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State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Wetland Exemption Request

Form 3500-120 (R 6/18)

Notice: This form is to be included with all wetland exemption requests that are submitted to the Department of Natural Resources (DNR) Wetland Identification Program. Failure to submit all of the requested information to the Department may delay our response to your request. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

1. Requester's Information

Last Name	First	MI	Organization		
Address			City	State	ZIP Code
E-Mail Address			Phone Number (incl. area code)		

2. Owner's Information

Last Name	First	MI	Organization		
Address			City	State	ZIP Code
E-Mail Address			Phone Number (incl. area code)		

3. Site Information

Provide the information requested below, including site address, site acreage, land owner information, and legal description.

Address	City	ZIP Code

Wetlands requested for review	Gov't Lot #	¼ ¼	¼	Section	Township N	Range ◯ E ◯ W	◯ City ◯ Town ◯ Village of	County

4. Wetland Exemption Request Requirements

The exemption request must include the following:

1. Location map of the site, including at least two major roadways; wetland(s) in question clearly identified on a map; a narrative description of the project and impacted wetland(s); delineation reports and data forms, and site photos.
2. Additional documentation that is identified under the type of exemption you believe the wetland meets on the attached checklist.

An application for a wetland exemption request will be considered incomplete and returned to the sender if you fail to supply any of the information requested in items 1 and 2 of this section.

5. Fee Schedule

Determine the review fee using the calculation to the right and include your payment with this request.

The fee for an artificial wetland exemption determination is set at $300 **per wetland or wetland complex, with a maximum fee of $1500.**

Example:

- You are requesting a wetland exemption determination for two wetlands on a parcel of property that contains five separate wetlands. The correct fee is **$600**.
- You are requesting a wetland exemption determination on a parcel of property that contains one wetland complex comprised of two wetland types (S3K and E2Kx). The correct fee is **$300**.
- You are requesting a wetland exemption determination on a parcel of property for three separate wetlands and two wetland complexes. The correct fee is **$1,500.**

Number of wetlands or wetland complexes ____ x $300

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Exception Request Fee *not to exceed **$1500*** $ ____

6. Mailing Information

Include a check for the amount required of the service fee with the request packet.

Make the check payable to WDNR. Mail the request packet and payment to:

Purchase orders are acceptable from government agencies.

Waterway and Wetland Permit Intake WT/3
101 S. Webster Street
PO Box 7185
Madison, WI 53707-7185

7. Owner Certification

As the owner, lessee or easement holder of the property, I am requesting the Department complete an artificial wetland exemption determination and I grant access to the property for this purpose. If not the owner, I am an authorized agent for the owner, lessee or easement holder.

_____ _____

Signature of Site Owner, Lessee Or Easement Holder Date Signed