

DNR WETLAND PERMIT PRE-APPLICATION MEETING PREPARATION WORKSHEET

A pre-application meeting with DNR staff is **REQUIRED** for all wetland individual permit applications.

GOALS OF THE PRE-APPLICATION MEETING

- Identify the overall purpose and scope of the project.
- Discuss Permit application requirements including wetland delineation, practicable alternatives analysis and mitigation requirements.
- Identify the preliminary scope of alternatives the applicant must consider.
- Discuss the expected project schedule.
- Share a written summary to serve as a record of what was discussed at the meeting.

BEFORE THE MEETING

Please provide the following maps and documents to the Water Management Specialist in advance of your meeting. These items will be included in the application package:

- ☐ Using the [DNR Surface Water Data Viewer](#) or a similar mapping application, please generate the following maps:
 - One or more air photos of the site and surrounding area (air photos layer)
 - Topographic map including the site and surrounding area (digital topographic map layer)
 - Soils map (NRCS soils data layer under the wetland indicators and soils layer)
 - Wisconsin Wetland Inventory (WWI) map (mapped wetlands layer)
 - Waterways on the site (surface water layer)
 - Designated waterways on the site (priority navigable waterways layer)
 - Floodplain information (digital FEMA floodplains under dams and floodplains layer)
- ☐ Plat map if available (may be purchased at local map store or county office)
- ☐ Preliminary plans, sketches (if site not identified on the air photo or topographic map) or similar items describing the tentative proposal, including likely dimensions and potential wetland impact amounts.
- ☐ Ground photos of the site showing the various plant communities.
- ☐ Wetland delineation report if available. An accurate wetland boundary is **required** for all wetland permit applications. If a delineation is not available, please be able to describe the size and community type of wetlands on the site. This information is necessary to plan for potential wetland impacts.
- ☐ [Mitigation summary sheet](#)
- ☐ Natural Heritage Inventory endangered resources review results. To submit with your application, [submit a request](#) to the DNR Bureau of Endangered Resources.

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Notes*

It is strongly recommended that you contact the [U.S. Army Corps of Engineers – St. Paul District](#) to discuss your proposed application and include USACE staff in the pre-application meeting.

If the meeting requestor is an agent for the property owner or applicant, the DNR encourages the property owner or applicant to join the preapplication meeting.

If this will be your first time applying for a wetland permit from DNR, visit the [Wetland Regulatory Program](#) and Wetland Mitigation pages for more details regarding the permitting process.

DURING THE MEETING

Plan to discuss the following items:

- ☐ Description of the project, including the location and estimated acreage of wetlands to be impacted.
- ☐ Basic project purpose (e.g., commercial or residential development, wildlife enhancement, highway project, access to a road, access to water, etc.).
- ☐ Anticipated timing for review and required content for a complete application.
- ☐ Factors the DNR considers for wetland permit decisions:
 - Wetland functions and values (flood storage, fish and wildlife habitat, water quality, plant diversity, groundwater recharge/discharge, shoreline protection, aesthetics, recreation, education, science)
 - Alternatives analysis. A wetland alternatives analysis is sequential and discusses avoidance of wetlands first, minimize wetland impacts second. Alternatives may include but are not limited to no construction; construction entirely in upland; alternative sites; re-arrange the proposed facility/development/building footprint on site; reduce the size/footprint of the facility on site; construction methods to decrease wetland impacts; timing of projects if there are proposed temporary impacts.
 - Potential data for the alternatives analysis. Data may include but are not limited to safety data, particularly for road projects; engineering and technical data; economic and cost data; logistical data.
 - Potential project modifications to address impacts
 - Mitigation requirements and alternatives

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MEETING FOLLOW UP

- ☐ DNR staff will discuss requirements for application submittal.
- ☐ DNR staff will provide a written summary of the meeting to serve as a record of what was discussed.

To begin an application and review application materials, visit [DNR Water ePermitting](#).