

WDNR-GP4-2013 GENERAL PERMIT APPLICATION INSTRUCTIONS

A General Permit is available under section 281.36(3g), Wis. Stats. for a permanent or temporary discharge to wetlands of no more than 10,000 square feet that is part of a recreational development. To qualify for this general permit, your project must meet all eligibility standards and all other terms and conditions outlined in WDNR-GP4-2013. Projects that do not meet all standards below are not eligible for this general permit and are therefore excluded from coverage under WDNR-GP4-2013. In these cases, persons may apply for an Individual Permit as outlined in s. 281.36(3m), Wis. Stats. The department also has authority under s. 281.36(3g)(i), Wis. Stats. to require an individual permit in lieu of a general permit, if the department has determined that conditions specific to the site require additional restrictions on the discharge to provide reasonable assurance that no significant adverse impacts to wetland functional values will occur.

Other Authorizations Necessary: WDNR-GP4-2013 authorizations are provisional and require that project proponents obtain any other local, state or federal permits before any work may proceed. U.S. Army Corps of Engineers (ACOE) permits are required for discharges to Waters of the U.S., including wetlands.

Electronic Application. 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/>

To apply for coverage under this General Permit using the paper process:

STEP 1: Determine project Eligibility by carefully reviewing all terms and conditions of WDNR-GP4-2013 to verify the proposed project meets the eligibility standards and permit conditions, see Section I of this application and the permit conditions in the statewide general permit. If you are not sure if a particular eligibility standard can be met, it is suggested that you contact the local WDNR Water Management Specialist (WMS) and /or agency expert prior to submittal. The general permit can be found at <http://dnr.wi.gov/topic/Waterways/construction/wetlands.html>. The eligibility standards and permit conditions are listed in Section I and III of the statewide general permit.

STEP 2: Prepare the DNR application package by downloading and completing the [Water Resources Application for Project Permits form](#) [#3500-053, PDF 46KB] (go to <http://dnr.wi.gov> and use search keywords "Water Resources Application for Project Permits"), and ALL the other application attachments listed in this checklist.

Electronic documents. If you are applying on paper, all documents listed for the application package 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.

STEP 3: Please send the completed application materials to [the contact for the county where your project is located](#) (go to <http://dnr.wi.gov> and use search keywords "Permit Intake & Contacts"). Application packages need to be submitted a minimum of 30 calendar days prior to the desired project construction start date to allow for processing.

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-GP4-2013 or you may be requested to provide additional information to verify the proposed wetland discharge meets all the terms and conditions of this permit. In some cases you may be notified that your project requires an Individual Permit.

Other Considerations:

Bridges that completely span wetlands, or some boardwalks built on pilings, are typically not regulated as wetland fill. Direct placement of dirt, gravel or other soil material, or placement of puncheons is regulated as wetland fill and requires a permit. If you have a question about whether your trail project may need a permit, contact your local WDNR WMS or the local Army COE staff. Note, crossing a navigable waterway requires a WDNR permit, may require an ACOE permit, and must also meet local shoreland and/or floodplain zoning requirements.

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.

**DOCUMENT
TYPE**

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Completed and signed Water Resources Application for Project Permits form (Form 3500-053)
*Note for multiple activities only one WRAPP is needed. | Form |
| <input type="checkbox"/> Narrative Description of proposed project. For example, include linear miles of trail, total surface area of land disturbance, number and size (length and width, square feet or acres) of proposed wetland crossings. | Attachment |
| <input type="checkbox"/> Project Drawings/Plans <ul style="list-style-type: none">• How proposed project will be carried out, including long-term site management• Plans showing the proposed discharge (both temporary and permanent), including location and dimensions and area of wetland impact• Cross-sectional view(s) for each wetland impact area• Proposed erosion control measures, temporary and permanent• Temporary and permanent disposal location for any excavated materials (if applicable)• Location of any waterways and wetlands, including dimensions and area of impact, and description of wetland type• Description of the type, composition and quantity of material proposed to be used for the discharge• If temporary wetland impacts, provide a detailed restoration plan | Plan sheet/
drawing |
| <input type="checkbox"/> Maps of the Project Site <ul style="list-style-type: none">• Clear directions to the project site with project and property boundaries clearly labeled.• Maps including Wisconsin Wetland Inventory, soils, topography and floodplain information• Recent aerial photograph of the site with the locations of all proposed wetland fill/crossings clearly labeled. | Attachment |
| <input type="checkbox"/> Wetland Delineation Report (unless the Department and applicant agree in advance that a delineation is not necessary for a given site or area of impact). | Attachment |
| <input type="checkbox"/> Endangered/Threatened Resources The applicant is encouraged to request an endangered resources review, which can be obtained by visiting our website at http://dnr.wi.gov/topic/ERReview/ . If these resources are present the applicant must obtain all the required reviews, approvals and consultation from the Department's Bureau of Endangered Resources to verify there will not be an adverse impact to these sensitive resources. <u>The applicant is not required to submit this, only encouraged to do it ahead of time if possible.</u> | Attachment |
| <input type="checkbox"/> Historical/Cultural Resources If you are aware there is a historical or cultural resource present you shall contact the Wisconsin State Historical Society to verify and receive documentation that the activity will not result in an adverse impact to these resources. | Attachment |

- Alternatives Analysis** Provide clear, detailed documentation on a separate sheet of paper on how the wetland impact was avoided and minimized. Include the following information: **Attachment**
- Background / Description of the Project
- Describe the purpose and need for the project, and explain why the project must impact wetlands.
- Is the project an expansion of existing work or is it new construction? Explain.
- Alternatives
- Is there an alternate location to avoid wetland impacts such as a different trail alignment, obtaining an upland easement or upland location for the structure or facility.
- Is there an alternate design to minimize wetland impacts such as a span bridge or boardwalk instead of a puncheon or building a narrower structure with less vegetation removal.
- For each of the alternatives you identified, explain and provide documentation on why you eliminated the alternative from consideration (e.g. cost comparisons, safety issues, logistical, technological, design choice - such as wetland or soil type, hydrology or topography, weight bearing needs, etc.)
- Explain what you plan to do to minimize adverse effects on the wetlands during your project (e.g. erosion control, minimize vegetation clearing for construction, avoid more sensitive wetland types, timing of construction, other best management practices, etc.)
- A copy of your deed or similar proof of ownership.** **Attachment**
- Photographs** that represent existing site conditions where project will occur. **Attachment**
- Permit Application Fee.** The permit application fee of \$500 is for processing and review of the application. Submit a check for \$500) made payable to Wisconsin DNR. **Attachment**
- Three copies of this entire completed application package.**

Section I: ELIGIBILITY CRITERIA Projects that do not meet all criteria are not eligible for this general permit and are therefore excluded from coverage under WDNR-GP4-2013. For projects that do not qualify for WDNR-GP4-2013, you may apply for a wetland individual permit as outlined in section 281.36(3m), Wis. Stats.

1. Project purpose is to conduct construction activities to build, reconstruct or maintain a recreational structure or facility.	
2. Project discharge does not affect more than 10,000 square feet (0.23 acre) of wetland as part of a single and complete project.	
3. Project applicant is the landowner or easement holder or otherwise has legal permission to proceed.	
4. Discharge will not occur in any of the following wetland resources: Great Lakes ridge and swale complexes, inter-dunal wetlands, coastal plain marshes, emergent marshes containing wild rice, southern sphagnum bogs, boreal rich fens, or calcareous fens.	
5. The proposed project cannot avoid wetland impacts.	
6. The proposed project minimizes wetland impacts to the greatest extent practicable.	
7. The discharge will cause only minimal adverse environmental effects.	
8. The project will be constructed in a manner that will maintain wetland hydrology in the remaining wetland complex.	
9. Clearing of vegetation for trail construction through the wetland that results in a conversion of one wetland type to another type shall be no more than 25% of the width of the trail or 2 feet on each side of the trail structure, whichever is greater.	
10. The project meets or exceeds the stormwater management technical standards of ss. NR 151.11 and 151.12, Wis. Adm. Code for stormwater discharges. The technical standards are found at: http://dnr.wi.gov/topic/stormwater/	
11. No activity is authorized which is likely to jeopardize the continued existence of a threatened or endangered species or a species proposed for such designation, as identified under the Federal Endangered Species Act and/or State law or which is likely to destroy or adversely modify the critical habitat of a species as identified under the Federal Endangered Species Act.	
12. The activity shall not result in significant adverse impacts to fishery spawning habitat including obstruction of fish passage, to bird breeding areas, or to the movement of species that normally migrate from open water to upland or vice versa (i.e. amphibians, reptiles and mammals) as determined by the Department.	
13. The activity will not result in adverse impacts to historical or cultural resources and will comply with s. 44.40, Wisconsin Statutes as determined by the Department.	