

**Thank you for contacting the Wisconsin Department of Natural Resources.**

Enclosed are the project application materials you have requested.

**These forms can be used to file your permit application with both the U.S. Army Corps of Engineers and DNR.**

If you propose to alter a wetland, you will need to an Army Corps permit. The type of permit needed, and the length of the Army Corps review of your proposal, will depend on the extent of wetland alteration you propose.

You will also need Wisconsin Department of Natural Resources certification in order to use your Army Corps permit in most cases. Your Army Corps permit will identify if DNR approval is required. State law requires landowners to avoid wetlands whenever possible. To obtain DNR approval, you will need to explain why you cannot avoid or minimize wetland impacts and that the project will not significantly impact wetland functions.

**To help us make a decision in the shortest time possible, please prepare the following information and send to the Water Management Specialist covering the county where your project is located:**

1. **A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt).
2. **Good photographs that clearly show the existing project area.** Remember, too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference.
3. **Five (5) copies of a completed application Form 3500-53N including applicant information page and project plans.** When completing your application, **please use a ballpoint pen with black ink.** The site location sketch and plan drawings should be clear and to scale and have enough detail to find the site and understand the project proposal. **Also, make sure your phone number (both business and home) and property address or fire number is on the application.**
4. **Five (5) copies of a narrative description and drawings of your proposal**, on a separate blank page. Please state:
  - What the project is including length, width and depth,
  - How you intend to carry out the project, including methods, materials (type and quantity) and equipment,
  - Your proposed construction schedule and sequence of work,
  - What temporary and permanent erosion control measures will be used and their locations,
  - The location of any disposal area for dredged or excavated materials,
  - Types of trees and other plants found in the wetland,
  - Distance from your project to the nearest lake, stream or pond,
  - Surface area of wetland to be filled or excavated (square feet or acres).
5. **Wetland boundary information**
  - Show location of wetland boundary on project plan,
  - Who determined the wetland boundary and a date of determination,
  - The Department may require additional information such as:
    - Wetland data forms,
    - A property survey showing wetland boundary and data points,
    - An assessment of wetland functions and project impacts.

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

6. **A completed "Practicable Alternatives Analysis."**
7. **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.

8. **Submit the appropriate application fee to DNR (complete Form 3500-53A)** if the Army Corps notifies you that you need DNR approval.

When you are finished compiling your application materials, remember to check your application for completeness. Then make copies of all materials so that you can submit **five copies** of the requested information to the Department. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

**NOTE:** Depending upon the type, complexity, and location of your proposed project, **processing can take 60 working days (3 months) or longer to complete a review, public notice and any required environmental analysis if your application is completed in detail.**

**Please send the completed application to the Water Management Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway and Wetland Permits web page link below).**

<http://www.dnr.state.wi.us/org/water/fhp/waterway/wmscoun.htm>

**INFORMATIONAL REQUIREMENTS FOR PRACTICABLE ALTERNATIVES ANALYSIS**

All of the questions must be answered in detail and supported with documentation (attach additional sheets if needed).

**I. Background/Description of Project**

A. Describe the purpose and need for the project.

B. Is your project an expansion of existing work or is it new construction? Explain.

C. When did you start to develop a plan for your project?

D. Explain why the project must be located in or adjacent to wetlands.

**II. Alternatives (your analysis should address the following questions).**

A. How could you redesign or reduce your project to avoid the wetland, and still meet your basic project purpose?

B. Other sites

1. What geographical area(s) was searched for alternative sites?
2. Were other sites considered?
3. Have you sold any lands in recent years that are located within the vicinity of the project? If so, why were they unsuitable for the project?

C. For each of the alternatives you identified, explain why you eliminated the alternative from consideration (include cost comparisons, logistical, technological, and any other reasons).

D. What are the consequences of not building the project? (include social and economic consequences):

If you have chosen an alternative that would result in wetland impacts:

E. Summarize why your alternative was selected.

F. Explain what you plan to do to minimize adverse effects on the wetlands during your project (e.g. erosion control, best management practices, setbacks, etc.).



# State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

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Drawings of proposed activity should be prepared in accordance with sample drawing.

## Location Sketch (Indicate scale)

Show route to project site: include nearest main road and crossroad.

N

1" = \_\_\_\_\_ ft.

Fire Number \_\_\_\_\_



Proposed Materials

## Project Plans (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.) Use additional sheets if necessary.

N

1" = \_\_\_\_\_ ft.

**Top View**



**Cross Section**