GENERAL PERMIT APPLICATION INSTRUCTIONS

To apply for this General Permit, submit all of the required information listed below. A complete submittal with detailed plans will allow us to make a decision about your permit application. Permit processing review times begin when the application is received by the Department and is determined to be complete.

Please note that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and U.S. Army Corps of Engineer permits or approvals in addition to any applicable state permits prior to commencing any work at the project site.

The Department offers the opportunity to apply electronically for all waterway and wetland permits. The Water Permits portal page can be found at http://dnr.wi.gov/Permits/Water/

Informational Requirements:

1. **Application form.** A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form# 3500-53) http://dnr.wi.gov/files/PDF/forms/3500/3500-053.pdf.

2. **Application fee**. Checks should be made payable to "Wisconsin DNR." A list of fees can be found at http://dnr.wi.gov/topic/Waterways/ KEYWORD: Permits.

3. **Site maps** which 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.

4. **Photographs** that clearly show the existing project area. 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.

5. **Wetland restoration drawing/plans and narrative** reflecting the General Permit Eligibility Standards as listed in the project-specific checklist below. Information to Include:

   - Goal and objective for project.
   - How the project will be carried out - including long-term site management
   - Proposed erosion control measures (temporary & permanent)
   - Disposal location for excavated materials
   - Types of vegetation found in existing wetland and adjacent wetlands
   - Number and location of scrapes, micro-topography, water control structures (includes in-stream structures which are considered dams, such as weirs, tin whistles, ditch plugs with outlet pipes), embankment /dikes (considered dams if across a watercourse), ditch fill /ditch plugs (ditch plugs must have no outlet pipes), breach dike or dike removal
   - Total acres of wetland filled (berm / embankment / dike, not ditch fill)
   - Approximate wetland acres enhanced
   - Approximate wetland acres restored
   - Approximate wetland acres created

6. **Completed dam design calculations** (including any hydrologic or hydraulic calculations and project benchmark description used for design elevations - attach benchmark location information to the plan and

specification submittal (can be assumed datum but reference to NGVD is preferred, if available at site)) if a dam is proposed. **NOTE**: The supplemental dam checklist at the end of this application checklist was created to help you verify and ensure you include all dam information necessary to have a complete application and speed up the permit process.

7. **Electronic documents.** If you are applying on paper, all documents listed must also be submitted in an electronic format, either by enclosing a disk with your application materials, providing a link to an ftp site, or by other electronic methods. If possible, please create a separate file for each component of the application (i.e., forms, photos, maps, plans, etc.). Each file must be less than 15 megabytes in size, and the total size of the files combined must be less than 30 megabytes.

If you are applying electronically, you may be asked for some of these items during the electronic submittal process.

Eligibility Criteria: Projects that do not meet all criteria are not eligible for this general permit. If your project does not qualify for this general permit, you may apply for an individual permit.	
The project purpose is wetland conservation (restoration, enhancement, preservation or management of wetlands). For example, this general permit does not authorize the construction of a detention basin in wetlands for stormwater management, even if the detention basin or the project of which the basin is a part will also result in some habitat creation or enhancement. Similarly, this chapter does not authorize a flood control project that may also result in creation or enhancement of some wildlife habitat.	
Site conditions exhibit impacts to topography, soils, native vegetation or hydrology that have degraded a wetland and are potentially reversible	
The project involves only the activities listed below (see s. NR 353.05) and designed and constructed according to Natural Resources Conservation Service (NRCS) field office technical practice standards 378, 410, 638, and 657, which can be found at http://efotg.nrcs.usda.gov/treemenuFS.aspx. 1. removing or disabling a section of drain tile 2. disabling surface drains by filling of the ditch downstream of the drainage system to be altered 3. constructing dikes, embankments and low berms 4. removing vegetation or post-European settlement deposition, including shallow scrapes, submerged islands and interconnected open water areas 5. altering the hydrology of an area by removing pumps, breaching structures or manipulating water control structures 6. introducing plants, installing and maintaining devices such as staff gauges, water level recording devices, and similar monitoring equipment	
Project proposals that include the activities listed in s. NR353(3) to (5) and have existing wetlands on or adjacent to the project area are eligible for this general permit only if both of the following conditions are met: 1. agricultural crops, invasive wetland species or early successional hydrophyte species dominate the project area 2. the proposed activities will not cause significant adverse impact to undisturbed wetland plant communities on-site or adjacent to the project area	
The project is confined to non-navigable waters or waters that are navigable without stream history, or is otherwise determined to not cause significant adverse impacts to those waters.	
The project does not cause significant adverse impacts to cold water resources or blocks fish passage to existing spawning areas.	
The project does not involve the planned introduction of non-native or invasive wetland plants.	
The project does not involve the control of native wetland plant species unless the applicant has demonstrated that the activity is to maintain a wetland community or to diversify a monotypic stand of invasive wetland plants.	
Any dike, berm or embankment 2 feet or less in height as measured from natural ground surface and impounds less than 50 acre feet of water or is less than 6 feet high as measured from natural ground level and has been designed by a professional engineer registered in the state of Wisconsin or submitted by a county, state or federal agency.	
Erosion control measures shall meet or exceed the technical standards for erosion control approved by the department under subch. V of ch. NR 151. Any area where topsoil is exposed during placement, repair or removal of a structure shall be immediately seeded and mulched to stabilize disturbed areas	

and prevent soils from being eroded and washed into the waterway. These standards can be found at: http://dnr.wi.gov/topic/stormwater/standards/.	
The project includes a re-vegetation plan that adequately stabilizes the site.	
The project does not cause significant adverse impacts to state threatened or endangered resources. If the department determines that a proposal submitted under this section has the potential to cause significant adverse impacts to endangered or threatened species in accordance with s. 29.604, Stats., the application is incomplete. The department may not issue a general permit until the applicant submits information to demonstrate one of the following: 1. that the project either avoids impacts to the threatened or endangered species or 2. that the project has received an incidental take authorization under 29.602, Stats. 3. if the project is modified, the applicant must submit the revised plan before the application can consider the application complete or issue a general permit	

To Apply:
Once your application is complete, submit using the online system, or mail it to the permit intake address based on the county where your project is located. If you have questions or problems filling out or completing the application requirements, contact the Water Management Specialist for your county.

Permit intake addresses and Water Management Specialist contact information can both be found at the following web link: http://dnr.wi.gov/topic/Waterways/about_us/county_contacts.html

NR 353 General Permit Dam Checklist

For new dams, embankments or other water retention structures across a watercourse. If project involves multiple dam structures, please provide the following information for each structure.

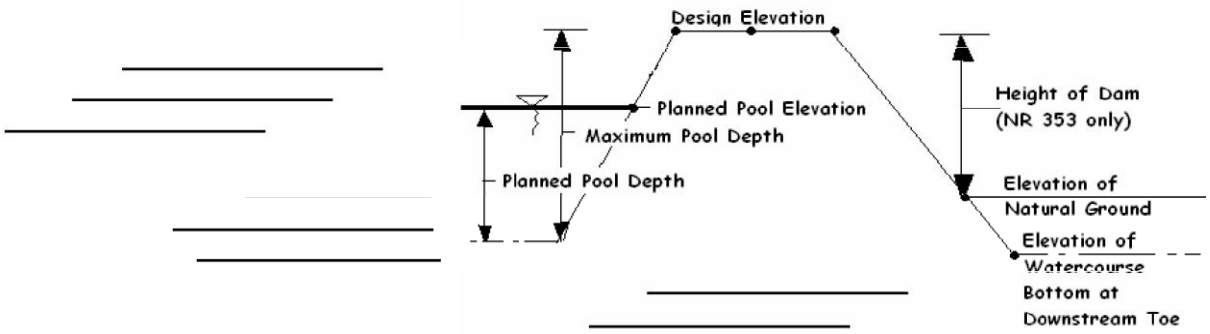
Dam structure:

1. Elevation (design elevation) of top of embankment (low point in embankment crest)
2. Elevation of the natural ground (low point) at the downstream toe of the embankment
3. Drainage area (square miles)
4. Planned pool elevation
5. Elevation of watercourse bottom at toe
6. Planned pool surface area (acres)
7. Maximum pool surface area (acres)
8. Planned storage (from bottom of impoundment to design elevation)
9. Structural height (difference between design elevation and elevation of watercourse at downstream toe) (feet)
10. Design storm frequency/duration (if calculated for standard) (year) (hour)
11. Design total discharge (if calculated for standard) (reservoir routing may reduce peak spillway outflow) (cfs)

Outlet/Spillway:

1. Outlet structure type, location, elevations, dimensions, joint treatment, corrosion protection
2. Principal spillway type, location, elevations, dimensions, materials
3. Auxiliary spillway type, location, elevations, dimensions, materials
4. Auxiliary spillway construction in natural undisturbed soils or show stability/erosion analysis
5. Drawdown facilities
6. Trash rack
7. Access for gate operation
8. Anti-vortex device

Example drawing



SUPPLEMENTAL INFORMATION

Wetland Scrapes and Wildlife Ponds - General Design Guidance

Wetlands that are not degraded or damaged (i.e. not dominated by non-native invasive species) are usually self-sustaining ecosystems that should not be disturbed or altered to create ponds for wildlife. However, the construction of wildlife ponds can be done on upland sites or occasionally in lower quality wetlands where the wetland and wildlife values could be enhanced.

High quality sites that should generally be avoided include:
Forested wetlands, cedar or tag alder swamps, bogs, calcareous fens and natural shallow water wetlands.

1. **Size**. A pond or wetland basin should complement and improve the quality of the habitat that exists naturally at the project site. These projects can vary in size ranging from 0.1 to 2-acres. Keep in mind you will need to place the spoil material on an upland site and that many cubic yards of spoil are generated for even small pond projects. Side casting spoil material into an adjacent wetland area is not allowed because it buries wetland or aquatic plants, alters the hydrology and may destroy fish and wildlife habitat.

2. **Shoreline**. An irregular shoreline should be constructed because it can increase the area used by waterfowl and other wetland wildlife species and may provide more isolated bays. Creating these bays, isolated from the rest of a pond, will attract more wildlife and allow them to do more of their daily and seasonal activities, including feeding, loafing, mating and nesting.

3. **Shape & Depth.** The bottom contour of a pond should be uneven and rolling. The variable water depths allow for more diverse emergent vegetation in shallow areas throughout the basin. Emergent plants growing in the shallow areas will filter sediment, take up nutrients, and improve water quality. This vegetation also provides food and cover for wildlife. The water depth in shallow areas should vary between 6 and 18 inches and can range from about 4 to 5 feet in deeper areas.

4. **Slope**. The shoreline area should have a gentle slope and provide small vegetated “fingers” and open “bays” along the edge. Slopes should have only about a foot rise (vertical) for approximately every 8 to 10 feet of run (horizontal). Vegetation growing in these edges will increase the amount of habitat. Projects with 50% open water and 50% vegetation cover in the wetland basin (including the emergent vegetation around the shoreline) will provide the greatest species richness and diversity.

5. **Upland Sites**. Ponds on some upland sites may require a clay liner to retain water. Topsoil should be placed on the bottom of these basins to provide a more suitable substrate and improve the establishment of aquatic plants and animals. Clay lined basins produce less vegetation, fewer invertebrates and support less waterfowl and other species, than those lined with both clay and organic soils.

6. **Organic Soils**. Muck soils that may be available from an impacted wetland can be placed on the bottoms and slopes of newly created basins. This material provides a natural seed bank and is high in organic content which will provide for better plant species diversity and increased invertebrate (insect) activity. Invertebrates are an important food source for a variety of birds and mammals.

7. **Food Source**. Following construction, a layer of hay may be placed in shallow areas along the shore as a food source for invertebrates and microorganisms which will help establish plant and animal populations more rapidly.

8. **Buffer Areas**. Buffer areas of upland grass vegetation may need to be established and maintained around the perimeter of these projects to provide the nesting habitat and cover needed by waterfowl. If mowing around the pond or basin is necessary to control woody vegetation during the growing season, it should be delayed until after August 1 to avoid disturbing nesting waterfowl, upland game birds and other wildlife.