

Lake or Stream Dredging Individual Permit Application Instructions

Determine eligibility for this individual permit:

- Choose an activity decision module on web, <http://dnr.wi.gov/topic/waterways>

Pre-application requirements:

- Must be submitted directly to the local reviewer, <http://dnr.wi.gov/topic/Waterways/contacts.html#county>, and **prior** to submitting the application packet.
- Must include the following information:
 - Name of waterbody and location of project
 - Volume of material to be dredged
 - Brief description of dredging method and equipment, including any containment BMPs to be used
 - Brief description of proposed disposal method and location
 - If a disposal facility is to be used, size of the disposal facility
 - Any previous sediment sampling (including field observations) and analysis data from the area to be dredged or from the proposed disposal site.
 - Copy of a map showing the area to be dredged, the depth of cut, the specific location of the proposed sediment /sampling sites and the bathymetry of the area to be dredged.
 - Anticipated starting and completion dates of the proposed project.

To apply:

- Apply online using our online ePermitting System at <http://dnr.wi.gov/permits/water>
- Include all required attachments. Each document must be less than 15 megabytes and our online system offers a help guide to reduce file sizes
- Permit processing review times begin when all of the required application materials are received by the DNR. The Department may require additional information to evaluate the project.
- If you have questions regarding your application, contact the local Water Management Specialist for your county refer to <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.

Please note, prior to starting any work at the project site, you are responsible for:

- Obtain all necessary local (e.g. city, town, village or county) permits
- Obtain U.S. Army Corps of Engineer permits or approvals
- Obtain any other applicable state permits

Public notice newspaper posting:

- As part of the permit process, it is required to publish in the newspaper as a Class 1 public notice.
- The Department will prepare the Notice
- If you would like to delegate to the Department the required task of publishing in the newspaper, please select and pay the additional fee.

To find the local Water Management Specialist for your county refer to <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.

Required attachments - Forms or documents you upload in our online ePermitting System

1. **Application form** - A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form 3500-053)
2. **Application fee** - Payment needs to be submitted through the ePermitting System as part of the application process. The appropriate fee will be viewable at the end of the ePermitting application submittal process.
3. **Ownership documentation** - (i.e. copy of deed, land contract, current property tax statement/receipt)

4. **Photographs** that clearly show the on-the-ground conditions of the existing project areas. Remember that too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference. Color images are preferred.

5. **Site maps** that clearly illustrate the location and perimeter of the project site, and its relationship to nearby water resources (e.g. lakes, rivers, streams, wetlands), major landmarks and roads. Provide copies of relevant maps (e.g. wetland, aerial, topographical, soil, floodplain, or zoning maps), with the project location clearly identified. The Department offers a web mapping tool to assist in creating these maps at <http://dnr.wi.gov/topic/surfacewater/swdv/>.

6. **Plans and specifications** that show what you intend to do. Plan drawings should be clear and to scale. Be sure to draw all plans as accurately and detailed as possible. The Department reserves the right to require additional information to evaluate the project.

- Proposed materials – indicate what equipment and method of excavation will be used. The application must contain a description of the sequence of construction events including the installation of temporary and permanent erosion control measures and final landscaping and stabilization measures for the spoil disposal area.
- Location sketch – sketch or trace a map that clearly indicates that location of the project. Recommended scale is 1"=2000'.
- The top view should include:
 - Location of the shoreline and the location of the cross-section
 - Proposed dredge area
 - The spoils disposal area, or if spoils are to be hauled from the site for disposal, provide a map showing where the disposal will occur.
 - Note: Spoil disposal is **not allowed** in wetlands or floodplains
 - Floodplain and wetland boundary
 - Depth contours up to the limit of the proposed dredging
 - Location of a fixed landmark (such as a building)
 - Scale and a north arrow
- The cross-section view of the project should be selected approximately perpendicular to the waterbody and include the following:
 - For Lakes and Streams:
 - Normal water level
 - A profile of the existing bottom and the proposed dredged bottom
 - The scale or dimensions of the drawing
 - Also for Streams:
 - Elevation of the 100-year floodplain at the cross-section. If no fill will be placed in the floodplain, include only the proposed dredging area in the cross-section.
 - Existing and proposed stream contours

7. **Narrative description** of your proposal on a separate page. Please include:

- What the project is, purpose of project, and need for the project
- How you intend to carry out the project, including methods, materials, and equipment
- Your proposed construction schedule and sequence of work
- What temporary and permanent erosion control measures will be used
- The location of any disposal area for dredged or excavated materials
- For disturbances or fill, provide a description of type, composition, and quality of materials
- How you plan to avoid, minimize and mitigate impacts to waterways
- Area (e.g. linear feet) impacted

8. **Riparian owners list** - Names and addresses of the adjacent property owners.

9. Hydrologic/hydraulic analysis - For all riverine sites (sites not located on a lake or impoundment) a hydrologic/hydraulic analysis may be required if the proposed project will reduce the effective flood flow capacity of the waterway by obstruction of existing flow area. If an analysis is required, the property owner **may** be required to retain an engineer, registered in the State of Wisconsin, to prepare this analysis. To determine if an analysis is needed, contact the local Water Management Specialist. Hydrologic and hydraulic computations: If an engineer is hired to design the crossing, they must evaluate the bridge and associated road impacts for a range of flows from normal flow conditions to the 100-year flood.

10. Erosion control measures - Proper erosion control measures, including the use of staked hay bales and silt fencing, must be used and maintained during and after the construction of this project. All erodible areas must be immediately seeded and mulched with a fast growing grass mixture. This grass seed mixture must become established and stabilize all erodible areas. These erosion control measures must adequately protect the waterway and wetlands from erosion and runoff.

11. Endangered and threatened resources - The applicant is not required, but is encouraged to request an endangered resources (ER) review letter before applying for the permit. Information on how to obtain a review can be found by visiting the website at <http://dnr.wi.gov/topic/ERReview/Review.html>. The applicant can also visit the NHI Public Portal, <http://dnr.wi.gov/topic/ERReview/PublicPortal.html>, to determine if a full ER Review is required. Read the 'What is an ER Preliminary Assessment and what do the results mean?' section to determine follow-up steps.

12. Historical and cultural resources - If you are aware there is a historical or cultural resource present, you are **required** to contact the Wisconsin State Historical Society to verify and receive documentation that the activity will not result in an adverse impact to these resources.