

Advanced Shoreland Erosion Control Workshop- ePermitting System



Kelsey Brown - DNR
2017 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



Waterway protection

Lake shore erosion

Natural shoreline features provide erosion control in various ways. Every shoreline is exposed to different natural events and human activities that can cause erosion.

A small amount of soil erosion may not be a cause for any concern, but intervention may be needed on some shorelines. A permit may be required.



Lake Erosion Control

Determine permit required

Decision Modules help guide you to the appropriate permit type.

Question 1 :

Are you a municipality or similar public entity (e.g. state or federal government, inland lake protection and rehabilitation district or similar special purpose unit of government, public utility, etc.) wanting to put in a permanent breakwater structure?

[Print text version](#)

Waterways

Discover

how Wisconsin protects waterways by holding them in trust for everyone to enjoy.

Find

the permits you need for your waterfront property projects.

Learn

about the permit process that protects public waters.

About us

- [Waterway contacts](#)
- [Why we regulate](#)

Permits from A to Z

- [Exemptions](#)
- [The Permit Process](#)

Project groups

- [Construction](#)
- [Crossings](#)
- [Habitat](#)
- [Recreation](#)



Water permit applications

Web link: www.dnr.wi.gov/permits/water

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.

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.

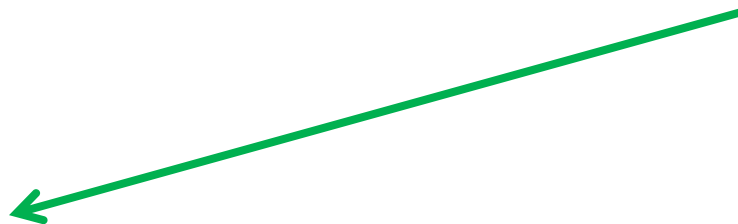


Bark Bay Slough - by Joanne Kline (Bayfield)

* = WAMS ID and password needed to log in.

Water permit activities are listed by category and include electronic and paper submittal options.

- ▼ Agricultural livestock operations
- ▼ Aquatic plant management
- ▼ Dams
- ▼ Storm water
- ▼ Wastewater
- ▼ Water supply
- ▼ Waterway and wetland



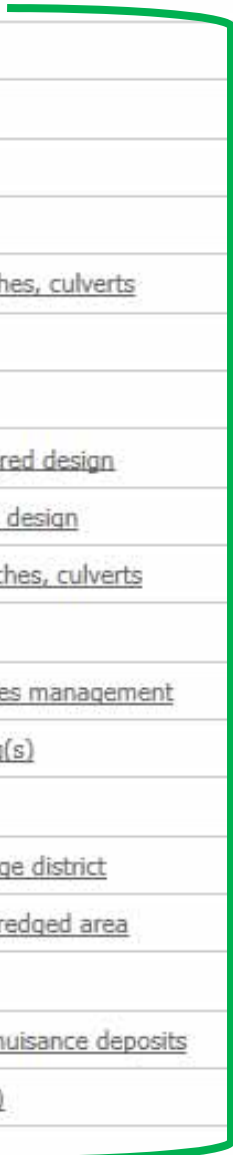


Links to Activity Webpages

▲ Waterway and wetland

General information about the application type	Application
Boat ramp	Begin GP or IP application*
Boathouse repair certification	Begin IP application*
Boat shelter	Begin IP application*
Bridge	Begin IP application*
Bridge - Clear span over streams	Begin GP application*
Bridge - Municipal highway bridges, arches, culverts	Begin IP application*
Bridge - Utility structure	Begin GP or IP application*
Culvert	Begin IP application*
Culvert - without professionally engineered design	Begin GP application*
Culvert - with professionally engineered design	Begin GP application*
Culvert - Municipal highway bridges, arches, culverts	Begin IP application*
Dams - New construction	Begin IP application*
Dredging - Invasive or non-native species management	Begin GP application*
Dredging - Installation of utility crossing(s)	Begin GP application*
Dredging - Jetting aquatic plants	Begin GP application*
Dredging - Maintenance within a drainage district	Begin GP application*
Dredging - Maintenance of previously dredged area	Begin GP application*
Dredging - Manual	Begin GP application*
Dredging - Removal of plant or animal nuisance deposits	Begin GP application*
Dredging - Streams (less than 25 yards)	Begin GP application*
Dredging - Streams	Begin IP application*

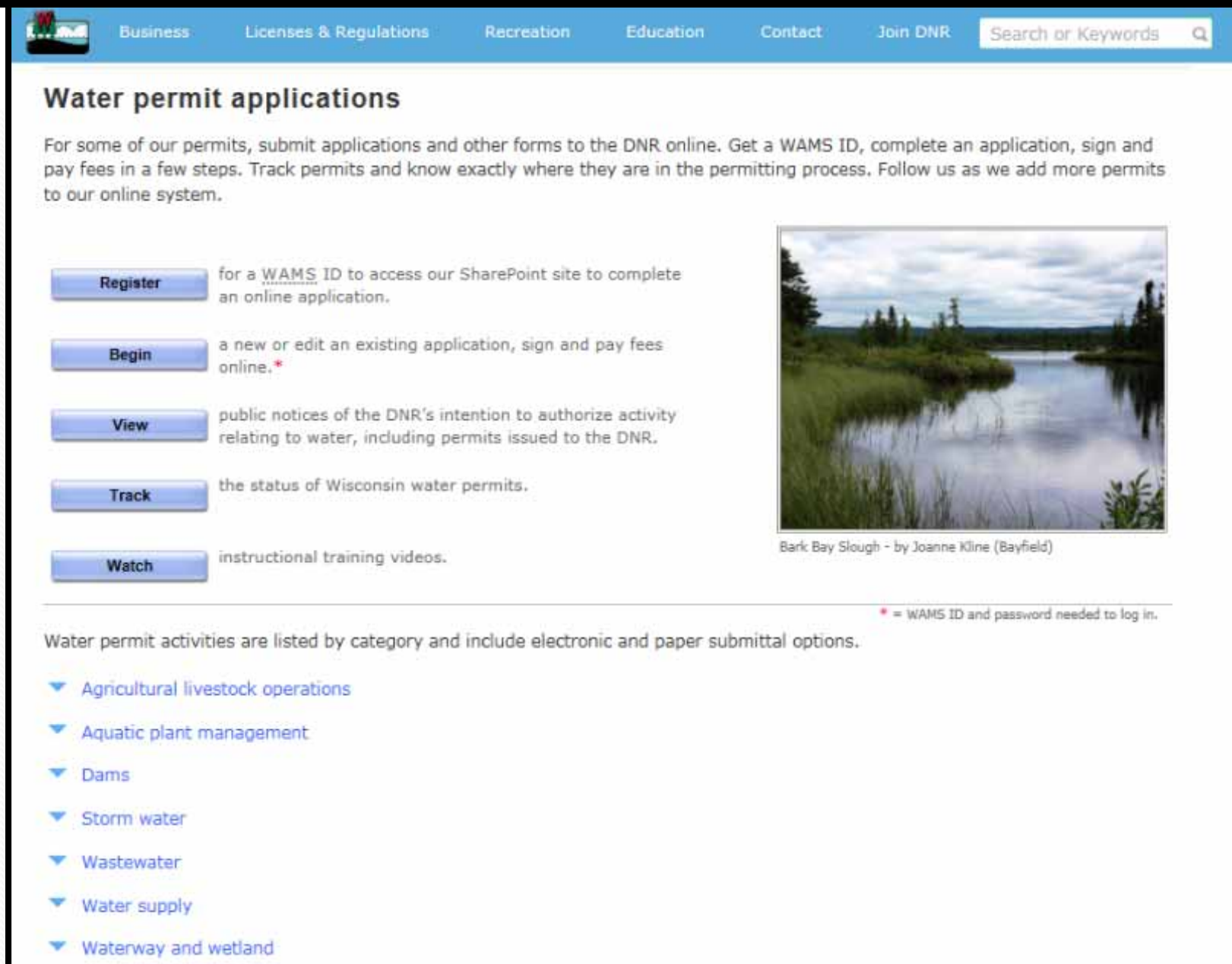
Links to the ePermitting System



ePermitting Process

Steps to Submit a Permit Application using the ePermitting System

1. Go to www.dnr.wi.gov/Permits/water or to the DNR homepage and type in “WATER PERMIT”. This brings you to the **Water Portal Page**.




The screenshot shows the Wisconsin DNR Water Portal Page. At the top is a blue navigation bar with links for Business, Licenses & Regulations, Recreation, Education, Contact, and Join DNR. A search bar is located on the right. The main heading is "Water permit applications". Below this is a paragraph explaining the online permit process. A list of five actions is provided, each with a button and a description: Register (for a WAMS ID), Begin (new or edit application), View (public notices), Track (status of permits), and Watch (training videos). To the right is a photograph of a slough. Below the photo is a caption. A footnote explains the asterisk in the "Begin" description. At the bottom, a list of permit categories is shown with expandable arrows.

Business Licenses & Regulations Recreation Education Contact Join DNR Search or Keywords

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.

- 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.



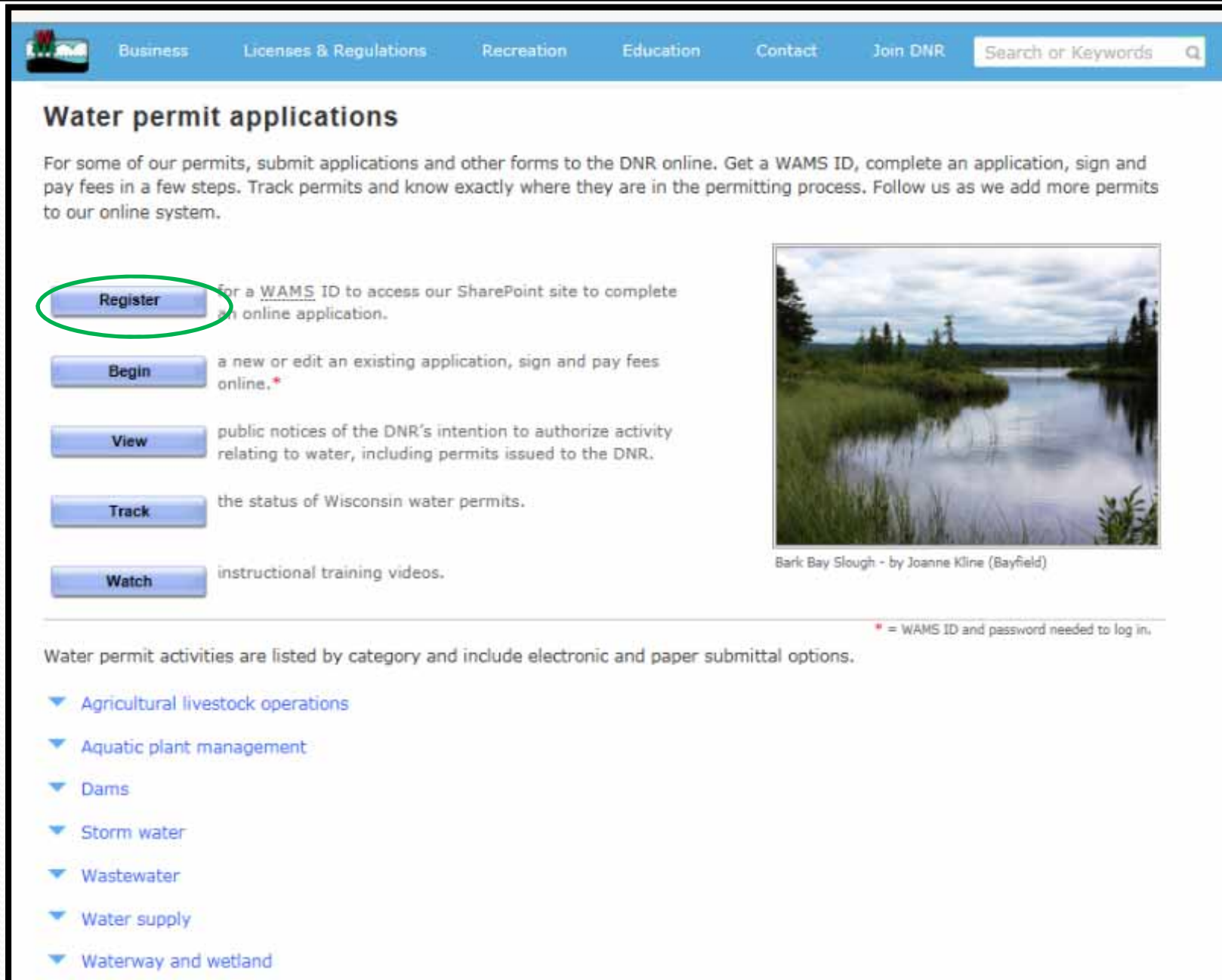
Bark Bay Slough - by Joanne Kline (Bayfield)

* = WAMS ID and password needed to log in.

Water permit activities are listed by category and include electronic and paper submittal options.

- ▼ Agricultural livestock operations
- ▼ Aquatic plant management
- ▼ Dams
- ▼ Storm water
- ▼ Wastewater
- ▼ Water supply
- ▼ Waterway and wetland

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



The screenshot shows the Wisconsin DNR website's "Water permit applications" page. The navigation bar at the top includes links for Business, Licenses & Regulations, Recreation, Education, Contact, and Join DNR, along with a search bar. The main heading is "Water permit applications". Below this, a paragraph explains the online application process. A list of five buttons is provided: "Register", "Begin", "View", "Track", and "Watch". The "Register" button is circled in green. To the right of the buttons is a photograph of a slough. Below the photo is a caption. At the bottom right, a red asterisk indicates that a WAMS ID and password are needed for login. A list of water permit categories is shown at the bottom, each with a downward-pointing triangle icon.

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.


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.



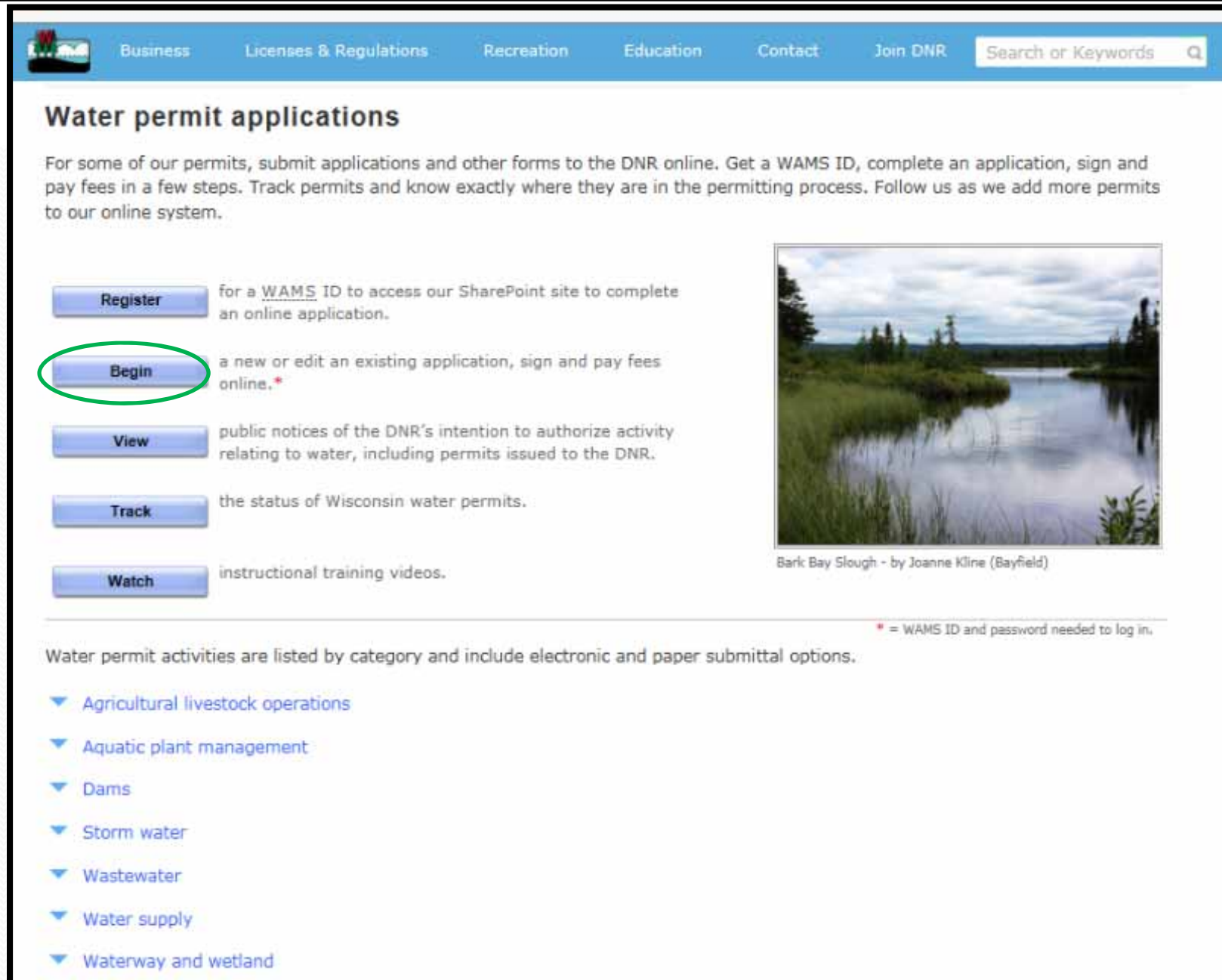
Bark Bay Slough - by Joanne Kline (Bayfield)

* = WAMS ID and password needed to log in.

Water permit activities are listed by category and include electronic and paper submittal options.

- ▼ Agricultural livestock operations
- ▼ Aquatic plant management
- ▼ Dams
- ▼ Storm water
- ▼ Wastewater
- ▼ Water supply
- ▼ Waterway and wetland

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



The screenshot shows the Wisconsin DNR website's "Water permit applications" page. The navigation bar includes links for Business, Licenses & Regulations, Recreation, Education, Contact, and Join DNR, along with a search bar. The main heading is "Water permit applications". Below the heading is a paragraph explaining the online permit process. A list of five buttons is provided: Register, Begin, View, Track, and Watch. The "Begin" button is circled in green. To the right of the buttons is a photograph of a slough. Below the photo is a caption. At the bottom right, there is a note about WAMS ID and password requirements. At the bottom left, there is a list of water permit categories.

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.


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 permit activities are listed by category and include electronic and paper submittal options.

- ▼ Agricultural livestock operations
- ▼ Aquatic plant management
- ▼ Dams
- ▼ Storm water
- ▼ Wastewater
- ▼ Water supply
- ▼ Waterway and wetland

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

Welcome to the Wisconsin DNR Water Permits Site!

- Select a permit category from the left side menu.
- Save permit application drafts for editing. Items not modified within 90 days are automatically deleted.
- Receive acknowledgement of receipt when successfully submitted to the DNR.
- Track the status of a permit by selecting Submitted Applications 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

Step 1: Draft Permit Applications

ACTION REQUIRED: Review, edit and/or share draft permit for signature. [Instructions for a landowner and authorized representative to share a draft permit*](#)

Project Name	Applicant Full Name	Reference Number	Share Application*	Modified	Invoice Number
Test	Kelley Brown	PG1630-Test	Assign Role	5 days ago	
Test		F14130-Test	Assign Role	4 days ago	
test		F14308-test	Assign Role	August 11	

Step 2: Signature Confirmation Needed

ACTION REQUIRED: Check WAMS email account for email instructions to complete this process. Note: If no email was received, see [Instructions for resolving the signature confirmation email!](#)

Project Name	Applicant Full Name	Reference Number	Date	Confirmation sent to*
There are no documents in this view.				

Permit Applications Submitted to the DNR

Note: Agents will see all signed applications they shared

Project Name	Applicant Full Name	Reference Number	Signed By	Date Signed	Invoice Number
Center Street Reconstruction	Cameron Clapper	SW-GP-SZ-2015-65-X11-05708-28-04	alex.fernan@strand.com	11/25/2015	WP-00002490

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

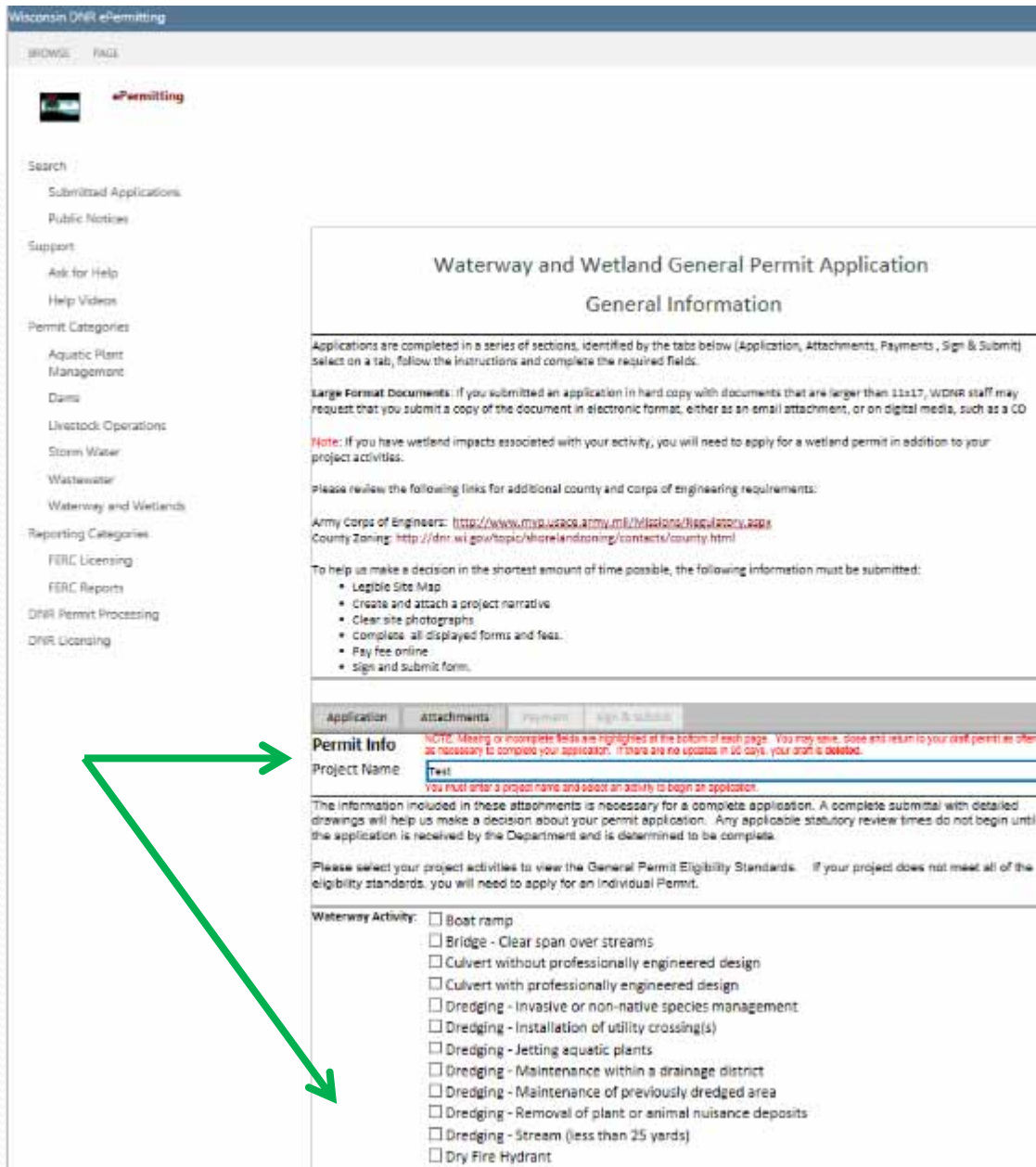
Use these decision modules to help you determine whether you need an Individual Permit or a General Permit:

- 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

BROWSE PAGE

ePermitting

Search

- Submitted Applications
- Public Notices

Support

- Ask for Help
- Help Videos

Permit Categories

- Aquatic Plant Management
- Dams
- Livestock Operations
- Storm Water
- Wastewater
- Waterway and Wetlands

Reporting Categories

- FERC Licensing
- FERC Reports
- DNR Permit Processing
- DNR Licensing

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, WDR 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.mpr.usace.army.mil/divisions/regulatory.aspx>
County Zoning: <http://dnr.wi.gov/topic/shorelandzoning/contactus/county.html>

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.

Application Attachments Payment Sign & Submit

Permit Info NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, save and return to your draft permit as often as necessary to complete your application. If there are no updates in 60 days, your draft is deleted.

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

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
- 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

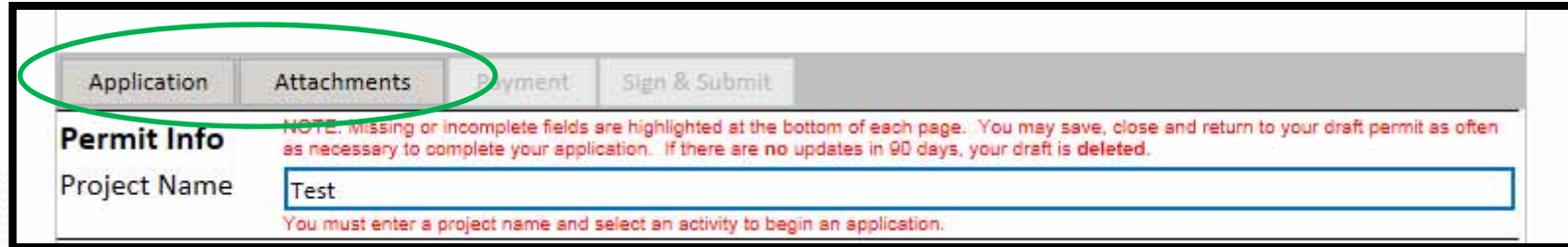
You can apply for multiple GP activities on one application or multiple IP activities, but GP and IP activities cannot be combined on one application.

When you select the different activities, a link will appear below.

This 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 four tabs: "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" label and a text input field containing the word "Test". A red note above the input field reads: "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 input field, a red message states: "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.



Save

Do not close your work until you SAVE.  Close

Home

Attachments

State of Wisconsin Department of Natural Resources dnr.wis.gov		Water Resources Application for Project Permits Form 3500-053 (R 8/15) Page 1 of 3	
<p>Notice: Pursuant to chs. 30 and 31, Wis. Stats., ch. 281, Wis. Stats., and s. 283.33, Wis. Stats., this form is used to apply for coverage under the state construction site storm water runoff general permit, and to apply for a state or federal permit or certification for waterway and wetland projects or dam projects. This form and any required attachments constitute the permit application. Failure to complete and submit this application form may result in a fine and/or imprisonment or forfeiture under the provisions of applicable laws including s. 283.91, Wis. Stats. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Laws (ss. 19.31-19.39, Wis. Stats.). This form is required for U.S. Army Corps of Engineers (ACOE) regulatory purposes pursuant to 33 CF 325.</p> <p>Read all instructions provided before completing</p>			
Section 1: Landowner Information			
Landowner Name (Organization, Entity or Name) K.Brown Entomological Consulting		Authorized Representative (Last Name, First Name) Brown, Kelsey	
Mailing Address 225 S. Jefferson Street		City New Ulm	State MN <input type="text" value="v"/> Zip Code 53566
Email k.brown@yahoo.com		Phone Number (xxx-xxx-xxxx) 607-225-5565	Alternative Phone Number
Section 2: Applicant Information <input checked="" type="checkbox"/> Select if same as landowner			
Organization / Applicant Name K.Brown Entomological Consulting		Contact Person (Last Name, First Name) Brown, Kelsey	
Mailing Address 225 S. Jefferson Street		City New Ulm	State MN <input type="text" value="v"/> Zip Code 53566
Email k.brown@yahoo.com		Phone Number (xxx-xxx-xxxx) 607-225-5565	Alternative Phone Number
Section 3: Primary Project Contact <input type="checkbox"/> Select if same as landowner			
<input type="radio"/> Consultant or Plan Preparer <input type="radio"/> Contractor <input type="radio"/> Agent <input type="radio"/> Other - specify: _____			
Name (Organization or Entity) ABC Constuction		Contact Person (Last Name, First Name) Smith, John	
Mailing Address 507 38th Street		City River Falls	State WI <input type="text" value="v"/> Zip Code 54022
Email J.smith@ABCc.com		Phone Number (xxx-xxx-xxxx) 715-555-5966	Alternative Phone Number
Section 4: Project or Site Location:			

Sample Application Page Number 2 – Wetlands Section

Section 5: Wetlands

If a wetland is present at a project site and permit approvals are sought through the waterway and wetland program or storm water program, the department requires that a wetland delineation that accurately shows the location of a wetland is submitted with an application. A wetland delineation needs to be verified/concurred with before the application can be submitted or be considered a complete application

Is a wetland present in the project area? Yes No

If yes, select all sources of information used and attach supporting report or documentation

- a. A copy of your wetland delineation and a [Wetland Confirmation Service](#) concurrence letter (wetland boundary verification service offered for a fee from the department)
- b. An [assured delineator's](#) wetland delineation report
- c. A copy of your wetland delineation and an Army Corps of Engineers concurrence letter
- d. For Office of Energy or Transportation projects only- a copy of your correspondence with a [WDNR Office of Energy Water Management Specialist](#) or [WDNR Transportation Liaison](#) regarding your wetland review/ concurrence.

If no, please select one of the following items showing that a wetland is not present within the project boundaries:

- a. A letter from the department's [Wetland Identification Program](#) stating wetlands are not present or the activity proposed in the wetland is exempt under NR 103.06(4)
- b. A letter from an assured delineator stating wetlands are not present
- c. Documentation showing that each of these resources were reviewed for wetland absence:
 - i. Surface Water Data Viewer- Wisconsin Wetland Inventory
 - ii. Surface Water Data Viewer- Wisconsin Indicator layer
 - iii. Surface Water Data Viewer- Digital Topographic map layer or aerial photo indicating if waterways, drainage ways, ditches, depressions, or standing water are within project boundary
- d. Show that the project limits are entirely in existing paved, graveled, or concrete areas
- e. A copy of your correspondence with a [WDNR Office of Energy Water Management Specialist](#) or [WDR Transportation Liaison](#) regarding the status of your wetland review

(Please note that if the information provided is incorrect or incomplete, the overall permit application may be considered incomplete and may be returned to the applicant.)

Sample Application Page Number 2 – Threatened or Endangered Resources Section

Section 6: Endangered or Threatened Resources

Has the presence of endangered or threatened resources been evaluated according to protocols developed by the DNR Bureau of National Heritage Conservation (BNHC) <http://dnr.wi.gov/topic/ERReview> Yes No

If Yes, select how the evaluation was completed and attach supporting report or documentation:

- a. Endangered Resources Preliminary Assessment from the Public Portal
- b. Certified ER Review Letter - specify: ERR- (example ERR-15-123)
- c. Broad Incidental Take Permit /Authorization -specify (e.g. No / Low Impact Activities, Grassland & Savanna Management, etc.): _____
- d. Other: _____

Section 7: Project Information (Attach additional sheets as necessary)

Anticipated Project Start Date: <input type="text"/> *	Projected Project End Date: <input type="text"/>
Photos: Provide photographs of the "before" condition.	Date of Photographs: <input type="text"/>
Narrative of the Project: Provide a one to two paragraph description of the proposed project, including land and water alterations and intended use(s) of the project. Include this in the attachment section.	

Section 8: Certification and Permissions

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 certify that the project 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.

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.

Signed Electronically

Signature of Landowner / Authorized Representative – For Stormwater applications, signature of landowner is required. Authorized representative is not sufficient.

Date Signed

[Press to Refresh Missing Items](#)

Validation Summary:

Section 1 & 2:

Section 1: City is a required field , Section 1: Email is a required field , Section 1: Phone Number xxx-xxx-xxxx is a required field , Section 1: Address is a required field , Section 2: Organization or Name is a required field , Section 2: Address is a required field , Section 2: City is a required field , Section 2: State is a required field , Section 2: Email is a required field

Section 4, 5 & 6

Section 4: Project Address is a required field , Section 4: Project Municipality is a required field , Section 4: Project County is a required field , Section 5: Closest waterbody name is a required field ,

Other errors:

Organization or Name is a required field , Address is a required field , Email is a required field , Phone Number xxx-xxx-xxxx is a required field , Start Date must be after today., Last Name is a required field , First Name is a required field , Have the presence of endangered resources been evaluated?

Save

Home

Attachments

Sample Attachments Page



Do not close your work until you SAVE.

Attachments and Checklists

Home Payment

Please recognize that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and U.S. Army Corps of Engineer permits or approvals in addition to any applicable state permits prior to commencing any work at the project site.

The information included in this checklist 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.

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

- Attach a Legible Site Map
- Attach Clear photographs
- Complete all displayed forms below.
- Pay fee online
- Sign and Submit form.

Main Permit Application

Edit Form

Completion Status: **Has Missing Items**

Upload Required Attachments (15 MB file limit) - [Help reduce file size and trouble shoot file uploads](#)

*indicates completion of this item is required

Note: To replace an existing file, use the 'Click here to attach file' link.

Legible Site map

Click here to attach a file

Plans and Specifications

Click here to attach a file

Project Narrative

Click here to attach a file

Ownership Documents

Click here to attach a file

Section 5 - Wetland Assessment Method (Required June 1, 2016)

Select Document Type ...

Section 5: Wetland Assessment - Add more documents if required

Section 6 - Endangered or Threatened Resources Screening

Select Document Type ...

Section 6 - Add more documents if required

Site Photos

Click here to attach a file

Insert More Photos

Other Items

Click here to attach a file

Insert Additional Other Items

(Click insert to add additional attachments. Use your cursor to hover over the file name field. When the drop down arrow appears, select insert or remove item)

*indicates completion of this item is required

Press to Refresh Missing Items

Missing Items:

You must complete the main 3500 form, You must add a project narrative, You must add proof of ownership, You must attach your plans and specifications, You must add site photos, You must add a site map., Please attach a section 5 document,

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

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

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.

There is a slightly different process for projects that are fee exempt.

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
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: wp-12334

Total Due: 800

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

WS2WT0123456789

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

STEP 3

Sign & Submit

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: wp-12334

Total Due: 800

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

WS2WT0123456789

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

Sign & Submit

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.

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](#).

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 Terms and Conditions to sign the application using an eSignature.

Sign and Submit Permit

HomeClear 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](#).

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.

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

Sign and Submit Permit

HomeClear 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](#).

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.

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

From: ePermitting [<mailto:dnrepermit@wisconsin.gov>]

Sent: Wednesday, August 17, 2016 11:42 AM

To: None@wi.gov; DNR ePermit

CC: None@wi.gov

Subject: A permit application has been signed and submitted to the WI Dept. of Natural Resources

You have successfully signed and submitted your application for processing. Now that your application has been submitted to the DNR, it cannot be altered or resent.

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 area until it is routed to a Department of Natural Resource's Water Management Specialist.

You may see a list of all permits you have submitted to the Department of Natural Resources at the [ePermitting Welcome Page](#) . The application number for this item is : SW-GP-SE-2016-41-X08-17T11-53-20



Other Permits

- Your project may require permits besides from DNR, be sure to check the following:
 - US Army Corps of Engineers
 - DNR sends copy of submitted application materials
 - County Zoning
 - Municipality (City, Village or Town) Zoning



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

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-2015-01-05	Assign Role	3/26/2015 1:58 PM	

Completed Items Awaiting Signature Confirmation
(Check WAMS email account for email instructions to complete this process) Instructions for requesting 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-IF-WC-2015-32-W01-2010-05-54	1/20/2015 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 a 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.

Photo Credit: Doreen Boyer, UW 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

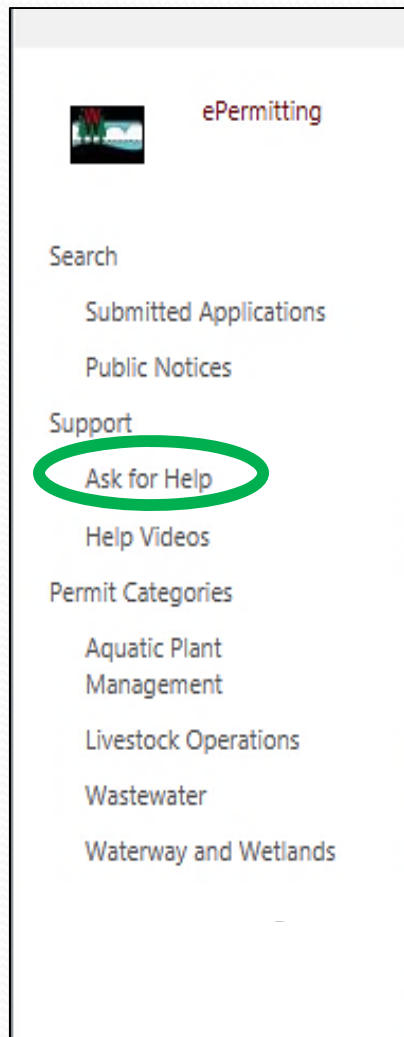
Signatory Email	Please enter the email address as registered in WAMS to add an editor to the selected forms below. <input type="text"/> 
	The user you select will be granted access to the application and an email will be sent to them.
New Signature Role	Applicant <input type="button" value="v"/>
	Certification: By pressing Continue , 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.
<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.

You can also fill this out on behalf of someone else. Just include their contact information.

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



Example of Ask For Help Form

Title	<input type="text"/>
Attachments	Click here to attach a file
Description	<input type="text"/>
Category	Business (Policy or Program Question)
Mobile Number	<input type="text"/>
Primary Phone	<input type="text"/>
Region	CO; Central Office
Requester	<input type="text"/>
Send Request	Cancel

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.

- | | |
|--------------------------|---|
| Register | for a <u>WAMS ID</u> 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)

Questions?

