

# Advanced Shoreland Erosion Control Workshop- ePermitting System


Kelsey Brown – DNR  
2015 Wisconsin Lakes  
Partnership Convention



# Chapter 30: Shoreline Erosion Control Activities

- Lakes
  - Biological
  - Rip Rap
    - New
    - Repair
    - Replacement
  - Seawall
    - Replacement
    - Replacement with Riprap
- Streams/Rivers
  - Bio-stabilization
  - Integrated Bank Protection
  - Riprap Repair (placed prior to August 1, 2007)
  - Replacement of structure with bio-stabilization
  - Replacement of structure with integrated bank treatment

1. Go to this webpage: [www.dnr.wi.gov/Permits/water](http://www.dnr.wi.gov/Permits/water) or to the DNR homepage and type in "WATER PERMIT". This brings you to the **Water Portal Page**.




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[Licenses & Regulations](#)
[Recreation](#)
[Education](#)
[Topics](#)
[Contact](#)
[Join DNR](#)

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## Water permit applications

For some of our permits, submit applications and other forms to the DNR online. Get a WAMS ID, complete an application, sign and pay fees in a few steps. Track permits and know exactly where they are in the permitting process. Follow us as we add more permits to our online system. Applications not yet available online are linked below as a PDF.

- Register for a WAMS ID to access our SharePoint site to complete an online application.
- Begin a new or edit an existing application, sign and pay fees online.\*
- View public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR.
- Track the status of Wisconsin water permits.
- Watch instructional training videos.




Bark Bay Slough - by Joanne Kline (Bayfield)

\* = WAMS ID and password needed to log in.

Water supply	Storm water	Agricultural livestock operations	Wastewater	Aquatic plant management	Waterway and wetland
<b>General information about the application type</b>					
<a href="#">Public water capacity development</a>		<a href="#">View info</a>			
<a href="#">Geothermal systems</a>		<a href="#">Download [PDF]</a>			
<a href="#">Underground injection wells</a>		<a href="#">Download [PDF]</a>			
<a href="#">Water use permits</a>		<a href="#">View info</a>			
<a href="#">Water withdrawal (&gt;100,000 GPD or &gt;70 GPM)</a>		<a href="#">View info</a>			
<a href="#">Well construction notification</a>		<a href="#">Download [PDF]</a>			



## 2. Choose REGISTER to sign up for a WAMS ID, unless you already have one.




[Business](#)
[Licenses & Regulations](#)
[Recreation](#)
[Education](#)
[Topics](#)
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Storm water
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<a href="#">Water use permits</a>	<a href="#">View info</a>	
<a href="#">Water withdrawal (&gt;100,000 GPD or &gt;70 GPM)</a>	<a href="#">View info</a>	
<a href="#">Well construction notification</a>	<a href="#">Download [PDF]</a>	

### 3. Choose **BEGIN** to login to the ePermitting System and start an application.



[Business](#)
[Licenses & Regulations](#)
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<a href="#">Well construction notification</a>		<a href="#">Download [PDF]</a>			

## 4. Choose **Public Access...** and login using your WAMS ID information

### Sign In

You must Sign In to access this site. Please select a login method from the choices below:

[Public Access \(WAMS ID Required\) - Apply for WDNR Water Permit Applications](#)

[DNR Employee Sign In Only](#)

#### Public Access Login - WAMS ID Required

User name

Password

Remember me next time.

Log In

[How do I create a WAMS ID?](#)

[How do I activate my WAMS ID?](#)

[How do I change my WAMS password, email address or secret question/answer?](#)

[I forgot my WAMS ID or password](#)

## 5. Arrive at My Permit Applications Page

Wisconsin DNR ePermitting

Brown, Kelsey

SHARE FOLLOW

ePermitting

Search

- Submitted Applications
- Public Notices
- Support
- Ask for Help
- Help Videos

Permit Categories

- Aquatic Plant Management
- Livestock Operations
- Wastewater
- Waterway and Wetlands**

Welcome to the Wisconsin DNR Water Permits Site!

- Select your permit category from the left side menu.
- Save your permit application drafts for future editing.
- Receive acknowledgement of receipt when successfully submitted to the DNR.
- Track the status of your permit by selecting Search Application from the left side menu.

Large format documents: If you plan to submit an application in hard copy with documents that are larger than 11x17, please also submit a copy of the document in electronic format on digital media, such as a CD.

### My Permit Applications

Items Awaiting Completion Steps for a landowner and agent to share a draft permit\*

Project Name	Applicant Full Name	Reference Number	Share Application*	Modified	Invoice Number
TEST		APM.TEST.2015.01.09	Assign Role	1/26/2015 1:58 PM	

Completed Items Awaiting Signature Confirmation

(Check WAMS email account for email instructions to complete this process) Instructions for resending the signature confirmation email\*

There are no items to show in this view.

Items Submitted to the DNR

Project Name	Applicant Full Name	Reference Number	Date Signed	Invoice Number
2015 LCC Chemical Aquatic Plant Control Permit	Jack Tripp	AP-IP-WC-2015-32-X01-30T10-05-54	1/30/2015 10:05 AM	WP-00001111

An agent may:

- complete an application for an applicant/landowner
- pay fees for an application
- route the completed application to an applicant/landowner for payment and signature. Instructions
- An agent's role is complete once they assign the permit to the applicant/landowner.

An applicant may:

- complete an application
- pay fees for an application
- route a partially completed application to an agent for assistance. Instructions
- sign a completed application and submit it to the DNR

**To start a new permit application:** Click Waterway and Wetlands

**To start editing an existing application:** Click on the project name under Items Awaiting Completion or Completed Items Awaiting Signature Confirmation

## 6. Select Permit Application Type to Start

Wisconsin DNR ePermitting

ePermitting

Search

- Submitted Applications
- Public Notices

Support

- Ask for Help
- Help Videos

Permit Categories

- Aquatic Plant Management
- Livestock Operations
- Wastewater
- Waterway and Wetlands**

### Waterway and Wetland Permit Applications

- [Start General Permit](#)
- [Start Individual Permit](#)

Use these decision modules to help you determine whether you need an Individual Permit or a General Permit:

- Boat Ramp
- Boat Shelter
- Boathouse repair certification
- Bridge
- Buoys
- Culvert
- Dredging
- Dry fire hydrant
- Ford crossing of a stream
- Grading
- Habitat structure - Fish crib
- Intake or Outfall Structure
- Irrigation
- Lake shore erosion control
- Nonmetallic mining
- Pea gravel blanket
- Piers, docks & wharves
- Pillings
- Pond
- Stream bank erosion control
- Stream realignment and enclosure
- Swim Rafts
- Temporary In-Stream Crossing
- Water ski platforms
- Wetland conservation
- Wetland disturbance

You can also navigate to the Project Activity Webpages and the Decision modules by clicking these links

If at anytime you have issues or questions about the ePermitting process, Choose **Ask for Help** along the left and fill out submission form. Someone will respond to your submission as soon as possible via email or phone.



## 7. Enter A Project Name and Select the Project Activity or Activities

Wisconsin DNR ePermitting

ePermitting

Search

- Submitted Applications
- Public Notices

Support

- Ask for Help
- Help Videos

Permit Categories

- Aquatic Plant Management
- Livestock Operations
- Wastewater
- lands

DNR Permit Processing

### Waterway and Wetland General Permit Application

#### General Information

Applications are completed in a series of sections, identified by the tabs below (Application, Attachments, Payments, Sign & Submit). Select on a tab, follow the instructions and complete the required fields.

**Large Format Documents:** If you submitted an application in hard copy with documents that are larger than 11x17, WDNR staff may request that you submit a copy of the document in electronic format, either as an email attachment, or on digital media, such as a CD.

**Note:** If you have wetland impacts associated with your activity, you will need to apply for a wetland permit in addition to your project activities.

Please review the following links for additional county and Corps of Engineering requirements:

Army Corps of Engineers: <http://www.mvp.usace.army.mil/Missions/Regulatory.aspx>  
County Zoning: <http://dnr.wi.gov/topic/shorelandzoning/contacts/county.html>

Instructions Application Attachments Payment Sign & Submit

**Permit Info** NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted.

**Project Name**  You must enter a project name and select an activity to begin an application.

To help us make a decision in the shortest amount of time possible, the following information must be submitted:

- Legible Site Map
- Create and attach a project narrative
- Clear site photographs
- Complete all displayed forms and fees.
- Pay fee online
- Sign and Submit form.

The information included in these attachments is necessary for a complete application. A complete submittal with detailed drawings will help us make a decision about your permit application. Any applicable statutory review times do not begin until the application is received by the Department and is determined to be complete.

Please select your project activities to view the General Permit Eligibility Standards. If your project does not meet all of the eligibility standards, you will need to apply for an Individual Permit.

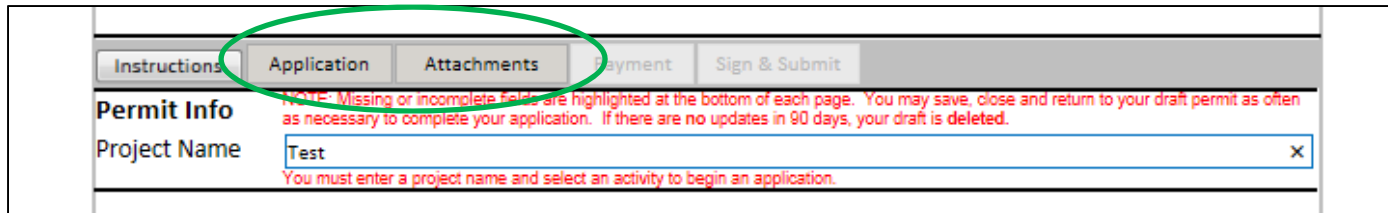
**Waterway Activity:**

- Boat ramp
- Boathouse repair certification
- Bridge - Clear span over streams
- Culvert without professionally engineered design
- Culvert with professionally engineered design
- Dredging - Invasive or non-native species management
- Dredging - Installation of utility crossing(s)
- Dredging - Jetting aquatic plants
- Dredging - Maintenance within a drainage district
- Dredging - Maintenance of previously dredged area
- Dredging - Removal of plant or animal nuisance deposits
- Dredging - Stream (less than 25 yards)
- Dry Fire Hydrant
- Ford crossing of a stream
- Grading
- Habitat Structure - Fish crib
- Habitat Structure - Fish half log
- Habitat Structure - Fish sticks

You can apply for multiple GP activities on one application or multiple IP activities, but GP and IP activities cannot be combined on one application.

When you select the different activities, a link will appear below. That is a link to the checklist for the activity, not to where you fill out an application. The checklist will describe the different items that you will need to submit for the activity and the list of criteria that you will need to satisfy in order to qualify for that activity.

## 8. Click **APPLICATION** or **ATTACHMENTS** Buttons to start working on the application



The screenshot shows a web application interface with a navigation bar at the top containing five tabs: "Instructions", "Application", "Attachments", "Payment", and "Sign & Submit". The "Application" and "Attachments" tabs are circled in green. Below the navigation bar, there is a "Permit Info" section with a "Project Name" field containing the text "Test". A red asterisk is visible next to the "Project Name" label. A red note is displayed below the "Project Name" field, stating: "NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted." Below the note, a red message reads: "You must enter a project name and select an activity to begin an application."

You can navigate between the **Application** and **Attachments** pages as much as you need to in order to complete your application.

Required fields are indicated with a red asterisk

Missing items will be indicated towards the bottom of the **Application** page

Click the **Press to Refresh Missing Fields** button located towards the bottom of the page to refresh the page and check for any other missing items

On the **Attachments** page, the list of required attachments will be displayed for all of the project activities that you have selected on the first page of the application

When there are no missing items on either the **Application** or **Attachments** pages you will be able to navigate to the **Payment** page.

## 9. Once **APPLICATION** and **ATTACHMENTS** pages are complete, Select **PAYMENT**.

Home

### Waterway and Wetlands

Fee Type	Number of Activities	Subtotal
Waterway Permit	0	0
Wetland Permit	0	0

After-the-fact application for permits or approvals submitted after work has been commenced or completed. Fee is twice the usual fee.

**Total Due** \$0

Note: a 2.5% convenience fee is added for credit card payments.

Questions about fees ? [http://dnr.wi.gov/topic/waterways/all\\_about\\_permits/feesheet.pdf](http://dnr.wi.gov/topic/waterways/all_about_permits/feesheet.pdf)

Your total payment should be the SUM of ALL application fees and supplemental fees for EACH permitted activity for which you are applying.  
Please update the Number of Activities column to match the actual quantity of activities by type for your project.

Activity Type	Application Fee
Waterway	\$ 303 per activity / location
Wetland	\$ 500 per activity / location

Activity Type	Surcharge Fee
Wetland General Permit Surcharge	\$ 200 per activity for wetland fills up to 0.1 acre
(Wetland Disturbance - Residential / Industrial / Commercial Development only)	\$ 300 per activity for wetland fills greater than 0.1 acre

Federal & State Project or Municipal Transportation Fee Exempt

To pay for your permit, enter one the number of activities you are applying for in the Fee Type section.

**Agent:** Submit payment and then "Save" this application prior to closing it or notifying the applicant for a signature.

**Applicant:** If you do not intend to sign and submit this application now, press the "Save" icon in the top menu prior to closing the application. If you close the application with out saving, your payment status updates may not be retained.

If applying for multiple activities, updated the number of activities on the **PAYMENT** screen. This will update the total amount due automatically.

Select **Pay Online** Button.

## 10. Choose COMPLETE PAYMENT AT US BANK Button



State of Wisconsin

e-Payment Services

### Make a Payment

My Payment - DNR - Water Division Permits

DNR - Water Div Volume Permits

Amount Due \$733.00

Invoice Number WP-00000491

Reference Number WP-00000491

#### Payment Information

Frequency One Time

Payment Amount \$733.00

Payment Date Pay now

#### Contact Information

First Name

Last Name

Company  (Optional)

Address 1

Address 2  (Optional)

City/Town

State/Province/Region

Zip/Postal Code

Country

Phone Number

Email Address

[Become a Registered User](#)

#### Payment Method

Payment Method

Select  
Checking or Savings  
Credit/Debit Card

Card Number



Expiration Date Month  Year

Card Security Code

Card Billing Address  Use my contact information address

Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Continue](#) [Cancel](#)

Payment is done through US Bank and will accept Credit Cards, Debit Cards, or eChecks

## 11. Receive emailed transaction summary with Confirmation Code

Copy the Confirmation Code (circled in red)

### EXAMPLE

**From:** "DNRFINANCEPYMT@wisconsin.gov" <noreply@epymtservice.com>  
**To:** [b.suffem@att.net](mailto:b.suffem@att.net)  
**Sent:** Thu, June 28, 2012 3:11:26 PM  
**Subject:** Payment Confirmation for DNR - Water Div Volume Permits

\*\*\* PLEASE DO NOT RESPOND TO THIS EMAIL \*\*\*

Thank you for your payment.

This email is to confirm your payment submitted on Jun-28-2012 for DNR - Water Div Volume Permits.

Confirmation Number: **WS2WT1000261511**

Payment Amount: \$24.50

Scheduled Payment Date: Jun-28-2012

Amount Due: \$24.50

Payer Name: Brian Suffem

Credit Card Number: XXXXXXXXXXXXXXX4392

Credit Card Type: VISA

Approval Code: 02849B

Merchant: DNR Finance

Website: <http://dnr.wi.gov/epay/>

If you have questions about this payment or need assistance, please view the payment online at <http://dnr.wi.gov/epay/> , or call Customer Service at (608)266-

7497 

Thank you for using the Wisconsin DNR - Water Div electronic payment system.



## 12. Navigate back to **PAYMENT** page and enter the Confirmation Code

### Payment Confirmation

(You must save or sign this form prior to closing it or you will lose payment history)

Wisconsin Department of Natural Resources Invoice Number:

Total Due:

**Important:**

- Closing this page without saving will cause the loss of your payment history.
- A 2.5% convenience fee is added for credit card payments.
- Follow all three steps below and sign and submit your permit.

**STEP 1** Completed Payment

**STEP 2** Enter Confirmation Number

Upon completing payment in STEP 1, you will receive an email confirmation from DNRFINANCEEPMNT with a DNR-Water Div Volume Permits subject line. Enter 15 digit transaction number into the box above.

**STEP 3**

Failure of US Bank to collect and transfer funds from the permit applicant to the DNR, does not release the applicant of financial responsibility and the DNR reserves the right to collect unpaid fees.

All payments are collected by US Bank which is an external website contracted by the Wisconsin Department of Natural Resources for the sole purpose of collecting payments over the web.

## 13. Click **SIGN & SUBMIT** Button

### Payment Confirmation

(You must save or sign this form prior to closing it or you will lose payment history)

Wisconsin Department of Natural Resources Invoice Number:

Total Due:

**Important:**

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**STEP 1** Completed Payment

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## 14. Read over Terms and Conditions

### Sign and Submit Permit

Home Clear Signatures

**Steps to Complete the signature process**

1. Read and Accept the Terms and Conditions
2. Press the Submit to the DNR button

You will receive an acknowledgement email upon completing these steps.

**Terms and Conditions**

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or imprisonment or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the Department permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

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Authorized Signature Signed by : i:0#w|dnr\johnss2 on 2014-09-04T15:45:16

I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

15. Click the Checkbox to accept the above Terms and Conditions to sign the application using eSignature.

## Sign and Submit Permit

[Home](#)   [Clear Signatures](#)

**Steps to Complete the signature process**

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Authorized Signature	Signed by : i:0#.w dnr\johnss2 on 2014-09-04T15:45:16
<input checked="" type="checkbox"/> I accept the above terms and conditions.	<a href="#">Submit and Send to the DNR</a>

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

## 16. Click **SUBMIT AND SEND TO THE DNR** Button to submit the application to DNR

# Sign and Submit Permit

Home Clear Signatures

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Authorized Signature Signed by : i:0#w|dnr\johnss2 on 2014-09-04T15:45:16

I accept the above terms and conditions.

Submit and Send to the DNR

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



17. Receive confirmation email saying that the application has successfully been submitted to the DNR.

Subject: A permit application has been signed and submitted using your credentials

You have successfully signed and submitted your application for processing. Please review the printable version of your application below. Now that your application has been submitted to the DNR, it can not be altered or resent.

**Save a Copy** of your application: [Printable Signed Application](#)

After 3-5 working days you may track the status of your permit at [Search Applications](#). An application does not appear in the online tracking status until it is routed from the Department of Natural Resource's central intake to a Department of Natural Resource's reviewer.

Depending on your permit type, you may receive other communication from the Department of Natural Resources.

**NOTE:** If you suspect someone has submitted an application without your consent, please notify the Wisconsin Department of Natural Resources through the [issue submission](#) process.

# Hints, Tips and Tricks

- Using the Assign Role feature
  - Both parties need to have a signed up for a WAMS ID
  - Provide the email associated with the WAMS ID to the person who started the application
  - On My Permit Applications Page, Select the **Assign Role** Link

# Assign Role Feature

Wisconsin DNR ePermitting

Brown, Kelsey

SHARE FOLLOW

ePermitting

Search

- Submitted Applications
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- Permit Categories
  - Aquatic Plant Management
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### Welcome to the Wisconsin DNR Water Permits Site!

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Items Awaiting Completion Steps for a landowner and agent to share a draft permit\*

Project Name	Applicant Full Name	Reference Number	Share Application*	Modified	Invoice Number
TEXT		APM.TEXT.2015.01.00	<a href="#">Assign Role</a>	1/26/2015 1:58 PM	

Completed Items Awaiting Signature Confirmation  
(Check WAMS email account for email instructions to complete this process) [Instructions for resending the signature confirmation email\\*](#)  
There are no items to show in this view.

Items Submitted to the DNR

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An applicant may:

- complete an application
- pay fees for an application
- route a partially completed application to an agent for assistance. [Instructions](#)
- sign a completed application and submit it to the DNR

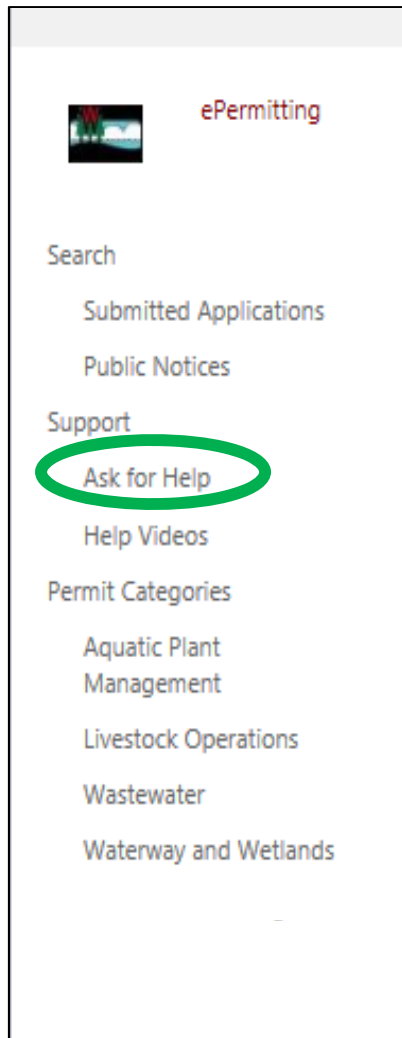
Photo Credit Debbie Beyer, U.W. Extension

Also refer to link next to **Items Awaiting Completion** titled: "Steps for a landowner and agent to share a draft permit" for tips.

# Assign Role Popup Box

Signatory Email	<p>Please enter the email address as registered in WAMS to add an editor to the selected forms below.</p> <input type="text"/>  
	<p>The user you select will be granted access to the application and an email will be sent to them.</p>
New Signature Role	Applicant 
	<p><b>Certification:</b> By pressing <b>Continue</b>, I hereby certify that I am the authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate and that the project design and specifications used for construction will in compliance with all permit conditions. If my role includes construction oversight, I certify that construction will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or imprisonment or forfeiture under the provisions of applicable laws.</p>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

# Hints, Tips and Tricks



If at anytime you have issues or questions about the ePermitting process, Choose **Ask for Help** along the left and fill out submission form.

Someone will respond to your submission as soon as possible via email or phone.




# Water Portal Page

- VIEW public notices
- TRACK the status of Wisconsin water permits
  - Once they have left intake (approximately 5 business days after submission)
- WATCH instructional Training Videos

## Water permit applications

For some of our permits, submit applications and other forms to the DNR online. Get a WAMS ID, complete an application, sign and pay fees in a few steps. Track permits and know exactly where they are in the permitting process. Follow us as we add more permits to our online system. Applications not yet available online are linked below as a PDF.

<a href="#">Register</a>	for a <u>WAMS</u> ID to access our SharePoint site to complete an online application.
<a href="#">Begin</a>	a new or edit an existing application, sign and pay fees online.*
<a href="#">View</a>	public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR.
<a href="#">Track</a>	the status of Wisconsin water permits.
<a href="#">Watch</a>	instructional training videos.



Bark Bay Slough - by Joanne Kline (Bayfield)

# QUESTIONS?

