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

BOATHOUSE REPAIR CERTIFICATION
Certification Checklist
Form 3700-019 (02/2025)

Boathouse Repair Certification Instructions

Determine eligibility for this individual permit:

- Choose an activity decision module on web, http://dnr.wi.gov/topic/waterways

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.

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

- Obtain all necessary local (e.g. city, town, village or county) permits.
- Obtain U.S. Army Corps of Engineer permits or approvals.
- Obtain 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 3500-53).

2. **Application fee** - Payment needs to be submitted through the ePermitting System as part of the application process. The appropriate fee will be viewable at the end of the ePermitting application submittal process.

3. **Ownership documentation -** (i.e. copy of deed, land contract, current property tax statement/receipt).

4. **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.

5. **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, or 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/.

6. **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.
   - Indicate top, front, and side dimensions on the plans.
   - Indicate where repairs will be made to the structure.

7. **Narrative description** of your proposal on a separate page. Please include:
   - What the project is, purpose of project, and need for the project.
   - How you intend to carry out the project, including methods, materials, and equipment.
   - Your proposed construction schedule and sequence of work.
   - What temporary and permanent erosion control measures will be used.
   - The location of any disposal area for dredged or excavated materials.
   - For disturbances or fill, provide a description of type, composition, and quality of materials.
   - How you plan to avoid, minimize, and mitigate impacts to waterways.
   - Area (e.g. linear feet) impacted.

8. **Riparian owners list** - Names and addresses of the adjacent property owners.

9. **Statement of needed maintenance or repair items** for any proposed maintenance or repair that will be done within three years of the certification. **Include a description** of the materials to be used for construction.

10. **Statement indicating the placement date** of boathouse and proof of placement.

11. **Applications should provide documentation to demonstrate one of the following:**

- The boathouse was built before December 1979 and the repair or maintenance does not affect boathouse size or location, does not result in conversion to living quarters, AND does not involve the placement of a floor over a wet bay.
- The boathouse has historic or cultural value as determined by the state historical society, local, or county historical society.
- The single-story boathouse is over an authorized waterway enlargement.
- The boathouse was damaged by violent wind, vandalism, or fire (damage must have occurred after January 1984).
- The boathouse is used exclusively for commercial purposes in a harbor or a river that is a tributary to the Great Lakes.

12. **Endangered and threatened resources** - The applicant is not required but is encouraged to request an endangered resources (ER) review letter before applying for the permit. Information on how to obtain a review can be found by visiting the website at http://dnr.wi.gov/topic/ERReview/Review.html. The applicant can also visit the NHI Public Portal, http://dnr.wi.gov/topic/ERReview/PublicPortal.html, to determine if a full ER Review is required. Read the 'What is an ER Preliminary Assessment and what do the results mean?' section to determine follow-up steps.

13. **Historical and cultural resources** - If you are aware there is a historical or cultural resource present, you are required to contact the Wisconsin State Historical Society to verify and receive documentation that the activity will not result in an adverse impact to these resources.

Eligibility Criteria: Projects that do not meet all criteria are not eligible for certification. If your project does not qualify please redesign your project to meet the criteria	
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