

Pea Gravel Blanket Individual Permit Application Instructions

Department standards may allow a maximum of six inches of pea gravel placed in a maximum surface area of 1,250 square feet. The pea gravel may extend out to a maximum water depth of three feet. **You may not place sand instead of pea gravel** unless this is specifically stated in the permit.

The placement of pea gravel **will not** be permitted in areas where:

- Emergent aquatic vegetation is present
- Lake bottom is composed of sand/gravel mix
- Site is a wetland (has wetland soils, vegetation and hydrology)
- Fish spawning habitat is present
- Existing flocculent muck or silt is greater than six inches deep

Inspections are required for the review of the application. Inspections must occur when the site has open water. We suggest the application be received before November 1. If received later than that date, the site may be iced over before it can be inspected. If so, the application will be held over until the following spring.

Determine eligibility for this individual permit:

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

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 the type and total volume of the material to be placed on the lake bottom. If you do plan to do any additional riprap or bank protection, describe it in detail. Only a riparian (waterfront) property owner can apply for a shore protection permit.
 - Note: Pea gravel should be $\frac{1}{4}$ to $\frac{3}{4}$ inches in diameter or larger.
- Location sketch – sketch or trace a map that clearly indicates the location of the project.
- Project plans – supply a top view and as many cross-sections as necessary to reflect variation in topography and/or water gradient.
 - The top view should include:
 - Existing waterway and the location of the proposed pea gravel blanket. Any wetland boundaries must be clearly marked.
 - Location and dimensions of your pier, swimming raft or other structures.
 - 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:
 - Normal and existing water level in relationship to the existing bottom level
 - The existing ground level of the adjacent shoreline
 - Indicate where the 3 foot water depth is
 - Show the depth/amount of pea gravel proposed.

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. **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.

10. **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.