💀 AP-IP-SC-2020-14-X01-24T09-18-07.pdf	205K	3/9/2020	3/9/2020	Download Item						
2 🗟 Example Lake <mark>SC-2020-12-3456</mark> Letter.pdf	205K	1/14/2021	1/14/2021	Download Item						
3 🗟 Example Lake <mark>SC-2020-12-3456</mark> .pdf	205K	1/14/2021	1/14/2021	Download Item						
4 🖻 Map_TestLake091745.jpg	124K	3/9/2020	3/9/2020	Download Item						

Both the permit and cover letter file names contain the permit number (highlighted in yellow above). You may also view the permit number inside the letter itself by clicking "Download Item" and opening the PDF.

**If you are having trouble finding your previous business license number** – Search for your previous permit documents using the steps above. In the permit PDF, find the number under Applicator – Business Location License #. You can also use <u>this site</u> to search for the business name and find the correct number.

**If you have your permit/business license number, but it is not validating** – Make sure you are entering it exactly. It is case-sensitive and may be sensitive to special characters or extra spaces. If you are trying to use copy and paste, try manually typing it in instead. If the business license number was filled out incorrectly or missing on the permit form, it may have been corrected manually in our database. Check <u>this site</u> to find the correct number.

**If you are sure you are entering it correctly, but it still does not validate** – Email <u>DNRAPMProgram@wi.gov</u> for assistance. Please provide the number(s) you are attempting to enter. You may also proceed without using the autopopulate feature when filling out a permit application since it is optional.

If you are entering a previous permit number to pay a renewal fee and the fee amount is incorrect - Email <u>DNRAPMProgram@wi.gov</u> for assistance. Please provide the number you are attempting to enter and documentation of the correct fee amount.

# **Troubleshooting Signature Issues**

Check your Junk and Spam folders in case the signature email went there.

Try resending the email by following these steps:

- 1. On the <u>Welcome Page</u>, locate the "Step 2: Signature Confirmation Needed" section (see example below).
- 2. Locate the project name for the desired application.
- 3. Click the email address under the "Confirmation sent to" column.
- 4. The system will open a confirmation screen, and you must click **Continue** to proceed.
- 5. Open your MyWisconsin ID account email and open the new confirmation email.
- 6. Complete the instructions in the confirmation email

	Step 2: Signature Confirmation Needed ACTION REQUIRED: Check WAMS email account for email instructions to complete this process. Note: if no email was recieved, see Instructions for resending the signature confirmation email*							
P	roject Name	Applicant Full Name	Reference Number	Date	Confirmation sent to*			
N	My Project	Dairy Inc	SW-GP-SC-2016-13-X01-03T20-23-51	1/3/2016	E.Johnson@wisconsin.gov			

If the email still does not arrive, please contact ePermitting IT Staff <u>using this form</u> and provide the name of the draft item.