

How to Apply for High Capacity Dewatering Wells Online

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Get set up to apply online (first time only)

1. Get a MyWisconsin ID if you don't already have one. See the [instructions for getting a MyWisconsin ID](#).
2. Go to <https://apps.dnr.wi.gov/wateruse> to finish getting set up.
3. First-time users click Dewatering Applications at the top and complete the Request Access form. Your access will be granted after review by the Wisconsin DNR Water Use Program.

The screenshot shows the 'Request Access' form on the Wisconsin Department of Natural Resources website. The header includes 'Wisconsin Department of Natural Resources' and 'Drinking & Ground Water Use Information System'. A navigation bar at the top right has 'Reporting', 'Dewatering Applications' (highlighted in red), 'Invoices', and 'Help'. Below the header, a message reads: 'Thanks for logging in with your Email ID. We will need to set you up in our system, so you can submit applications online. Please complete the request form. We will email you once you are set up (within a few business days)'. The form fields are: Company Name, First Name, Last Name, Address, City, State, Zip, Your Phone No (with a masked area '###-###-####'), and Your Email Address. A blue 'Request Access' button is located at the bottom left of the form.

Fill out an online application

1. Log in with your MyWisconsin ID at <https://apps.dnr.wi.gov/wateruse>
2. Click Dewatering Applications at the top.

The screenshot shows the 'Begin Reporting' page on the Wisconsin Department of Natural Resources website. The header includes 'Wisconsin Department of Natural Resources' and 'Drinking & Ground Water Use Information System'. A navigation bar at the top right has 'Reporting', 'Dewatering Applications' (highlighted in yellow), 'Invoices', and 'Help'. Below the header, a message reads: 'Welcome to the Water Use Reporting System'. A list of instructions follows: 'The system will time out after 30 minutes so be sure to save your data often. If you see error messages on the screen when you click save, you will need to correct them in order to save your data and not lose it!'; 'You can send us an email from within the reporting screen to notify us of address changes or corrections, new owner or operator information or any question you have concerning reporting or your water sources. Just click **Contact Us** in the blue bar! You can also call us at (608) 266-2299.'; 'You can add or change information in any of the yellow boxes. Give your properties and sources meaningful names so you don't have to remember our number identifiers!'; 'If you don't see all of the sources that you need to report or you need to change the WAMS User ID associated with your records, call us at (608) 266-2299 or click **Contact Us** on the blue bar above to make that change.' A blue 'Begin Reporting' button is located at the bottom left of the page. A red arrow points from the 'Dewatering Applications' link in the navigation bar to the 'Contact Us' text in the instructions.

3. Click Start a New Application (blue button)

My Dewatering Applications

| | | | |
|----------------------|----------------------|---------------|---|
| Owner No | <input type="text"/> | Owner Name | <input type="text"/> |
| Property No | <input type="text"/> | Property Name | <input type="text"/> |
| Application Status | --Select-- | County | --Select-- |
| HiCap File No | <input type="text"/> | HiCap Well No | <input type="text"/> |
| HiCap Application No | <input type="text"/> | Approved | From <input type="text"/> To <input type="text"/> |



4. Fill in the information in the white fields.

- Latitude and longitude should be roughly the center of your project site.
- Tips for reporting coordinates (latitude and longitude) can be found at <https://dnr.wisconsin.gov/topic/Wells/locatingWithGPS.html>

5. At the bottom, add attachments (engineering plan map, well construction diagram, discharge drawing, etc.).

- Choose the Document Type
- Click the Choose File or Browse button
- Click Upload

Enclosures

Document Type: Discharge drawing

To attach a file:
1: Select the Document Type
2: Click 'Choose File' or 'Browse'
3: Click 'Upload'
Note: Files must be PDFs, 5 MB Maximum

Select File:
 No file chosen

Last Update On: 1/1/0001 12:00:00 AM Last Update By:

6. When you are finished, click Save to save the application and finish later, or click Pay Fee and Submit Application. You will be directed to the US Bank website to pay the application fee.

Well abandonment method

Enclosures

Document Type

Select File:

No file chosen

To attach a file:

- 1: Select the Document Type
- 2: Click 'Choose File' or 'Browse'
- 3: Click 'Upload'

Note: Files must be PDFs, 5 MB Maximum

Last Update On

Last Update By



Pay the Application Fee and Submit the Application

1. Pay Fee and Submit Application will take you to the payment screens.
 - Credit Card – There is a convenience fee. The total will be \$508.75
 - Checking or Savings – Enter your checking account number and routing number. The total will be \$500.00.
2. Fill in your payment information
3. Click the Confirm (red button) at the bottom.

Zip/Postal Code 22222
Country United States

Contact Information

First Name Joe
Last Name Smith
Address 1 100 Main Street
City/Town New York
State/Province/Region NY
Zip/Postal Code 22222
Country United States
Phone Number 6081234567
Email Address jennifer.filbert@wisconsin.gov

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

Confirm [Back](#)



4. Click Continue to State Agency Website (red button). You will be redirected back to the Water Use site. Click Dewatering Applications at the top to see any applications you have submitted.

Payment Amount \$500.00
Convenience Fee \$8.75
Total Amount \$508.75
Payment Date 08/23/2021
Status PROCESSED
Payment Description WU Dewatering App Fee
Reference Number PJE4

Payment Method

Payer Name Joe Smith
Card Number ****0018
Card Type Visa
Confirmation Email jennifer.filbert@wisconsin.gov

Billing Address

Address 1 100 Main Street
City/Town New York
State/Province/Region NY
Zip/Postal Code 22222
Country United States

Continue To State Agency Website

Please note that WPDES general permit applications need to be submitted separately at [Water permit applications | Wisconsin DNR](#). Discharge water for any dewatering project that is not going directly to a sanitary sewer may need a wastewater (WPDES) approval.

How to Get a MyWisconsin ID

1. You must self-register for a MyWisconsin ID by following the steps on the [DET MyWisconsin ID Self Registration webpage](#).
 - a. If you already created a MyWisconsin ID through another state agency (for example, the Wisconsin Department of Agriculture, Trade and Consumer Protection), you do not need to create another.
 - b. [A recorded video on how to create a MyWisconsin ID](#) is available for anyone needing to create an account.