

WDNR-GP2-2012 GENERAL PERMIT APPLICATION INSTRUCTIONS

A General Permit is available for a discharge to the waters and wetlands of no more than 10,000 square feet that is necessary for the construction, reconstruction or maintenance of a roadway, bridge, arch or culvert that is being carried out under the direction and supervision of a city, village, town or county, under Wis. Stats § Section 30.123. To qualify for this general permit, your project must meet all eligibility standards, permit conditions and all other terms and conditions outlined in WDNR-GP2-2012. Projects that do not meet all standards are not eligible for this general permit and will need to apply for state waterway and wetland individual permits as outlined in Wisconsin Statutes § 281.36(3g)(i) and 30.206(3r), and Wisconsin Administrative Code § NR 320.

STEP 1: Determine Project Eligibility by carefully reviewing all terms and conditions of [WDNR-GP2-2012](#) to verify the proposed project meets the eligibility standards and permit conditions. Eligibility standards are listed on pages three and four as an optional checklist that can be used by the applicant and WDNR. **Please contact the local [DNR Transportation Liaison](#) for a pre-application discussion.**

STEP 2: Prepare DNR Application Package by completing the *Water Resources Application for Project Permits (WRAPP)* (Form#3500-053) OR an [Information Worksheet](#) and compiling all the required information as outlined on page 2 of this package. Eligibility standards are listed on pages three and four as an optional checklist that can be used by the applicant and WDNR.

STEP 3: Submit a Completed Application Package to the local [DNR Transportation Liaison](#) a minimum of 30 calendar days prior to the desired project construction start date.

STEP 4: Receive Notice of Coverage within 30 days after the DNR receives your **complete** application package. You will receive a notification of coverage letter under WDNR-GP2-2012 or you may be requested to provide additional information to verify the proposed project meets all the terms and conditions of this permit. In some cases you may be notified that your project requires an Individual Permit.

WHAT YOU NEED TO INCLUDE WITH YOUR APPLICATION:

Note: To avoid delays, supply all of the information listed below in a complete and organized format.

Completed and signed "Water Resources Application for Project Permits (WRAPP)" (Form#3500-053) OR [Information Worksheet](#) **LOCATION**
Form

Project plans or schematic drawings showing: **Plan sheet/
drawing**

- The existing roadway and/ or structure, including dimensions
- The proposed roadway and/or structure, including dimensions and structure type.
- Proposed site specific erosion control measures
- Details for any stream diversion during construction, if needed, as well as temporary and permanent stabilization
- Temporary and permanent disposal location for excavated materials
- Location of waterway and wetlands, including dimensions and area of impact and wetland type as well as description of the type, composition and quality of material proposed to be used for fill in wetlands.
- Names and addresses of adjoining property owners

A list and status of any local, state, federal authorizations needed. Check all that are applicable. Please indicate if the permit has been Approved (A), Denied (D) or Pending (P): **GP
Attachment**

Local Zoning Permit		List other permits:	
US Army Corps of Engineers Permit			
WDNR Construction Site Stormwater Permit (for total impacts > 1 acre)			

Photographs that represent existing site conditions where project will occur. **Attachment**

Municipal Highway, Bridges, Arches and Culverts Alternatives Analysis:

If the project is impacting wetlands, the following information is required:

➤ **Background / Description of the Project – Purpose and Need (Check all that apply)**

Deteriorated Road / Structure		Emergency structure replacement	
Flooding problems on the road			
Safety Problems			
Widening to accommodate traffic increase		Other (Please identify):	

➤ **Alternatives:** Identify ways that wetland impacts were avoided and minimized during design (Check all that apply)

Reduced width of the road			
Reduced side slopes of the road		Erosion control BMPs	
No sidewalks or altered location of sidewalks or terrace			
Chose shorter or more appropriate stream structure type		Other (Please identify):	

➤ **Alternatives analysis:** Explain why alternatives that had less wetland impact were eliminated from consideration, including cost comparisons, logistics, technology and any other reasons

Use separate sheet to describe why the impact to the wetland cannot be avoided and how the impact to the wetland will be minimized.

Signature of municipal representative certifying that the project meets the eligibility standards as outlined in the optional attached checklist and WDNR-GP2-2012:	
Signature of County Highway Commissioner or PE representing the municipality, if structure is >36" in diameter:	

<p>Section I: CERTIFIED ELIGIBILITY STANDARDS Projects that do not meet all standards are not eligible for this general permit and are therefore excluded from coverage under WDNR-GP2-2012. For municipal highway, bridge, arch and culvert projects that do not qualify for WDNR-GP2-2012, you may apply for state waterway and wetland individual permits as outlined in Chapter 30.208(2), Wis. Stat., and ch. NR 320, Wis. Adm. Code.</p>	
Project Description	
1. Contact the local WDNR Transportation Liaison during the development of the project to have a pre-application discussion.	
2. A municipality is the applicant and the project purpose is a public transportation project to construct, reconstruct or maintain a highway, bridge, arch or culvert associated with a single and complete project.	
3. If the project includes a bridge or culvert that is greater than 36" in diameter, the plans must be signed and approved by either the County Highway Commissioner or a professional engineer that is a designated agent for the municipality on transportation engineering projects.	
4. Structures over lake outlets and lake systems or any culvert installed with the intent to back up water are not eligible for a general permit.	
5. Projects that are administered (or "let") by WisDOT are not eligible for this general permit.	
6. Projects that are new roads or new crossings of a navigable waterway where there was previously no crossing, are not eligible for this general permit.	
7. Projects that may impact tribal lands or rights, may need additional coordination. Please contact the WDNR Transportation Liaison as soon as possible to begin coordination.	
8. This general permit does not authorize any permanent change in the course of a navigable stream, or removal of material from the bed of any waterway, except for what is necessary to place the structure.	
9. The proposed project avoids and minimizes wetland impacts to the greatest extent practicable.	
10. The discharge will cause only minimal adverse environmental impacts.	
11. Your acceptance of coverage under this permit and your efforts to begin work on the project signify that you have read, understood and agreed to follow all conditions of this permit.	
12. The permit does not authorize the placement of a culvert on a stream that is more than 35 feet wide, measured from ordinary high water mark to ordinary high water mark, unless otherwise approved by the WDNR Transportation Liaison.	
13. Bridges authorized by this permit must be clear-span, with no new piers in the waterway.	
Project Impacts	
14. The project shall not impact more than 10000 square feet (0.23 acre) of wetland or waterway for a single and complete project. Disturbance should include only the amount of wetland fill necessary to properly construct the highway and shall minimize alteration of critical features of waterway or wetland habitats. If the project includes ONLY a bridge, arch or culvert replacement, the project should not impact more than 4356 square feet (0.1 acre) of wetland and disturbance should include only the amount of wetland fill necessary to properly construct and stabilize the bridge, arch or culvert.	
15. Projects that impact wetland must comply with the wetland water quality standards outlined in Wis. Stats. § 281.36(3g)(d) and Wis. Admin. Code § NR 103 , including the submission of a narrative describing avoidance and minimization of wetlands and "Municipal Highways, Bridges, Arches and Culverts Alternatives Analysis" found in the WDNR-GP2-2012 General Permit Checklist.	
16. The permit does not authorize the replacement or reconstruction of a bridge, arch or culvert on a wild river designated under Wis. Stat. § 30.26 and Wis. Admin. Code ch. NR 302 , or where similar federal, state or local regulations prohibit the construction.	
17. Project activities will not take place in or result in adverse impacts to Great Lakes ridge and swale complexes, interdunal wetlands, coastal plain marshes, southern sphagnum bogs, boreal rich fens, or calcareous fens.	
18. Project will not result in a deleterious impact to any publicly owned trails or property	
19. The project will not result an adverse impact on navigation, and must allow for portage to anyone legally navigating the waterway. All bridges shall either maintain a clearance of not less than 5 feet, or comply with requirements of NR 320 (NR 320.04(3)), Wis. Adm. Code.	
20. For bridge, arch or culvert projects, to minimize adverse impacts on fish movement, fish spawning, and egg	

<p>incubation periods, the project may not occur during the following time periods:</p> <ul style="list-style-type: none"> • September 15th through May 15th for trout streams; and the Root River (Racine County), Kewaunee River (Kewaunee County), and Strawberry Creek (Door County) upstream to the first dam or barrier. • March 1st through June 15th for ALL other waters. <p>Note: Per Wis. Admin. Code § NR 1.02 (7), the Department identifies and classifies trout streams to ensure adequate protection and proper management of this unique resource. To determine if a waterway is a trout stream, you may check WDNR Trout Maps.</p> <p><i>The timing restrictions described above apply to work below the ordinary high water mark (OHWM), on waterways that have standing or flowing water. The timing restrictions listed may be waived or modified by the regional WDNR Transportation Liaison.</i></p>	
Design of the Project	
<p>21. The grade-line of any existing overflow sections passing a portion of the regional flood will not be raised and the existing highway water-crossing must have a history of adequately passing flood water, be free of significant controversy concerning public rights in navigable waters, and shall conform to the requirements of Wis. Admin. Code ch. NR 116, Wisconsin's Floodplain Management Program.</p>	
<p>22. The proposed road grade and structure must have water passing characteristics at least as effective as the existing road grade and structure.</p>	
<p>23. Appropriate culvert sizing and invert elevations will be determined using the Municipal Supplemental Worksheet for Sizing and Setting Bridges, Arches and Culverts. Plans should show the existing structure, as well as the proposed structure.</p>	
<p>24. Project shall not result in a significant obstruction to <i>aquatic organism passage</i> (AOP). The local WDNR Transportation Liaison will be able to assist you with determining if the existing or proposed structure is an obstruction, and whether designing for AOP is necessary. Please follow these general guidelines for designing a structure so that it allows passage for aquatic organisms:</p> <ul style="list-style-type: none"> ○ The proposed structure should be as wide as bankfull width (see definitions). Structures cannot be designed or installed in a way that results in higher water surface elevations upstream of the crossing compared to downstream. ○ The crossing needs to be sized and set at an elevation so that water depths, widths, and velocities at the culvert inlet and outlet match the natural water depths, widths, and velocities in the natural stream channel. ○ The structure needs to be set flat for low gradient streams, i.e., less than 1% gradient. The inlet and outlet invert elevation of the culvert needs to be set below the natural stream bottom flow line elevation. Structures need to be set low enough to allow streambed material to deposit in the bottom of the culvert, or where appropriate, natural streambed material can be added. 	
Construction of the Project	
<p>25. Any dredging that is necessary to bury the culvert will be limited to greatest extent possible and deposition of sand, gravel, or stone will only occur immediately underneath and within 2 feet of the culvert.</p>	
<p>26. Unless the waterway is dry for the duration of the construction activities, you must install a cofferdam and diversion channel or cofferdam and pump bypass system upstream and downstream of your construction area, unless otherwise directed by WDNR Transportation Liaison. Protection of the stream during construction must be shown on plans.</p>	
<p>27. Cofferdams and temporary channels must be constructed of non-erodible material and secured with rock bags at the bottom of the channel and top of the banks. No earthen cofferdams will be authorized.</p>	
<p>28. The temporary diversion of the stream must be shown in the plans and placement shall not exceed 5 working days. Stream flow needs to be maintained to downstream throughout construction.</p>	
<p>29. Except for a temporary bypass system during construction, the project will not involve the creation, modification, or enhancement of any dam structures.</p>	