

Storm Water Construction Site Notice of Intent Instructions

These instructions are for completing the Water Resources Application for Project Permits (WRAPP) form to serve as the Notice of Intent (NOI) application for state coverage under the WPDES Construction Site Storm Water Runoff General Permit (Permit No. WI-S067831) for land disturbing construction activities or for the renewal of permit coverage for a construction site project where permit coverage has expired after 3 years and the applicant must reapply. For a renewal, the original Facility Identification Number (FIN) must be provided.

Answers all questions and provide all information requested. An incomplete NOI application will be returned for completion. A complete NOI application for a new project includes the WRAPP form (Form 3500-053), the WPDES Construction Site Storm Water Runoff General Permit Notice of Intent Application Checklist (Form 3500-053C), and all required attachments and the appropriate application fee. A complete NOI application for a renewal includes the WRAPP form (Form 3500-053) and the appropriate application fee. Please follow the mailing and fee directions at the end of these instructions. Note that the WRAPP form is also used by the DNR's waterway and wetland program as the application for various permits. Information on applying for these other permits is available from the DNR's "Water permit applications" webpage at dnr.wi.gov/permits/water/. If multiple types of permits are required for the project, the WRAPP form and fees will need to be mailed separately as identified by each permit program.

Section 1: Landowner Information

Provide the legal name of the individual, owner, operator, corporation, partnership, association, municipality, interstate agency, state agency or federal agency that holds fee title, an easement or other interest in property that allows the person to undertake land disturbing construction activity on the property. If the landowner is a corporation or unit of government, a duly authorized representative and related contact information may be provided in Section 1. The NOI application shall be signed as follows:

1. For a corporation, by a principal executive officer of at least the level of vice president or by the officer's authorized representative having overall responsibility for the operation covered by this permit.
2. For a limited liability company, by a member or manager.
3. For a partnership, by a general partner.
4. For a sole proprietorship, by the proprietor.
5. For a unit of government, by a principle executive officer, ranking elected official, or other duly authorized representative.

Section 2: Applicant Information

For a storm water construction site NOI application, the applicant must be the same and the landowner. This section may be used to provide information on an additional contact person associated with the landowner other than the authorized representative indicated in Section 1 above.

Section 3: Primary Project Contact

If different from the landowner, provide the contact information of the person that will be the primary project contact. The contact person should be the person completely familiar with the construction project activity and/or charged with implementation of the permit requirements.

Section 4: Project or Site Location

Enter the official or legal name of the construction site and its complete address or location description. Enter the county, type of municipality, and municipality name.

Enter the township, range, section, quarter, and quarter-quarter information for the project. If the project is not wholly contained in the quarter-quarter, provide more description. Enter the latitude and longitude in decimal degrees for the center of the area of land disturbance.

Section 5: Pre-Application Resource Screening

Waterways: Provide the name(s) of the closest waterbodies to the project location. Identify the waterbodies that are on-site, nearby, and downstream of the project site, including the first waterbody off-site if storm water runoff from the project site will enter a storm sewer system that drains to that waterbody. The DNR's surface water data viewer is available at dnr.wi.gov/topic/surfacewater/SWDV/.

Wetlands: Indicate whether the project site has been assessed for the presence of wetlands. Indicate the sources of the information used to assess for the presence of wetlands and attach the supporting report or documentation. The DNR's wetland locating information is available at dnr.wi.gov/topic/wetlands/locating.html. Information on the DNR's wetland identification program is available at dnr.wi.gov/topic/wetlands/identification.html. Indicate whether the wetlands will be filled, excavated, or disturbed during construction or as part of the project.

Endangered or Threatened Resources: All projects are required to comply with endangered and threatened resources laws. An evaluation may be done prior to the submittal of the NOI application using the protocols developed by the DNR Bureau of Natural Heritage Conservation at dnr.wi.gov/topic/ErReview/. If a review is completed prior to submittal of the NOI application, attach the supporting report or documentation. Please note that an evaluation prior to the submittal of the NOI application may shorten the DNR's application review time.

The presence of wetlands, endangered/threatened resources, or historical/archaeological resources can delay projects, and may require design changes to reduce impacts. Evaluation of potential impacts prior to NOI application submittal may reduce or eliminate project delays or design changes.

Section 6: Project Information

Duration: Provide the anticipated start and end dates for the project. Land disturbing construction activities cannot begin until permit coverage has been granted by the DNR. The anticipated project start date may not be less than 14-working days prior to the date that the DNR receives a complete NOI application.

Photos: Provide clear ground level photos of the project site in its existing condition. Enter the date the photos were taken. Be aware that snow cover or vegetation may obscure important details. The photos should show the area of proposed land disturbance sufficient

to identify the existing land use and topography. Digital copies of the photos on a CD are encouraged.
Project Purpose and Need: Provide a brief description of the project, intended use of the project, and any land and water alterations.

Attach additional sheets as necessary to complete this section.

Section 7: Certification and Permission

Certification: Wisconsin law provides for civil and criminal remedies for submitting false information on the NOI application.
Permission: Signing the NOI application also certifies that the landowner gives permission for DNR staff to enter and inspect the site for the purpose of determining compliance with storm water regulations and permit requirements.
Signature: The person who must sign and date the NOI application is indicated in Section 1 above. Provide the printed name and title of the person signing the NOI application.

Attachments and Permit Access

A complete NOI application for a new project includes the WRAPP form (Form 3500-053), the WPDES Construction Site Storm Water Runoff General Permit Notice of Intent Application Checklist (Form 3500-053C), and all required attachments and the appropriate application fee. A complete NOI application for a renewal includes the WRAPP form (Form 3500-053) and the appropriate application fee.

A copy of the WPDES storm water runoff general permit is available at:
dnr.wi.gov/topic/Stormwater/documents/ConstructionPermitS067831-4.pdf

Mailing

Unless otherwise directed, mail the complete NOI application and attachments with the application fee to the Wisconsin DNR (WDNR) office associated with the county in which the construction site is located as follows:

Northern Region (NOR)

Ashland	Douglas	Langlade	Rusk	WDNR Baldwin Service Center 890 Spruce St Baldwin, WI 54002 715-684-2914 ext. 109
Barron	Florence	Lincoln	Sawyer	
Bayfield	Forest	Oneida	Taylor	
Burnett	Iron	Polk	Vilas	
		Price	Washburn	

Northeast Region (NER)

Brown	Green Lake	Marquette	Outagamie	WDNR Northeast Regional Headquarters 2984 Shawano Ave Green Bay WI 54313-6727 920-662-5100
Calumet	Kewanee	Menominee	Shawano	
Door	Manitowoc	Oconto	Waupaca	
Fond du Lac	Marinette	Oneida	Waushara	
		Reservation	Winnebago	

West Central Region (WCR)

Adams	Crawford	La Crosse	Portage	WDNR Baldwin Service Center 890 Spruce St Baldwin, WI 54002 715-684-2914 ext.109
Buffalo	Dunn	Marathon	St. Croix	
Chippewa	Eau Claire	Monroe	Trempealeau	
Clark	Jackson	Pepin	Vernon	
	Juneau	Pierce	Wood	

South Central Region (SCR)

Columbia	Grant	Jefferson	Rock	WDNR South Central Regional Headquarters 3911 Fish Hatchery Rd Fitchburg WI 53711 608-275-3266
Dane	Green	Lafayette	Sauk	
Dodge	Iowa	Richland		

Southeast Region (SER)

Kenosha	Ozaukee	Sheboygan	Washington	WDNR Waukesha Service Center 141 NW Barstow St, Room 180 Waukesha WI 53188 262-574-2100
Milwaukee	Racine	Walworth	Waukesha	

Fee Schedule

A non-refundable fee is required with the submittal of an NOI application. Remit a check or money order payable to the Wisconsin DNR (do not send cash). The fee is:

Land Disturbance	Application Fee
Less than 5 Acres	\$140
5-25 Acres	\$235
25 or greater Acres	\$350

An NOI application submitted without the required fee will be considered incomplete.