

ePermitting Updates 2024





Reminders for 2024

- Permit applications must be submitted using the ePermitting system.
 - Help document at the top and bottom of our APM webpage.
 - <https://dnr.wi.gov/lakes/plants/forms/>

We thank you for your patience as we review your permits. Your permit will be viewable in the ePermitting system once it has gone through the intake process, which reviews your application for completeness and correctness. Please be advised, any large batches of permit submittals in a single day or week may delay the permit review process.

For more information and helpful tips, please review the [APM ePermitting Guidebook \[PDF\]](#).

Application Forms and Resources

- [Apply for an Aquatic Plant Management Permit Online](#)
- [Worksheet for Large-Scale Chemical Aquatic Plant Treatment 3200-004a \[PDF\]](#)
- [Aquatic Plant Management Herbicide Treatment Record 3200-111 \[PDF\]](#)
- [APM Permit Site Map Examples \[PDF\]](#)
- [APM ePermitting Guidebook \[PDF\]](#)



Reminders for 2024

- ePermitting system is the preferred way to submit treatment records.
 - Can validate permit number

Lookup Treatment Record Information

Permit ID #: NE-2021-12-3456

Permit Name: Example Permit

Waterbody Name: Example Lake

Permit Holder Name: Jane Smith

Chemical Treatment Completed: Yes No

[Where to find your permit number](#)

Reminders for 2024

- ePermitting system is the preferred way to submit treatment records.
 - Autofills some permit information




State of Wisconsin Department of Natural Resources dnr.wi.gov		Aquatic Plant Management Herbicide Treatment Record Form 3200-111 (R4/20) 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.].			
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 with the permit satisfies the requirements of WDNR (NR 107) and DATCP (ATCP 29.21 and 29.22).			
Permit Number SC-2021-25-9434	Water body Name (including ponds, e.g., Smith Pond) Example Pond		
County Dane	Permit Holder Name (Customer Name) Jane Smith		
Permit Holder Address 123 Test Road	City Madison	State WI	Zip Code 53712

Applicator Information			
Individual or Business Name Example Business		Telephone xxx-xxx-xxxx 123-456-7891 x <input type="text"/>	
Street Address 123 Test Ave			
City Madison		State WI	ZIP Code 53413

Reminders for 2024

- ePermitting system is the preferred way to submit treatment records.
 - Can download PDF to share with clients right away

ACTION REQUIRED: Complete the Submittal Process

 DNREPERMIT@wisconsin.gov
To  Hjalmarson, Emily A - DNR;  DNR ePermit

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Mon 12/6/2021 4:32 PM

NOTE: If you suspect someone has initiated this process without your consent, please notify the Wisconsin Department of Natural Resources through the [Ask for Help](#) link on the [Welcome Page](#).

Your item is **not submitted** until you finalize your signature. Please review your item and finalize your signature **within 72 hours**.

Your one-time signature code: /qz4QyEciNxD7BQ3Nf9OAp0Lcso=

Review your item again: [Printable PDF copy](#)

Finalize the signature process: [Click here](#)

NOTE: If your signature code expires or you need to resend this message, return to the [Welcome Page](#) for instructions.

Reminders for 2024

- In applicant section, ensure correct contact information for permittee is provided (not your own)
 - Application is considered incomplete without correct phone number or email
 - Information is hidden from public view

Contact Information	
Pond Owner Information	
Organization	
Last Name:	Smith
First Name:	Jane
Mailing Address:	123 Test Drive
City:	Madison
State:	WI
Zip Code:	53712
Email:	test@example.com
Phone Number:	111-222-333
(xxx-xxx-xxxx)	
Alternative Phone Number:	123-456-78911
(xxx-xxx-xxxx)	

Before submitting

Contact Information	
Pond Owner Information	
Organization	
Last Name:	Smith
First Name:	Jane
Mailing Address:	123 Test Drive
City:	Madison
State:	WI
Zip Code:	53712
Email:	
Phone Number:	
(xxx-xxx-xxxx)	
Alternative Phone Number:	
(xxx-xxx-xxxx)	

After submitting



Reminders for 2024

- Ensure acceptable evidence of public notice is submitted with application.
 - Required for NR107 when acreage > 10.0 or 10% of the waterbody ≤ 10 ft in depth.
 - Most common cause of incomplete holds.
 - Acceptable evidence includes:
 - Signed affidavits with notice text included.
 - Picture of notice from the newspaper with newspaper name included.
 - Receipt of ad purchase with notice text, running dates, and newspaper name included.

Reminders for 2024

- Ensure acceptable evidence of public notice is submitted with application.
- Examples

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:

Elizabeth Sutcliffe
Subscribed to sworn to me this 4/14/2022
A. L. Henning Schirring
A. L. Henning Schirring, Notary Public, State of Wisconsin.

My Commission Expires January 31, 2025

of Lines: _____ Printers Fee: \$ _____
See Monthly Statement for Cost Received Payment

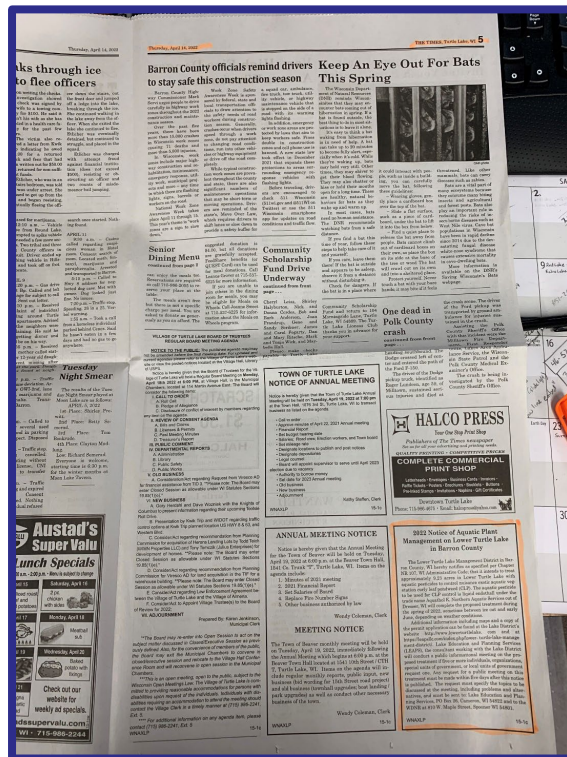
101742 27290
JORDAN LAKE R&P DISTRICT
1859 OLD OAKS COURT
ROCKFORD, IL 61008



Public Notice

The Jordan Lake Rehabilitation and Protection District proposes to treat 34-51 acres of Jordan Lake in Adams County for selective control of the invasive aquatic plant species Eurasian water-milfoil. Casco & Associates, LLC will perform the treatment(s) in the spring-summer of 2022. The proposed herbicide for treatment of Eurasian watermilfoil is ProcellaCOR. Water-use restrictions will be posted on treatment warning signs prior to treatment. The warning signs will be posted at all boat 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 for the public informational meeting must be sent in writing to the Wisconsin Department of Natural Resources 473 Griffin Avenue, Wisconsin Dells, WI 53484 within five days after the public notice is made.

Published: 4/13/22 WNAKXP



WISCONSIN JOURNAL SENTINEL
journalonline.com
OPEN YOUR WORLD

MARINE BOCHMEYERS
N173VG1440 NORTHWEST PIGE
JACKSON WI 53037-912

Account	AD#	Net Amount	Tax Amount	Total Amount	Payment Method	Payment Amount	Amount Due
1396222	000109189	\$44.38	\$0.00	\$44.38	Invoice	\$0.00	\$44.38

Sales Rep: HSMthm Order Taker: HSMthm # Inv: Start Date: 03/16/2022 End Date: 03/16/2022

Account	AD#	Net Amount	Tax Amount	Total Amount	Payment Method	Payment Amount	Amount Due
MJS-JSDivision.com					Invoice	\$0.00	\$0.00
MJS-North Shore NOW					Invoice	\$0.00	\$0.00

* ALL TRANSACTIONS CONSIDERED PAID IN FULL UPON CLEARANCE OF FINANCIAL STATEMENT

Test of Act 3109/2022
NOTICE OF APPLICATION FOR AQUATIC PLANT MANAGEMENT PERMIT

Notice of Application for Aquatic Plant Management Permit is hereby given for the proposed treatment of Eurasian watermilfoil in Jordan Lake, Adams County, Wisconsin. The proposed treatment is scheduled for the spring-summer of 2022. The proposed herbicide for treatment of Eurasian watermilfoil is ProcellaCOR. Water-use restrictions will be posted on treatment warning signs prior to treatment. The warning signs will be posted at all boat 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 for the public informational meeting must be sent in writing to the Wisconsin Department of Natural Resources 473 Griffin Avenue, Wisconsin Dells, WI 53484 within five days after the public notice is made.

Published: 4/13/22 WNAKXP



Reminders for 2024

- Site Maps
 - Site maps should use recent aerial imagery, accurately show the proposed control area(s), and correspond to area(s) listed on application. Should be able to easily tell what you're proposing.
 - Use labels if there is more than one waterbody.
 - 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.

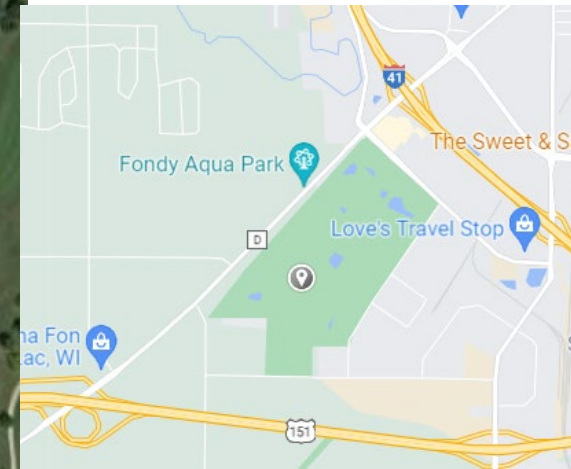
Reminders for 2024

- Site Maps
 - Good Examples – Recent imagery, clear labels that match permit, zoomed to correct ponds, inset map showing location.



On permit application:

Pond A – 1.2ac
Pond B – 1.1ac



Reminders for 2024

- Site Maps

- Good Examples – Recent imagery, clear labels that match permit, location inset.

On permit application:

Pond A – 1.2ac
Pond B – 1.1ac



Reminders for 2024

- Site Maps
 - Bad Examples – Unclear which ponds are A and B



On permit application:

Pond A – 1.2ac
Pond B – 1.1ac

Reminders for 2024

- Site Maps
 - Bad Examples – Mismatch between permit and map



On permit application:

Pond A – 1.2ac
Pond B – 1.1ac
Pond C – 1.3ac
Pond D – 1.1ac
Pond E – 3ac



Reminders for 2024

- Ensure both permit and cover letter are in possession.
 - <https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx>

ePermitting Updates 2024 – Wetland Form

- New form required for wetland control
- Fields added, removed, updated to be more appropriate for wetlands

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.

Home Contacts Site Application Attachments Payment Signature

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:

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 (Optional)

Permit ID #:

Business Certification Number:

[How to locate last years permit](#)

Import Permit



ePermitting Updates 2024 – Mechanical/Manual Reporting Form

- New form for reporting NR109 control work
- Similar process to NR107 treatment record submission
 - Autopopulation
 - Accessing PDF copy

Enter permit number to begin your treatment record or control report

Permit ID #: **NE-2023-12-3456M**

Permit Name: **Example Permit**

Waterbody Name: **Example Lake**

Permit Holder Name: **Jane Smith**

Treatment or Control Completed: Yes No

[Where to find your permit number](#)

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.

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Activity:

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https://apps.dnr.wi.gov/lakes/contacts/contacts.aspx?role=AP_MNGT

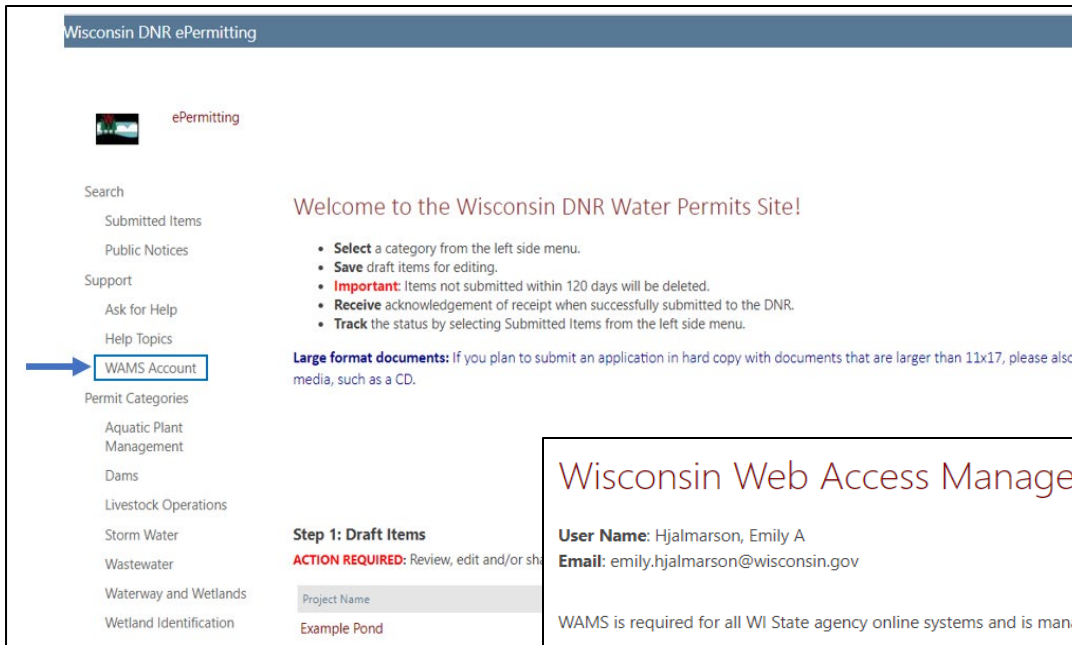


Future Updates

- Add Whole Lake Concentration section to TR form to match original form.
- Improve instruction text inside permit forms and add links to guidebook.
- Add grant information fields to permit forms.

Troubleshooting - WAMS Account Information

- Can verify your email address is correct. Also there is a link to update it



Wisconsin DNR ePermitting

ePermitting

Search

- Submitted Items
- Public Notices

Support

- Ask for Help
- Help Topics
- WAMS Account**

Permit Categories

- Aquatic Plant Management
- Dams
- Livestock Operations
- Storm Water
- Wastewater
- Waterway and Wetlands
- Wetland Identification

Welcome to the Wisconsin DNR Water Permits Site!

- **Select** a category from the left side menu.
- **Save** draft items for editing.
- **Important:** Items not submitted within 120 days will be deleted.
- **Receive** acknowledgement of receipt when successfully submitted to the DNR.
- **Track** the status by selecting Submitted Items from the left side menu.

Large format documents: If you plan to submit an application in hard copy with documents that are larger than 11x17, please also media, such as a CD.

Step 1: Draft Items

ACTION REQUIRED: Review, edit and/or share

Project Name

Example Pond

Wisconsin Web Access Management System (WAMS)

User Name: Hjalmarson, Emily A
Email: emily.hjalmarson@wisconsin.gov

WAMS is required for all WI State agency online systems and is managed by the Department of Administration (DOA), **not** the Department of Natural Resources.

If you need to update the email associated with your WAMS ID
You can update your email and other profile settings at : <https://on.wisconsin.gov/WAMS/home>

Questions? Use our Ask for Help



Issue Trackers

- For most problems, best to email DNRAPMProgram@Wisconsin.gov
 - Can potentially solve the problem without IT.
 - They know the “lingo” to best communicate the problem and can send issue trackers on your behalf.



Issue Trackers

- Detailed email including any #s
- Include screenshots
- Confirm you are using Chrome on computer
- Signature issues – confirm you checked Junk/Spam



Questions?

DNRAPMProgram@Wisconsin.gov