

## Ponds and Artificial Waterways General Permit Application Instructions

### Determine eligibility for this general permit:

- Choose an activity decision module on web, <http://dnr.wi.gov/topic/waterways>, or
- Review the eligibility criteria below.
  - If the project does not meet all of the eligibility standards, apply for an Individual Permit

### To apply:

- Apply online using our online ePermitting System at <http://dnr.wi.gov/permits/water>.
- Include all required attachments. Each document must be less than 15 megabytes and our online system offers a help guide to reduce file sizes.
- Permit processing review times begin when all of the required application materials are received by the DNR. The department may require additional information to evaluate the project.
- If you have questions regarding your application, contact the local Water Management Specialist for your county <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.
- Your signed submittal of this project application checklist constitutes a request that certifying authority (State of Wisconsin) review and take action on this CWA 401 certification request, as required, within the applicable reasonable period of time.

### Please note, prior to starting any work at the project site, you are responsible for:

- Obtain all necessary local (e.g. city, town, village or county) permits.
- Obtain U.S. Army Corps of Engineer permits or approvals, <http://www.mvp.usace.army.mil/Missions/Regulatory.aspx>.
- Any other applicable state permits.

### Required attachments - Forms or documents you upload in our online ePermitting System

- 1. Application form** - A complete, signed application form "Water Resources Application for Project Permits (WRAPP)" (Form 3500-053).
- 2. Application Checklist** - A signed copy of the permit application checklist certifying that the applicant agrees to meet the eligibility criteria and permit conditions established in WDNR-GP20-2023.
- 3. Application fee** - Payment must be submitted through the ePermitting System as part of the application process. A list of fees can be found at <http://dnr.wi.gov/topic/waterways/documents/PermitDocs/feesheet.pdf>.
- 4. Ownership Documentation** - (i.e. copy of deed, land contract, current property tax statement/receipt)
- 5. Photographs** that clearly show the on-the-ground conditions of the existing project areas. Remember that too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference. Color images are preferred.
- 6. Site Maps** that clearly illustrate the location and perimeter of the project site, and its relationship to nearby water resources (e.g. lakes, rivers, streams, wetlands), major landmarks and roads. Provide copies of relevant maps (e.g. wetland, aerial, topographical, soil, floodplain, or zoning maps), with the project location clearly identified. The department offers a web mapping tool to assist in creating these maps at <http://dnr.wi.gov/topic/surfacewater/swdv/>.
- 7. Plans and specifications** that show what you intend to do. Plan drawings should be clear and to scale. Be sure to draw all plans as accurately and detailed as possible. The department reserves the right to require additional information to evaluate the project. Please refer to this sample drawing for assistance developing your plans and specifications, <https://dnr.wisconsin.gov/sites/default/files/topic/Waterways/UnconnectedPond.pdf>.
  - Proposed materials - indicate the materials that will be used during the construction of the pond, including those required for the outlet structure.
  - Location sketch - sketch or trace a map that clearly indicates that location of the project. Recommended scale is 1" = 2000'.
  - Project plans - supply a top view and as many cross-sections as necessary to illustrate the proposed dimensions of the pond. At minimum, one cross-section at the proposed site is required. All elevations should be referenced to the same benchmark (permanent vertical reference). NOTE: additional cross-sections may be required. The drawings should also include the following:
    - The scale and all pertinent dimensions of the pond and waterway, including the side slopes of the pond.
    - Existing and proposed grades
    - Description of method for excavating the pond
    - Temporary and permanent erosion control measures that meet or exceed the stormwater management technical standards found at <http://dnr.wi.gov> and use search keywords "runoff, stormwater, technical standards".





**Ponds – Stormwater, Wildlife, Landscape**

General Permit Application Checklist

3500-147 (R 02/2024)

<b>C. Eligibility criteria – Wildlife Ponds</b>	
In addition to the general standards (Section A) for pond projects, the following standards apply to all wildlife pond projects.	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<b>D. Eligibility criteria – Landscape Ponds</b>	
In addition to the general standards (Section A) for pond projects, the following standards apply to all landscape pond projects.	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**Other Authorities**

By checking this box, I certify that the proposed project will not occur in a mapped floodplain (official Federal Emergency Management Agency (FEMA) or local zoning map), or if the project is located in a regulated floodplain, I am obtaining or have obtained applicable floodplain permits or approvals from the local zoning authority.

**Certification**

I certify that I have read and understand all project eligibility criteria and agree to design and construct my project in accordance with all listed eligibility criteria found in this checklist. In addition, I agree to meet all conditions required for structure placement as identified in the above referenced eligibility criteria.

*This form may be signed electronically, pursuant to Wis. Stat. Chapter 137. By checking the electronic signature acknowledgement box and typing your name, you are expressing intent to sign this form and certifying that all information contained herein is true, accurate, and complete, to the best of your knowledge and belief. If you decline to sign this form electronically, you must physically sign this form and all other forms required for your project.*

Signature \_\_\_\_\_ Date signed \_\_\_\_\_

