

Type (this is a fillable form) or print and write legibly. Answer all questions. Incomplete application forms will be returned.

Who can use this form: This application form is to be used for:

- Work in public waters administered by the Department of Natural Resources (DNR) under ch. 30, Wis. Stats.,
- Work in waters of the United States administered by the Army Corps of Engineers (COE),
- A permit for wetland fill through DNR and COE,
- The Notice of Intent (NOI) (formerly form 3400-161) for state coverage under the WPDES construction site general permit (#S067831) for land disturbing construction activity or the renewal of a construction site project where coverage under the permit has expired (after 3 years) and the applicant must reapply for coverage. The original Facility Identification Number (FIN) must be provided,
- Dam projects through DNR and COE.

Check any and all boxes that apply to the activity you are undertaking. Please follow the mailing and fee schedules at the end of the instructions for the types of applications you are making. If a project includes both ch. 30 and NR 216 activities, this form and fees will need to be mailed separately as identified for each program.

### **Section 1: Applicant Information**

Provide the legal name of the person, firm, public organization, or any other entity that has the authority to apply for a permit or coverage under a general permit for the activity described in Section 7 of this application. The authorized representative is the person who will ultimately sign the application. Provide the mailing address, e-mail address, fax and phone number for the authorized representative.

For a construction site general permit, state regulations require this form to be signed by the landowner or an authorized representative as follows:

1. For a corporation, by a responsible corporate officer including president, secretary, treasurer, vice president, manager, or a duly authorized representative having overall responsibility for the operation covered by this permit;
2. For a unit of government, by a ranking elected official, or other duly authorized representative;
3. For a partnership, by a general partner; and for a sole proprietorship, by the proprietor;
4. For a limited liability company, by a manager.

For waterway and wetland permits, the authorized representative may be the landowner or an agent serving at the approval of the landowner. Some activities require the applicant to be the riparian landowner of the property under construction. For other activities, an agent is allowed. Refer to the waterway and wetland permit application attachments for your activity types: <http://dnr.wi.gov/org/water/fhp/waterway/index.htm>

### **Section 2: Landowner Information**

If different from the applicant, provide the legal name of the person, firm, public organization, or any other entity that owns the site described in Section 7 of this application. If the landowner is a corporation, the contact person should be the person completely familiar with the construction project activity and charged with compliance and oversight of the permit. Provide the mailing address, e-mail address, fax and phone number for the contact person.

### **Section 3: Other Contact Information**

In this section, the preparer of the plans, the main contractor, the agent acting for the landowner or any other entity involved in the activity described in Section 7 **may** be identified. Describe their involvement and provide the legal name of the person, firm, or any other entity. The contact person should be the person completely familiar with the construction project activity and/or charged with implementation of the permit. Provide the mailing address, e-mail address, fax and phone number for the contact person. Attach additional names of entities involved at the site if known at this time.

### **Section 4: Project or Site Information**

Enter the construction site's official or legal name and its complete address or location description to the best of your ability. Enter county, municipality name and type of municipality.

### **Section 5: Location Information**

You are required to attach a site map to your application. The map must clearly identify where the project site is located and what water resources are nearby. Use the Surface Water Data Viewer [http://dnr.wi.gov/org/water/data\\_viewer.htm](http://dnr.wi.gov/org/water/data_viewer.htm)

for an ortho-photo map or use a 7.5–minute series topographic map available at: <http://www.topozone.com/>, <http://www.terraserver.com/>, or <http://www.usgs.gov/>. Draw the perimeter of the project site on the map.

**In addition**, enter the township, range, section, quarter, and quarter-quarter (to the nearest quarter section) of the project. If the project is on more than one quarter, enter the quarter that best describes the location of the project. Use additional space if needed to describe the project location. Enter the latitude and longitude of the center of the land disturbance or the location of the proposed structure, if this information is available or can be readily accessed.

### Section 6: Waterways and Wetlands

Identify every waterbody or waterway that is on-site, nearby or downstream of the project site. Expand the space as needed. Include the first waterbody or waterway that is off-site, but receives drainage from the project. Recognize that a discharge to a storm sewer system which ultimately drains to a waterbody is considered a direct discharge to that waterbody and must be identified here.

**Type:** Check the appropriate box if the waterbodies or waterways are listed as a lake or stream.

**Special Status:** Check the appropriate box if any waterbody or waterway listed has been identified as an Outstanding (ORW) or Exceptional Resource Water (ERW) or an impaired water on the 303(d) list. ORWs and ERWs are listed in ss. NR 102.10 and 102.11, Wis. Adm. Code. A list of ORWs and ERWs and impaired waters may be found on the Department's Internet site at: <http://dnr.wi.gov/org/water/wm/wqs/>. 303(d) listed waters are those impaired waters listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC §1313(d)(1)(C), and the implementing regulation of the US Environmental Protection Agency, 40 CFR §130.7(c)(1). Impaired waters are those that are not meeting applicable water quality standards. The WPDES construction site storm water runoff general permit, reissued on September 29, 2006, includes additional requirements for lands that drain to ORW/ERW or 303(d) listed waters. Review the general permit to see what additional measures must be taken.

**Wetlands:** Also indicate whether the project site includes wetlands, or if wetlands will be filled, excavated or otherwise disturbed because of your project. Indicate the source of your information on wetlands. A good source of information on wetlands and the potential for wetland soils is the Wetland Locator Tool at <http://dnr.wi.gov/wetlands/locating.html>.

**The presence of wetlands, endangered resources or historical/archeological sites may require design changes to reduce impacts. You should investigate means of mitigating the impacts prior to submittal of the application.**

### Section 7: Project Information

**Dates:** The project's anticipated start and end dates. No construction can begin until you have coverage under a permit.

**Photos:** Enter the date the "before" photographs were taken. Attach or enclose clear photographs of the project site. For DNR storm water permit coverage, the photograph should show the area of proposed land disturbance sufficient to identify the existing land use and topography. For all other applications, include at least one front view and one side view that depicts the area where construction work will occur from the waterway, and one view of the entire project from the waterway. Too much snow cover or vegetation may obscure important details, so be sure that your photographs show the site in its existing condition. NOTE: Digital copies of the photos on CD are most welcome.

**Narrative of the Project:** Provide a simple description of the project, including any alterations to the land and water.

### Section 8: Attachments and Permit Access

An application consists of Form 3500-053, front and back, as well as any attachments that are appropriate for all activities. For example, if several storm water ponds are proposed, include a Construction Erosion and Sediment Control attachment and all items listed in the pond attachment at <http://dnr.wi.gov/waterways/construction/ponds.html> for each pond requiring a waterway and wetland permit. See the lists of attachments (permit applications) required for the type of activities proposed for waterways and wetlands at: <http://dnr.wi.gov/waterways>. For the construction site storm water runoff general permit, activity refers to the disturbed area under single ownership. The Construction Erosion and Sediment Control and Post-construction Storm Water Management attachments are required for coverage under a construction site storm water permit. List by name the attachments that you have included with the application.

If you are applying for coverage under the construction site storm water runoff general permit you can obtain that permit at [http://dnr.wi.gov/runoff/pdf/stormwater/permits/construction/construction\\_permit\\_S067831-3.pdf](http://dnr.wi.gov/runoff/pdf/stormwater/permits/construction/construction_permit_S067831-3.pdf) If you are unable to access the permit via the Internet site, leave the box blank and you will be sent a copy of the permit with your letter of coverage.

### Section 9: Certification and Permission

**Certification:** Wisconsin Statutes provide for severe penalties for submitting false information on this application form.

**Signature:** The person who must sign this form is the applicant. The applicant was identified on the first page of the form. In addition to the signature, type or print the name of the individual signing the form and the date of signature.

**Permission:** Signing the form also certifies that the signer gives permission for any Department staff to enter and inspect the site for the purpose of conferring permit coverage or determining compliance.

The following mailing information is for construction projects in public waters, waters of the U.S., wetland fill or dam projects (ch. 30 and 31, Stats.) only.

**Mailing**

[http://www.dnr.wi.gov/waterways/about\\_us/county-contacts.html](http://www.dnr.wi.gov/waterways/about_us/county-contacts.html)

**Fee Schedule**

[http://www.dnr.wi.gov/waterways/permit\\_apps/feesheet.pdf](http://www.dnr.wi.gov/waterways/permit_apps/feesheet.pdf)

The following mailing information is for land disturbing activity under the construction site general permit (#S067831) (NR 216, Wis. Adm. Code) only.

**Mailing**

Unless otherwise directed, mail the Water Resources Application for Project Permits and attachments with application fee to the DNR office listed by county as follows:

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	1401 Tower Ave.	Buffalo	Monroe	5301 Rib Mountain Rd.
Bayfield	Oneida	Superior, WI 54880	Clark	Portage	Wausau, WI 54401
Burnett	Polk	Phone: (715) 392-7988	Crawford	Trempealeau	Phone: (715) 359-4522
Douglas	Price Rusk		Jackson	Vernon	
Florence	Sawyer		Juneau	Wood	
Forest	Taylor			La Crosse	
Iron	Vilas				
	Washburn		Chippewa	Pepin	DNR Service Center
			Dunn	Pierce St.	890 Spruce St.
			Eau Claire	Croix	Baldwin, WI 54002
					Phone: (715) 684-2914

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	2984 Shawano Avenue	Dane	LaFayette	3911 Fish Hatchery Rd.
Door	Oconto	Green Bay, WI 54313-6727	Dodge	Richland	Fitchburg, WI 53711
Fond du Lac	Outagamie	Phone: (920) 662-5100	Grant	Rock	Phone: (608) 275-3266
Green Lake	Shawano		Green	Sauk	
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	141 NW Barstow Street,
Ozaukee	Washington	Room 180
Racine	Waukesha	Waukesha, WI 53188
		Phone: (262) 574-2100

**Fee Schedule**

There is a non-refundable fee required with the submittal of this form. Remit a check or money order payable to the Wisconsin Department of Natural Resources (do not send cash). The fee is:

Acres of Land Disturbance	Application Fee
Less than 5	\$140
5 or more and less than 25	\$235
25 or greater	\$350

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