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State of Wisconsin  
Department of Natural Resources  
PO Box 7921, Madison WI 53707-7921  
[dnr.wi.gov](http://dnr.wi.gov)

## WPDES Construction Site Storm Water Runoff General Permit Notice of Intent Application Checklist

Form 3500-053C (R 03/20)

A landowner of a construction site where one acre or more of land will be disturbed must submit a Notice of Intent (NOI) application to the Wisconsin Department of Natural Resources (Department) under s. 283.33, Wis. Stats., and Subchapter III of NR 216, Wis. Adm. Code. In addition to the Water Resources Application for Project Permits (Form 3500-053), a complete NOI application includes this checklist and all required attachments, and the appropriate application fee sent to the appropriate address provided on page 4 of this checklist.

**Other Necessary Authorizations** - Other local, state or federal permits or approvals may be necessary before work can proceed.

**To apply for coverage under the WPDES Construction Site Storm Water Runoff General Permit (Permit No. WI-S067831):**

**STEP 1:** Prepare an NOI application by completing the Water Resources Application for Project Permits (Form 3500-053).

**STEP 2:** Provide **all information and NOI application attachments listed in this checklist**. Additional information on all items in blue text is available from the Department's Internet website at: [dnr.wi.gov/topic/stormwater](http://dnr.wi.gov/topic/stormwater).

**STEP 3:** Send completed NOI application materials and applicable fee to the address for the county where the project is located. The DNR office addresses are listed on page 4. NOI application materials must be received by the Department at least 14 working days prior to the start of land-disturbing construction activities.

**STEP 4: A Letter of Permit Coverage** will be sent to the applicant after the Department receives a **complete NOI** application, reviews the information, and determines that the project will be covered under the WPDES Construction Site Storm Water Discharge Runoff General Permit. Please be aware that the Department may request additional information to verify that the erosion control plan and storm water management plan meets the requirements of the WPDES Construction Site Storm Water Discharge Runoff General Permit, Chapter NR 151, and Chapter NR 216.

Project Name: \_\_\_\_\_  
County: \_\_\_\_\_

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### INFORMATION AND ATTACHMENTS REQUIRED WITH THE NOI APPLICATION:

Note: To avoid delays, supply all of the information listed below in a complete and organized format.

#### I. Type of Development:

☐ Residential ☐ Commercial/Industrial ☐ Transportation ☐ Utility ☐ Agricultural ☐ Conservation/Restoration

Total Area of Project Site (acres): \_\_\_\_\_ Total Estimated Disturbed Area (acres): \_\_\_\_\_

☐ In-fill ☐ Redevelopment ☐ New Development

Impervious Area (as a percent of total land disturbance): Before Construction: \_\_\_\_\_ % After Construction: \_\_\_\_\_ %

#### II. Site Screening Questions (please check Yes or No):

- Is the proposed disturbed area within 300 feet from a mapped or delineated wetland? ☐ Yes ☐ No
- Is the proposed disturbed area within 500 feet of a stream or lake? ☐ Yes ☐ No
- Prior to commencing land disturbing construction activities, is there any area within the project boundaries with a slope length of more than 50 feet at a steepness of greater than 20%? ☐ Yes ☐ No
- During land disturbing construction activities, will there be any area within the project boundaries with a slope length of more than 50 feet at a steepness of greater than 20%? ☐ Yes ☐ No
- Is the project exempt from the post-construction performance standards in ss. NR 151.121(2) or NR 151.241(2), Wis. Adm. Code? ☐ Yes ☐ No
- Are there any proposed permanent storm water management facilities within a wellhead source water protection area? (See [Surface Water Data Viewer>Permits & Determinations>Source Water Protection Area layer](#)) ☐ Yes ☐ No
- Is the proposed disturbed area within or adjacent to a contaminated property (i.e. [brownfield or BRRTs](#) site)? ☐ Yes ☐ No

#### III. Map of Project Location:

Using the [WDNR Surface Water Data Viewer](#), draw an accurate polygon of the limits of disturbance of the project area on the 7.5 minute USGS topographical map layer. Print and submit the map.

#### IV. Site-specific Erosion Control Plan which includes

- Description of the construction site and the nature of the land disturbing activities. If the site is proposed in phases, clearly indicate which elements will be included in each phase
- Description of proposed drainage way stabilization
- Description of the intended sequence of land disturbing construction activities for the construction site, such as grubbing, excavation or grading
- Documentation to show compliance with the maximum discharge of 5 tons per acre per year during a 12-month period between initial disturbance and final stabilization of sediment as required in s. NR151.11, Wis. Adm. Code. ([Construction Site Soil Loss and Sediment Discharge Calculation Guidance](#) and [USLE Model](#))
- Descriptions of measures utilized to minimize soil loss including preserving existing vegetation where feasible, diverting flow around exposed soils, temporary stabilization measures, staging of activities to limit exposures of unstabilized soils, stabilization of drainage channels, and installation of permanent stabilization measures
- Description of sediment control activities such as tracking pads or wheel wash stations, drainage inlet protection, ditch checks, and sediment traps or basins
- Available data describing the surface soil as well as sub-soils likely to be exposed ([Technical Standard 1002](#))
- Provisions for clean-up of off-site sediment deposits
- Provisions to meet all applicable performance standards in either s. NR 151.11 or NR 151.23, Wis. Adm. Code.
- The erosion control plan should be in accordance with [Department Technical Standards](#)

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County: \_\_\_\_\_

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### V. Erosion Control Map (Construction Plans) shall include the following:

- Existing topography, drainage patterns, surface waters, wetland boundaries, roads and other relevant features
- Proposed limits of land disturbance and project site boundaries
- Proposed topography, drainage patterns, slopes after major grading activities, and proposed features
- Proposed drainage systems with invert elevations for storm water pipes
- Proposed location of soil stockpiles, all temporary erosion control practices and all sedimentation practices
- Location of all post-construction storm water features including infiltration areas
- Proposed permanent vegetation plan
- Locations where storm water is discharged to a surface water or wetland within one-quarter mile downstream of the construction site
- An alphanumeric or equivalent grid overlying the entire construction site
- All applicable erosion control notes ([Erosion Control Notes guidance](#))

### VI. Storm Water Management Plan shall include the following:

- Identification of the applicable Post-Construction performance standards in either s. NR 151.121 to 151.128 or s. NR 151.241 to 151.249, Wis. Adm. Code ([NR 151, Wis. Adm. Code](#))
- Identification of any exemption being sought and supporting evidence is identified on page \_\_\_\_ of the storm water management plan
- Explanation of the technical basis used to select post-construction storm water best management practices for total suspended solids and peak flow reduction, enhanced infiltration, protective area management, and reduction of petroleum in runoff
- Plans and details showing the location and elements of proposed post-construction storm water best management practices
- Each of the following:

#### 1. Modeling Summary

Use modeling software to calculate expected post-construction TSS Reduction, Peak Discharge Reduction, and Infiltration and provide:

- Name of modeling software and version
- Diagram depicting layout of modeled system
- Input summary
- Output summary

#### 2. Total Suspended Solids (s. NR 151.122 or 151.242, Wis. Adm. Code)

- Provide site post-construction TSS Reduction: \_\_\_\_\_%
- Include supporting documentation and calculations

#### 3. Peak Discharge (s. NR 151.123 or 151.243, Wis. Adm. Code)

- Confirm that post-construction controls maintain (or reduce) the peak runoff discharge rates
- Include supporting documentation and calculations

#### 4. Infiltration (s. NR 151.124 or 151.244, Wis. Adm. Code)

- Provide percent of pre-development infiltration volume that will be infiltrated post-construction: \_\_\_\_\_%
- Attach a summary of the results of a site evaluation per Step D in [Technical Standard 1002](#)
- Include soil data from borings, test pits, etc.
- Include depth to the nearest seasonal high groundwater elevation or top of bedrock
- Include evaluation of separation distances from community, non-community, and private wells under s. NR 811.16(4) and NR 812.08, Wis. Adm. Code.

#### 5. Long-Term Maintenance Agreement – For any permanent best management practices:

- Identify responsible party and attach signed final documentation from responsible party that provisions have been made for long-term maintenance

### VII. NOI Application Fee

The NOI application fee is non-refundable. Please make checks payable to "Wisconsin DNR".

#### Acres of Land Disturbance

Less than 5  
5 or more and less than 25  
25 or greater

#### Application Fee

\$140  
\$235  
\$350

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### Mailing

Unless otherwise directed, mail the completed Water Resources Application for Project Permits Form 3500-053, this checklist, and all required attachments with the applicable application fee to "Storm Water Permit Log-in" at the Wisconsin DNR (WDNR) office associated with the county of the construction site location as follows:

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	WDNR Eau Claire Service Center	Adams	Marathon	WDNR Eau Claire Service Center
Barron	Lincoln	1300 W Clairemont Ave	Buffalo	Monroe	1300 W Clairemont Ave
Bayfield	Oneida	Eau Claire, WI 54701	Chippewa	Pepin	Eau Claire, WI 54701
Burnett	Polk	715-839-1636	Clark	Pierce	715-839-1636
Douglas	Price		Crawford	Portage	
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

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

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	WDNR Waukesha Service Center
Milwaukee	Walworth	141 N.W. Barstow Street, Room 180
Ozaukee	Washington	Waukesha, WI 53188
Racine	Waukesha	(262) 574-2100