



Fish Sticks Online Permitting Process: How to apply for your project

This document contains the following steps:

- 1) **Application documents**– *information required for your permit application*
(Pages 1-6)
- 2) **File organization** – *how to organize large projects* (Pages 7–8)
- 3) **The Water ePermitting System** – *how to submit the online permit application*
(Pages 9-25)
- 4) **Your fish sticks permit** (Page 26)

This document is not intended to be read beginning-end, but rather is a troubleshooting document to aid you in the online permitting process.

Step 1: Application documents– *what information you will need for your permit application*

- a. **Landowner** (or authorized representative) **or group information** (lake association, conservation club, etc.) - This will include a name(s), mailing address, phone number, and email address. Make sure you have this information for everyone that may be involved in the project for this part of the application.
- b. **Project/ site location information** – project name, county, location address, GPS coordinates or Township, Range, and Section.
- c. **Legible Site Map** demonstrating where the project will take place, see example image (Fig. 1a & b) below with project site highlighted in red.

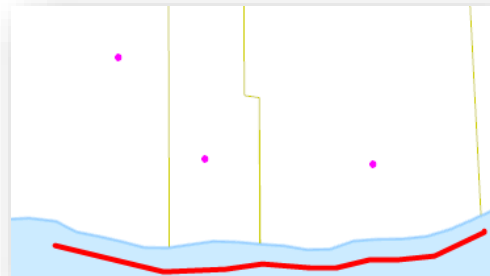


Figure 1a & b. Example Site Maps outlining project area

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- d. **Site photos**- these need to be from ground level demonstrating what the project area currently looks like during growing conditions. If possible, please also include photos of what the fish sticks will look like from shore after they are installed. See example below (Fig 2a & b).



Figure 2a & b. Example of Site Photos

- e. **Project Narrative** – please include the following information:
- What the project is, purpose of the 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
 - **Indicate whether to allow**, as part of your permit coverage, to let **new fish sticks sites on the same lake to be afforded coverage under your general permit at a later date** with no additional fee.

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- f. **Ownership documentation** for all properties within the project area— examples include: a copy of a deed, land contract, or a current property tax statement or receipt, see example below (Fig. 3). The property tax information can typically be accessed from the county webpage.

Parcel Report
View Full External Report Download / Print

Real Estate Washburn County Property Listing
Today's Date: 12/21/2015 **Property Status: Current**
Created On: 3/16/2007 10:35:23 AM

Description Updated: 4/24/2009

| | |
|-------------|-----------------------------------|
| Tax ID: | 5866 |
| PIN: | 65-010-2-38-10-13-3 03-000-001000 |
| Legacy PIN: | 65 010 2 38 10 13 3 3 0010 |
| Map ID: | BI 869 |

Municipality: (010) Town of Birchwood
STR: S13 T38N R10W
Description: SW SW V 70 P 62 V 18 MISC P 248 FCL
Recorded Acres: 40.000
Calculated Acres: 40.000
Lottery Claims: 0
First Dollar: No
Waterbody: Loyhead Lake (2)
Zoning: (F) Forestry
ESN:

Ownership Updated: 3/23/2009
WASHBURN CO CFL SHELL LAKE WI

Billing Address: WASHBURN CO CFL
10 4TH AVE
SHELL LAKE WI 54871

Mailing Address: WASHBURN CO CFL
10 4TH AVE
SHELL LAKE WI 54871

Site Address * indicates Private Road
N/A

Property Assessment Updated: 3/16/2007

2015 Assessment Detail

| Code | Acres | Land | Imp. |
|-----------------------|--------|------|------|
| W4-County Forest Crop | 40.000 | 0 | 0 |

2-Year Comparison

| | 2014 | 2015 | Change |
|------------------|------|------|--------|
| Land: | 0 | 0 | 0.0% |
| Improved: | 0 | 0 | 0.0% |
| Total: | 0 | 0 | 0.0% |

Tax Districts Updated: 3/16/2007

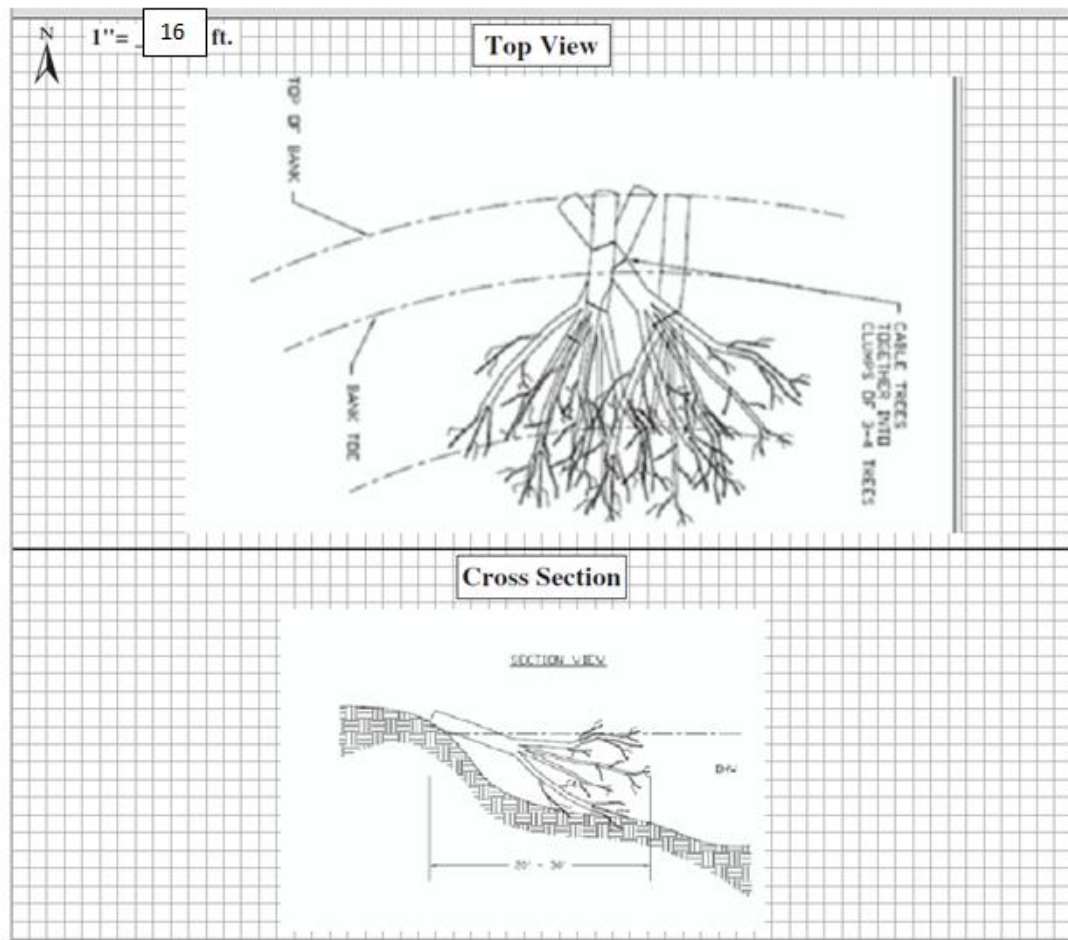
| | |
|--------|-------------------|
| 1 | State |
| 65 | County |
| 010 | Town of Birchwood |
| 650441 | Birchwood School |
| 001700 | Tech College |

Recorded Documents Updated: N/A
N/A

Property History
N/A

Figure 3. Example of Property Tax Statement

- g. **Plans and specifications**—example below. Please make sure to include a top view and cross section view as well as a description of the proposed materials. (Fig. 4)



Proposed materials:

- Use 20-30 ft live trees, cable trees together. Trees will be put together in groups of 3 to 4 to form a complex. 3 to 5 complexes will be placed within the site.
- Trees will be secured to anchor points along the shore.
- Trees will be placed in late January through February when ice is thick enough to sustain heavy equipment load and impacts to environment are minimal. Plowing may be necessary to maintain road to site.
- Trees will be harvested on site, but outside of the 35ft buffer.

Figure 4. Example Plans and Specifications

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- h. **Wetland Assessment Method**- separate maps or a combined map displaying the Wisconsin Wetland Inventory (WVI) Layer, Wetland Indicator Layer, and an Aerial or Topographical map of the project area. See examples (Fig. 5a & b and Fig 6) below.

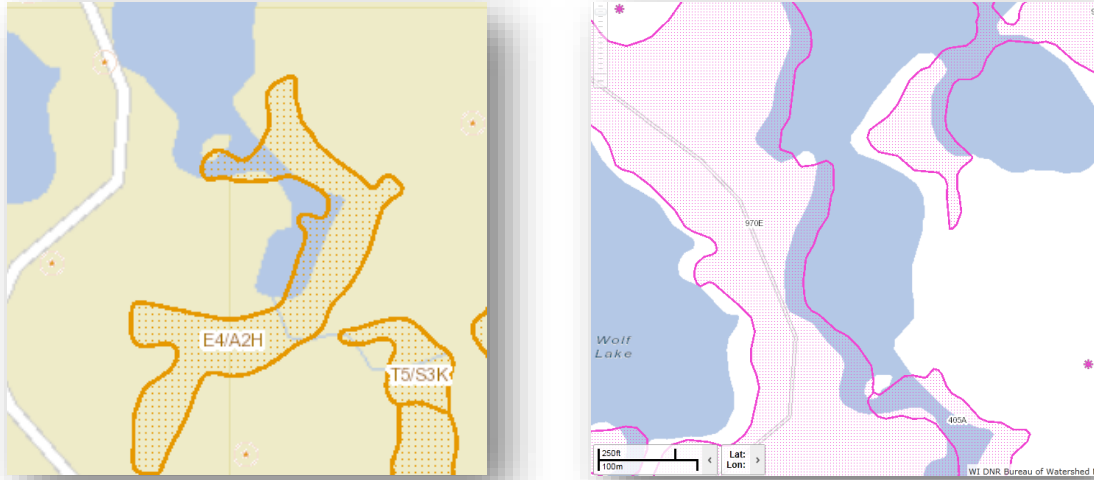


Figure 5a. Wisconsin Wetland Inventory Layer. Fig 5b: Wetland Indicator Layer

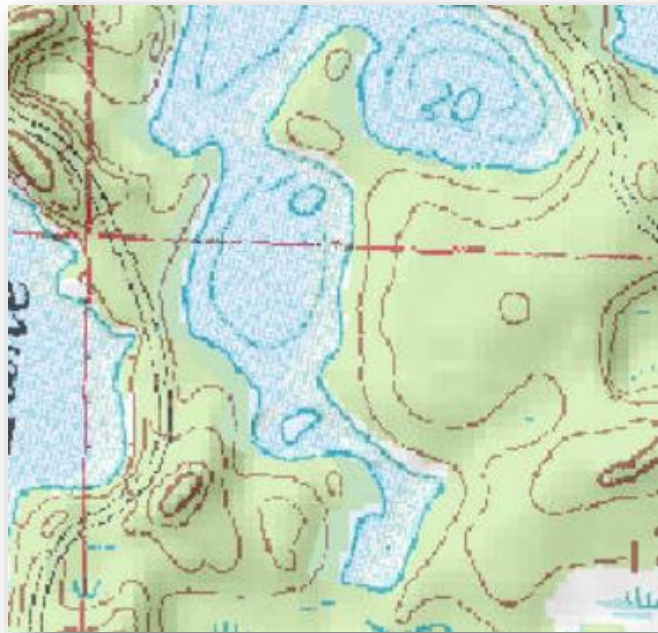


Figure 6. Digital Topographic Layer.

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- i. **Endangered or Threatened Resource Screening** – This is an optional item within the permitting process.
 - You can:
 - Use the NHI Public Portal (link below) to evaluate the site and save the finished report as a .pdf to be uploaded to the application later in the process.
 - <http://dnr.wi.gov/topic/erreview/publicPortal.html>
 - Work with the DNR Biologist who can provide this screening information for you.
 - Select “No” on the WRAPP form if the project was not evaluated for the Endangered or Threatened resources.

Step 2: File organization – *how to organize large projects*

Skip this step if you are comfortable with computers files/organization.

- a. Create a file folder for your project on your desktop. This can be done by right clicking the screen, select **new**, then select **folder**. Then name the folder, as shown below.



Figure 7. Image of created folder on desktop holding fish sticks project documents.

- b. In this folder, you can create subfolders for each fish sticks property and have each property’s respective information. (Fig. 8)

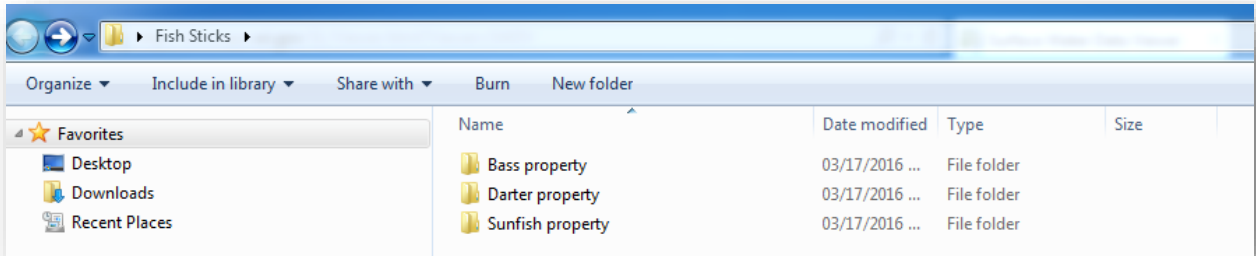


Figure 8. Image of property sub-folder organization within folder

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- c. While collecting information for your fish sticks permit application, save these documents within that property's folder. You can also save a copy of your permit here once that is sent to you (Fig. 9).

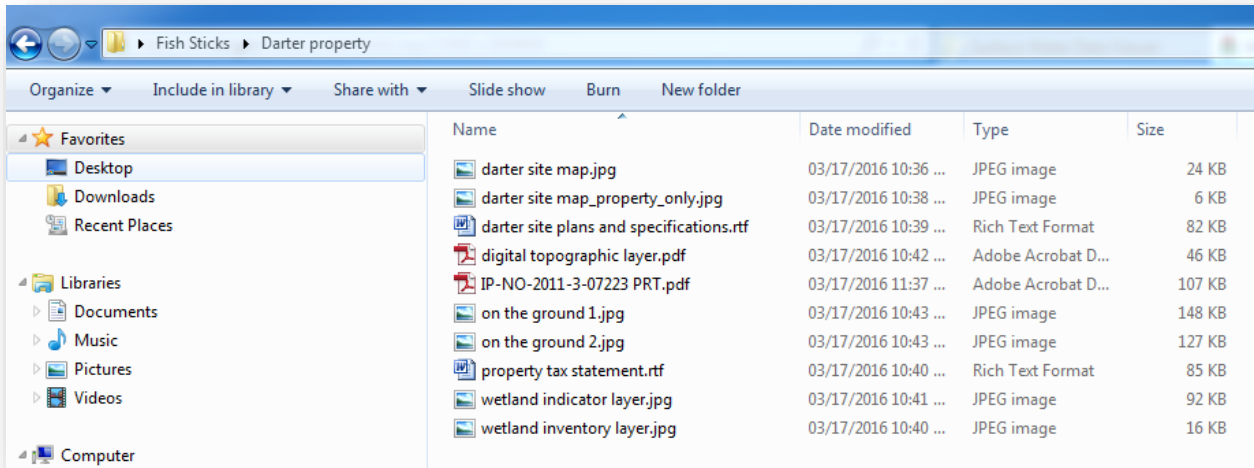


Figure 9. Image of collected application documents within the Darter property sub-folder.

Step 3: The Water ePermitting System – how to submit the online permit application

- a. First, go to <http://dnr.wi.gov/permits/water>. From this page, you will need to register for a WAMS ID, if so choose **Register**. If you already have a WAMS ID, you will choose **Begin** (Fig. 10) and login using your WAMS ID and password (Fig. 11).

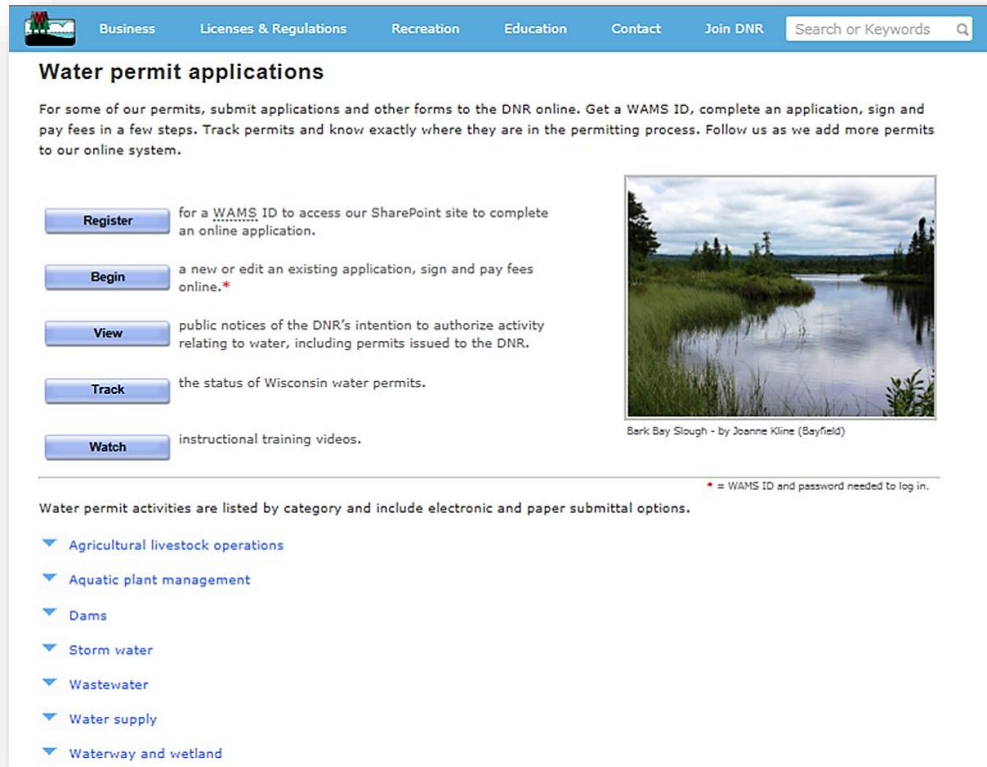


Figure 10. Water Portal Page.

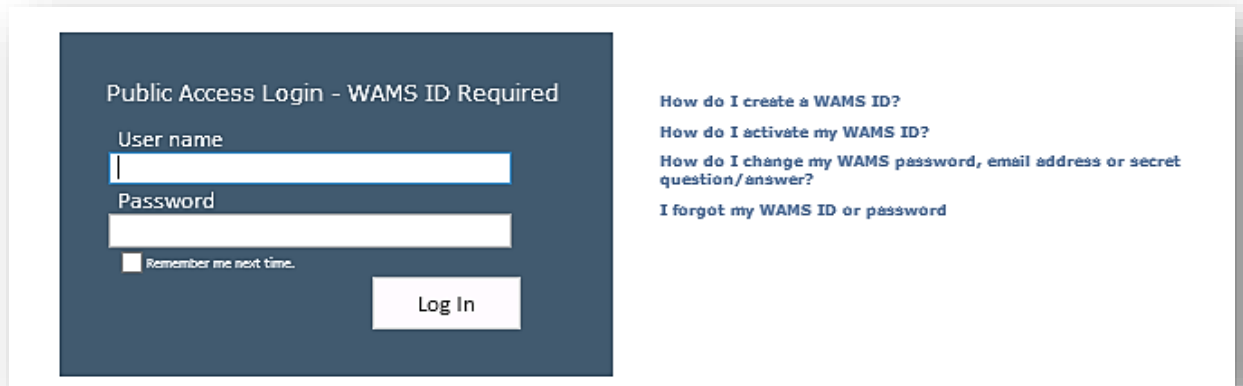


Figure 11. Login screen on DNR online permitting website.

How to apply for your WI DNR Fish Sticks Project using the Online Permitting Process

- a. Then you will be redirected to the **My Permit Applications** webpage (Fig. 12). Here you can either start a new application or continue editing an existing application.
- To start new application: click **Waterway and Wetlands** from the list of Permit Categories along the left and select **Start General Permit**.
 - The existing permit applications will be listed under:
 - **Step 1: Draft Permit Applications** - This is where draft applications will appear that haven't been submitted. To open a previously started application, select the project name and this will open to the home page of the application and will contain the all information previously saved in the application
 - **Step 2: Signature Confirmation Needed** – This section is for different applications and applicants for Fish Sticks activities do not need to worry about this step.
 - **Permit Applications I Submitted to the DNR** and the **Permit Applications Submitted by others through the Assign Role feature** – these areas are when submitted applications will appear when they have been successfully completed. Applications that appear here are no longer editable.

Welcome to the Wisconsin DNR Water Permits Site!

- Select a permit category from the left side menu.
- Save permit application drafts for editing. Items not modified within 90 days are automatically deleted.
- Receive acknowledgement of receipt when successfully submitted to the DNR.
- Track the status of a permit by selecting Submitted Applications from the left side menu.

Large format documents: If you plan to submit an application in hard copy with documents that are larger than 11x17, please also submit a copy of the document in electronic format on digital media, such as a CD.

My Permit Applications

Step 1: Draft Permit Applications
ACTION REQUIRED: Review, edit and/or share draft permit for signature. [Instructions for a landowner and authorized representative to share a draft permit](#)

| Project Name | Applicant Full Name | Reference Number | Share Application* |
|--------------|---------------------|----------------------|--------------------|
| Test | | ID4154-Test | Assign Role |
| test | | ID4310-test | Assign Role |
| Test | | PG1815-Test | Assign Role |
| test | | PG2048-test | Assign Role |
| khgf | | PG4744-khgf | Assign Role |
| kuvgfghfk | | P4444-gb | Assign Role |
| gf | | P5841-gf | Assign Role |
| K-TEST | J.J | WW-K-TEST-2017-08-25 | Assign Role |

Step 2: Signature Confirmation Needed
ACTION REQUIRED: Check WAMS email account for email instructions to complete this process. Note: If no email was received, see [Instructions for resending the signature confirmation email](#)

| Project Name | Applicant Full Name | Reference Number | Date |
|--------------------------------------|---------------------|------------------|------|
| There are no documents in this view. | | | |

Permit Applications I Submitted to the DNR

| Project Name | Applicant Full Name | Reference Number | Signed |
|--|---------------------|----------------------------------|--------|
| 2015 LCC Chemical Aquatic Plant Control Permit | Jack Tripp | AP-IP-WC-2015-32-X01-30T10-05-54 | Kelsey |

Permit Applications Submitted by others through the Assign Role feature

| Project Name | Applicant Full Name | Reference Number | Signed By |
|--------------|---------------------|------------------|-----------|
|--------------|---------------------|------------------|-----------|

Figure 12. My Permit Applications Page.

How to apply for your WI DNR Fish Sticks Project using the Online Permitting Process

b. Select **Start General Permit** (Fig. 13).

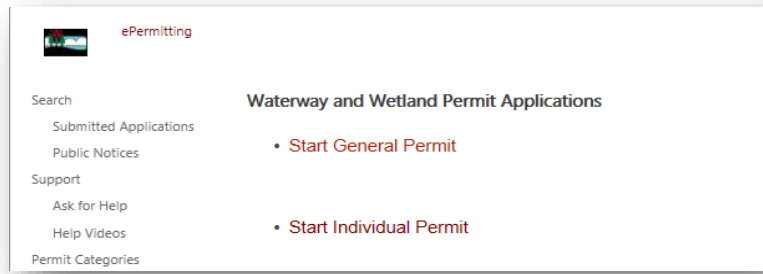


Figure 13. Starting either a General or Individual Permit webpage.

c. Name your project and select **Habitat Structure-Fish Sticks** from list of activities shown in Fig. 14 on the application home page.

The screenshot displays the 'Permit Info' section of the application home page. At the top, there are four tabs: 'Application', 'Attachments', 'Payment', and 'Sign & Submit'. Below the tabs, a red note states: 'NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. If there are no updates in 90 days, your draft is deleted.' The 'Project Name' field contains 'Lake X Fish Sticks Project' and is highlighted with a red border. Below the field, a red message reads: 'You must enter a project name and select an activity to begin an application.' The main content area lists required information for submission, including a legible site map, project narrative, site photographs, completed forms and fees, online payment, and a signed submit form. It also explains that the information is necessary for a complete application and that statutory review times do not begin until the application is received. A section titled 'Please select your project activities to view the General Permit Eligibility Standards' follows. Below this, a list of 'Waterway Activity' options is shown, each with a checkbox. The 'Habitat Structure - Fish sticks' option is checked. A link to a PDF document is provided below the checked option: 'http://dnr.wi.gov/topic/waterways/documents/PermitDocs/GPs/GP6-FishSticks.pdf'. Other activities listed include Boat ramp, Bridge - Clear span over streams, Culvert without professionally engineered design, Culvert with professionally engineered design, Dredging - Invasive or non-native species management, Dredging - Installation of utility crossing(s), Dredging - Jetting aquatic plants, Dredging - Maintenance within a drainage district, Dredging - Maintenance of previously dredged area, Dredging - Removal of plant or animal nuisance deposits, Dredging - Stream (less than 25 yards), Dry Fire Hydrant, Ford crossing of a stream, Grading, Habitat Structure - Fish crib, and Habitat Structure - Fish half log.

Figure. 14. Application Home Page.

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- d. Select the gray **Application** button above **Permit Info** section where you entered in the project name and begin filling in the **Section 1: Landowner Information – Section 4: Project or Site Location** (information from 1a and 1b) (Fig. 15).

NOTE: While completing this portion of your application, make sure to frequently save using the blue save disc icon which appears towards the top left corner of the window.

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| | | | |
|---|--------------------------------|---|--|
| State of Wisconsin Department of Natural Resources dnr.wis.gov | | Water Resources Application for Project Permits Form 3500-053 (R 8/15) Page 1 of 3 | |
| Notice: Pursuant to chs. 30 and 31, Wis. Stats., ch. 281, Wis. Stats, and s. 283.33, Wis. Stats., this form is used to apply for coverage under the state construction site storm water runoff general permit, and to apply for a state or federal permit or certification for waterway and wetland projects or dam projects. This form and any required attachments constitute the permit application. Failure to complete and submit this application form may result in a fine and/or imprisonment or forfeiture under the provisions of applicable laws including s. 283.91, Wis. Stats. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Laws (ss. 19.31-19.39, Wis. Stats.). This form is required for U.S. Army Corps of Engineers (ACOE) regulatory purposes pursuant to 33 CF 325. | | | |
| Read all instructions provided before completing | | | |
| Section 1: Landowner Information | | | |
| Landowner Name (Organization, Entity or Name) Wisconsin DNR | | Authorized Representative (Last Name, First Name) Darter, Johnny | |
| Mailing Address 101 S Webster St. | | City Madison | State WI |
| | | Zip Code 53703 | |
| Email johnny.darter@wisconsin.gov | | Phone Number (xxx-xxx-xxxx) 608-266-2621 | Alternative Phone Number |
| Section 2: Applicant Information <input checked="" type="checkbox"/> Select if same as landowner | | | |
| Organization / Applicant Name Wisconsin DNR | | Contact Person (Last Name, First Name) Darter, Johnny | |
| Mailing Address 101 S Webster St. | | City Madison | State WI |
| | | Zip Code 53703 | |
| Email johnny.darter@wisconsin.gov | | Phone Number (xxx-xxx-xxxx) 608-266-2621 | Alternative Phone Number |
| Section 3: Primary Project Contact <input checked="" type="checkbox"/> Select if same as landowner | | | |
| <input type="radio"/> Consultant or Plan Preparer <input type="radio"/> Contractor <input type="radio"/> Agent <input type="radio"/> Other - specify: | | | |
| Name (Organization or Entity) Wisconsin DNR | | Contact Person (Last Name, First Name) Darter, Johnny | |
| Mailing Address 101 S Webster St. | | City Madison | State WI |
| | | Zip Code 53703 | |
| Email johnny.darter@wisconsin.gov | | Phone Number (xxx-xxx-xxxx) 608-266-2621 | Alternative Phone Number |
| Section 4: Project or Site Location: | | | |
| Project Name Lake X Fish Sticks Project | | County Washburn | <input checked="" type="radio"/> City <input type="radio"/> Township <input type="radio"/> Village of City of SPOONER |
| Location Address / Description located on public land that borders Lake X in Spooner, WI | | | |
| Public Land Survey System (PLSS) – Provide the section, range, township information and latitude and longitude in decimal degrees, if available. | | | |
| Select... ¼ | of Section (XX) Select... ¼ | Township (XX) 28 N | Range (XX) 28 |
| | | <input type="radio"/> E <input checked="" type="radio"/> W Latitude (xx.xxxxxx) Longitude (-xx.xxxxxx) | |
| If this site is not wholly contained in the quarter-quarter section, more description: Contained on quarter-quarter section | | | |
| Waterways: Provide the name(s) of closet water bodies: Lake Y | | | |

Figure 15. Section 1 through 4 of the Water Resources Application for Project Permits (WRAPP) form.

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- e. Based on the information gathered under Step 1h, select the appropriate option on Section 5 of the WRAPP form (Fig. 16).

Water Resources Application for Project Permits
Form 3500-053 (R. 8/15) Page 2 of 3

Section 5: Wetlands

If a wetland is present at a project site and permit approvals are sought through the waterway and wetland program or storm water program, the department requires that a wetland delineation that accurately shows the location of a wetland is submitted with an application. A wetland delineation needs to be verified/concurred with before the application can be submitted or be considered a complete application

Is a wetland present in the project area? Yes No

If yes, select all sources of information used and attach supporting report or documentation

- a. A copy of your wetland delineation and a [Wetland Confirmation Service](#) concurrence letter (wetland boundary verification service offered for a fee from the department)
- b. An [assured delineator's](#) wetland delineation report
- c. A copy of your wetland delineation and an Army Corps of Engineers concurrence letter
- d. For Office of Energy or Transportation projects only- a copy of your correspondence with a [WDNR Office of Energy Water Management Specialist](#) or [WDNR Transportation Liaison](#) regarding your wetland review/ concurrence.

If no, please select one of the following items showing that a wetland is not present within the project boundaries:

- a. A letter from the department's [Wetland Identification Program](#) stating wetlands are not present or the activity proposed in the wetland is exempt under NR 103.06(4)
- b. A letter from an assured delineator stating wetlands are not present
- c. Documentation showing that each of these resources were reviewed for wetland absence:
 - i. Surface Water Data Viewer- Wisconsin Wetland Inventory
 - ii. Surface Water Data Viewer- Wisconsin Indicator layer
 - iii. Surface Water Data Viewer- Digital Topographic map layer or aerial photo indicating if waterways, drainage ways, ditches, depressions, or standing water are within project boundary
- d. Show that the project limits are entirely in existing paved, graveled, or concrete areas
- e. A copy of your correspondence with a [WDNR Office of Energy Water Management Specialist](#) or [WDR Transportation Liaison](#) regarding the status of your wetland review

(Please note that if the information provided is incorrect or incomplete, the overall permit application may be considered incomplete and may be returned to the applicant.)

Figure 16. Section 5 Wetlands on the WRAPP form.

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- f. Based on the information gathered under Step 1i. select the appropriate option on Section 6 of the WRAPP form (Fig. 17).

Section 6: Endangered or Threatened Resources
Has the presence of endangered or threatened resources been evaluated according to protocols developed by the DNR Bureau of National Heritage Conservation (BNHC) <http://dnr.wi.gov/topic/ERReview> Yes No
If Yes, select how the evaluation was completed and attach supporting report or documentation:
 a. Endangered Resources Preliminary Assessment from the Public Portal
 b. Certified ER Review Letter - specify: ERR- (example ERR-15-123
 c. Broad Incidental Take Permit /Authorization -specify (e.g. No / Low Impact Activities, Grassland & Savanna Management, etc.):
 d. Other: DNR biologist evaluated ER resources at site

Figure 17. Section 6 Endangered or Threatened Resources on the WRAPP form.

- g. Enter the anticipated dates that the project will occur and date of photographs to be added in the attachments section. It also provides instructions for how to write your project narrative. (Fig. 18)

Section 7: Project Information (Attach additional sheets as necessary)

| | |
|--|---------------------------------------|
| Anticipated Project Start Date: 1/1/2016 | Projected Project End Date: 3/31/2016 |
| Photos: Provide photographs of the "before" condition. | Date of Photographs: 7/24/2015 |
| Narrative of the Project: Provide a one to two paragraph description of the proposed project, including land and water alterations and intended use(s) of the project. Include this in the attachment section. | |

Figure 18. Section 7 Project Information on the WRAPP form.

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- h. Section 8 verifies that you provided accurate information, explains some legal obligations of the permit, and that you are going to sign the permit application electronically. This is also available as the Terms and Conditions on the Signature page when you are signing and submitting the application to the DNR. (Fig. 19 & 28)

Section 8: Certification and Permissions

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or imprisonment or forfeiture under the provisions of applicable laws.

Permission: I hereby give the Department permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Signed Electronically

| | |
|--|-------------|
| Signature of Landowner / Authorized Representative – For Stormwater applications, signature of landowner is required. Authorized representative is not sufficient. | Date Signed |
|--|-------------|

Figure 19. Certification and Permissions on the WRAPP form.

- i. The Validation Summary is present to check your application for missing information or errors. This summary tells you where an issue exists and what needs to be corrected (Fig. 20). Required fields are indicated with a **red** asterisk, and to clear out errors, update the information and then either click **Save** or click the **Press to Refresh Missing Items** button. It appears at the bottom of the **Application** page.
- j. You can navigate between the **Application** and **Attachments** pages as much as needed to in order to complete your application.

[Press to Refresh Missing Items](#)

Validation Summary:

Section 1 & 2:

Section 4, 5 & 6

Other errors:

Section 6: You must enter a value for 'Other' screening resources.,

[Save](#) [Home](#) [Attachments](#)

Figure 20. Validation Summary Section of WRAPP form.

- k. Navigate to the **Attachments** page where the list of required attachments will be displayed for all of the project activities that were selected on the application home page. (Fig. 20 & 21)

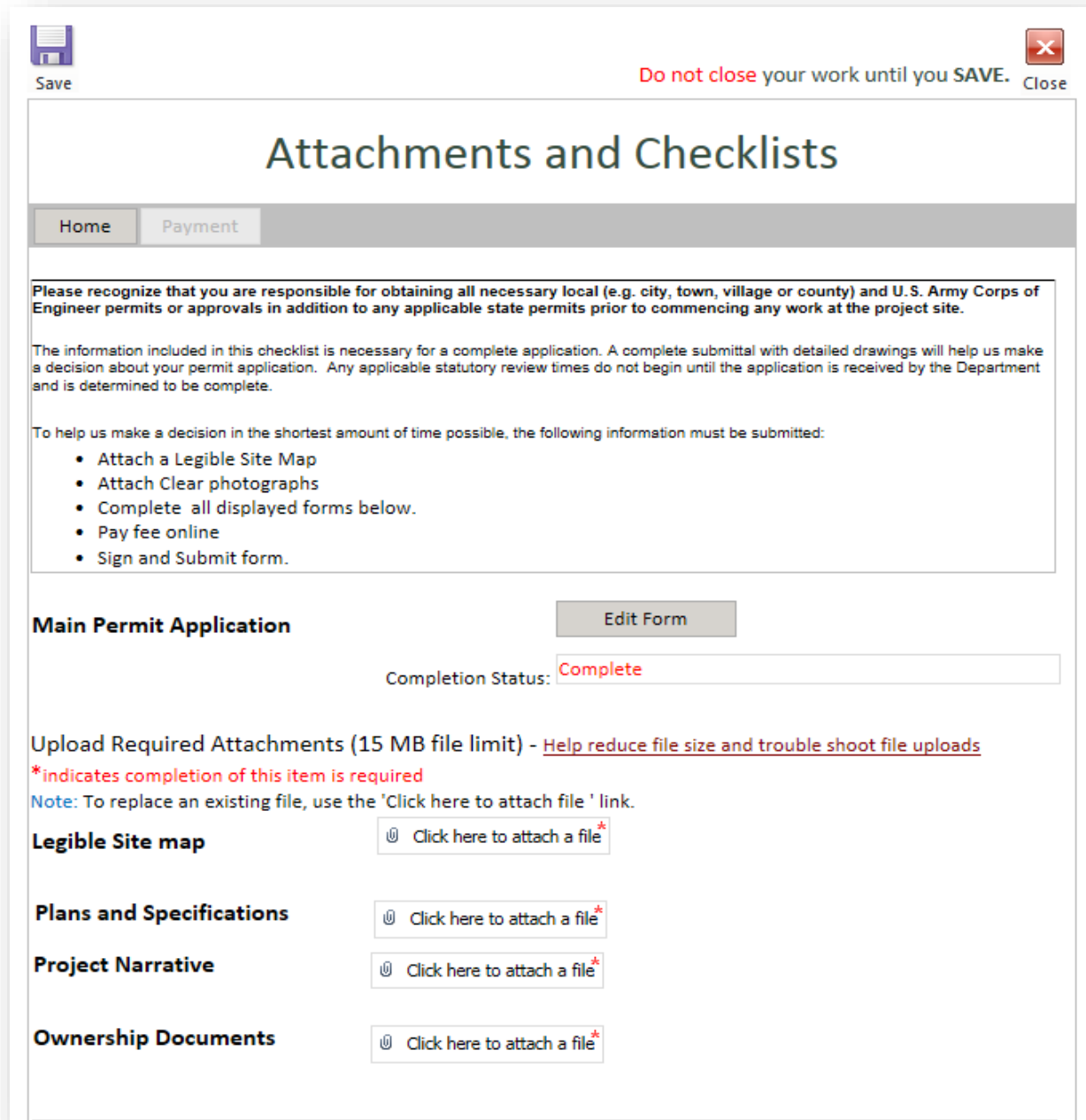


Figure 21. Top portion of Attachments page.

Section 5 - Wetland Assessment Method
(Will be required after June 2016)

Surface Water Dataviewer Wetland Inventory Layer

Click here to attach a file

Section 5: Wetland Assessment - Add more documents if required

Section 6 - Endangered or Threatened Resources Screening

Other documentation

Click here to attach a file*

Section 6 - Add more documents if required

Site Photos

Click here to attach a file*

Insert More Photos

Other Items

Click here to attach a file

Insert Additional Other Items
(Click insert to add additional attachments. Use your cursor to hover over the file name field. When the drop down arrow appears, select insert or remove item)

*indicates completion of this item is required

Press to Refresh Missing Items

Missing Items:

You must attach your plans and specifications, You must add proof of ownership, You must add a project narrative, You must add site photos, Please section 6 document type, Please attach a section 6 document, You must add a site map.,

Figure 22. Lower portion of Attachments page.

- l. When there are no missing items on the **Application** or **Attachments** pages, you will be able to navigate to **Payment**.
- m. Update the number of activities to generate the total due for the project or indicate if the project is fee exempt.
 - i. If applying for only Fish Sticks on one waterbody, enter “1.” (if the project is not fee exempt, skip to step 3n for Payment instructions)

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The screenshot shows a web interface for calculating permit fees. At the top is a 'Home' button. The main section is titled 'Waterway and Wetlands' and contains a table with three columns: 'Fee Type', 'Number of Activities', and 'Subtotal'. The table lists 'Waterway Permit' and 'Wetland Permit', both with '0' in the 'Number of Activities' column and '0' in the 'Subtotal' column. Below the table is a checkbox for 'After-the-fact application' with a note that the fee is twice the usual fee. The 'Total Due' is shown as '\$0'. A red note states that a 2.5% convenience fee is added for credit card payments. There is a link for questions about fees. A paragraph explains that the total payment is the sum of all application and supplemental fees for each activity. Below this is a table of fees: 'Application Fee' for Waterway (\$303) and Wetland (\$500), and 'Surcharge Fee' for Wetland General Permit (\$200 for up to 0.1 acre, \$300 for more). At the bottom are two buttons: 'Pay Online' and 'Federal & State Project or Municipal Transportation Fee Exempt'. A red note says to enter the number of activities in the Fee Type section. At the very bottom are two blue notes: one for the agent to save the application before signing, and one for the applicant to save the application before closing.

Home

Waterway and Wetlands

| Fee Type | Number of Activities | Subtotal |
|-----------------|----------------------|----------|
| Waterway Permit | 0 | 0 |
| Wetland Permit | 0 | 0 |

After-the-fact application for permits or approvals submitted after work has been commenced or completed. Fee is twice the usual fee.

Total Due \$0

Note: a 2.5% convenience fee is added for credit card payments.

Questions about fees ? http://dnr.wi.gov/topic/waterways/all_about_permits/feesheet.pdf

Your total payment should be the SUM of ALL application fees and supplemental fees for EACH permitted activity for which you are applying.

Please update the Number of Activities column to match the actual quantity of activities by type for your project.

| Activity Type | Application Fee |
|---------------|--------------------------------|
| Waterway | \$ 303 per activity / location |
| Wetland | \$ 500 per activity / location |

| Activity Type | Surcharge Fee |
|--|---|
| Wetland General Permit Surcharge | \$ 200 per activity for wetland fills up to 0.1 acre |
| (Wetland Disturbance - Residential / Industrial / Commercial Development only) | \$ 300 per activity for wetland fills greater than 0.1 acre |

To pay for your permit, enter one the number of activities you are applying for in the Fee Type section.

Agent: Submit payment and then "Save" this application prior to closing it or notifying the applicant for a signature.

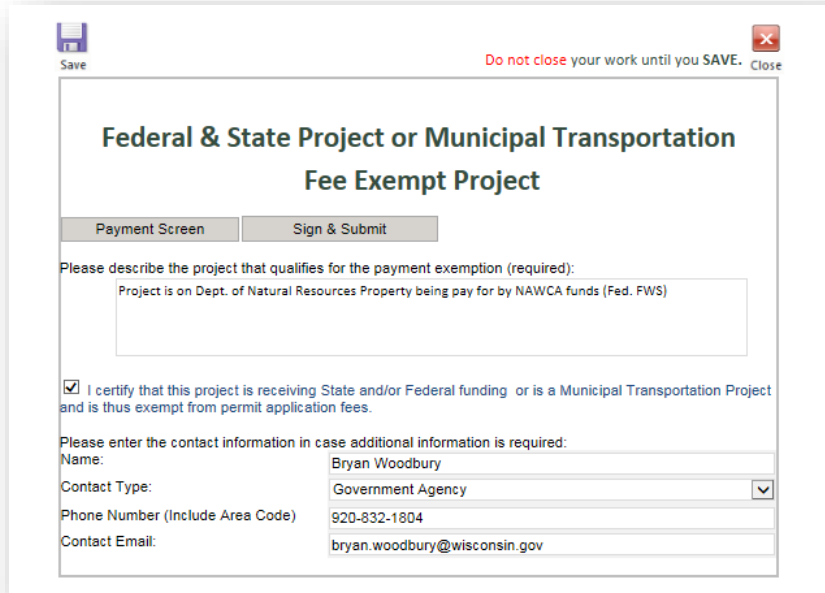
Applicant: If you do not intend to sign and submit this application now, press the "Save" icon in the top menu prior to closing the application. If you close the application with out saving, your payment status updates may not be retained.

Figure 23. Payment screen to update the number of activities, if not fee exempt.

- ii. **Fee exempt projects** must meet one of the following conditions:
1. Receiving State or Federal funding
 - a. Please upload a copy of the signed grant agreement or cover letter on the funding agency's letterhead discussing the grant award to the **Attachments** page.
 2. Project is being conducted by the WI DNR and WI DNR is listed on the WRAPP form under Section 1, 2 and/or 3.
 3. Project is for additional fish sticks on a lake that has received a permit within the past 5 years.
 - a. Please upload a copy of the previously submitted permit to the **Attachments** page.
 4. If the project qualifies for fee exemption, follow the 4 steps below in the special section for fee exempt projects and navigate to the **Signature** page.

SPECIAL SECTION DIRECTIONS FOR FEE EXEMPT PROJECTS ONLY

1. Update the number of activities on Fig. 23 so that all areas say “0”
2. Select the **Federal & State Project or Municipal Transportation Fee Exempt** button.
3. Enter short description of why the project is fee exempt and contact information. (Fig 24)



Save Do not close your work until you SAVE. Close

Federal & State Project or Municipal Transportation Fee Exempt Project

Payment Screen Sign & Submit

Please describe the project that qualifies for the payment exemption (required):

Project is on Dept. of Natural Resources Property being pay for by NAWCA funds (Fed. FWS)

I certify that this project is receiving State and/or Federal funding or is a Municipal Transportation Project and is thus exempt from permit application fees.

Please enter the contact information in case additional information is required:

Name: Bryan Woodbury

Contact Type: Government Agency

Phone Number (Include Area Code): 920-832-1804

Contact Email: bryan.woodbury@wisconsin.gov

Figure 24. Fee Exemption information.

4. Click **Sign and Submit** button and *Skip to Step 3q on page 23.*
- n. Choose the **Complete Payment at US Bank** button. Payment is collected through US Bank and can be submitted as either a credit/debit card or as an eCheck. If another login screen appears, choose the option to check out without registering as this is a different login information than your WAMS ID. Figure 25 shows a sample of the billing information entry screen with the amount due for an invoice.

State of Wisconsin
e-Payment Services

Make a Payment

My Payment - DNR - Water Division Permits

DNR - Water Div Volume Permits
Amount Due \$733.00
Invoice Number WP-00000491
Reference Number WP-00000491

Payment Information
Frequency One Time
Payment Amount \$733.00
Payment Date Pay now





Contact Information

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City/Town
State/Province/Region
Zip/Postal Code
Country
Phone Number
Email Address

[Become a Registered User](#)

Payment Method

Select
Checking or Savings
Credit/Debit Card

Card Number    

Expiration Date Month Year

Card Security Code

Card Billing Address Use my contact information address
 Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

Continue [Cancel](#)

Figure 25. View of US Bank Payment entry screen.

How to apply for your WI DNR Fish Sticks Project using the Online Permitting Process

- o. When payment is finished an email transaction summary with a confirmation code will be sent the email entered with the US Bank billing information. (Fig. 26)

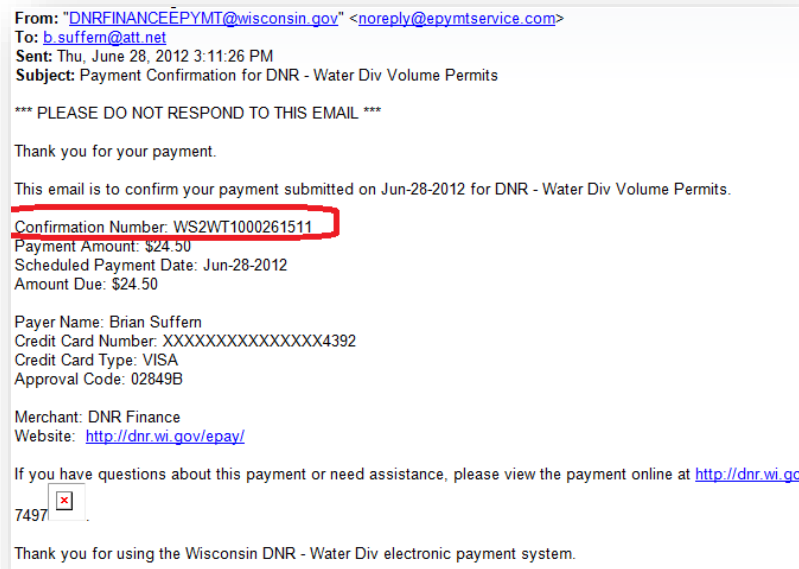


Figure 26. Example of email transaction summary with a confirmation code.

- p. Copy the confirmation code and paste it into the area on the **Payment** screen. (Fig. 27)

The image shows a "Payment Confirmation" screen with a warning: "(You must save or sign this form prior to closing it or you will lose payment history)". It displays an invoice number "wp-12334" and a total due of "800". Under "Important:", there are three bullet points: "Closing this page without saving will cause the loss of your payment history.", "A 2.5% convenience fee is added for credit card payments.", and "Follow all three steps below and sign and submit your permit." The screen is divided into three steps: "STEP 1 Completed Payment", "STEP 2 Enter Confirmation Number" (with a text box containing "WS2WT0123456789"), and "STEP 3 Sign & Submit" (with a button). A disclaimer at the bottom states: "Failure of US Bank to collect and transfer funds from the permit applicant to the DNR, does not release the applicant of financial responsibility and the DNR reserves the right to collect unpaid fees. All payments are collected by US Bank which is an external website contracted by the Wisconsin Department of Natural Resources for the sole purpose of collecting payments over the web."

Figure 27. Entry screen for the confirmation number.

- q. Choose the **Sign and Submit** button.
- r. Read over the **Terms and Conditions** and select the check box next to the signature area. This will fill in an eSignature using your WAMS ID user name and a time/date stamp. This is the same information that appears under Section 8 on the WRAPP form. (Fig. 19 & 28)

Figure 28. Terms and conditions and signing the application.

- s. Choose the **Sign and Submit to DNR** button to submit the application to DNR.
- t. Receive Confirmation Email saying that application has successfully been submitted to the DNR (Fig. 29) to the email address associated with the WAMS ID that signed and submitted the application.
 - Here you will be able to print or save a copy of the finished application if desired.

How to apply for your WI DNR Fish Sticks Project using the Online Permitting Process

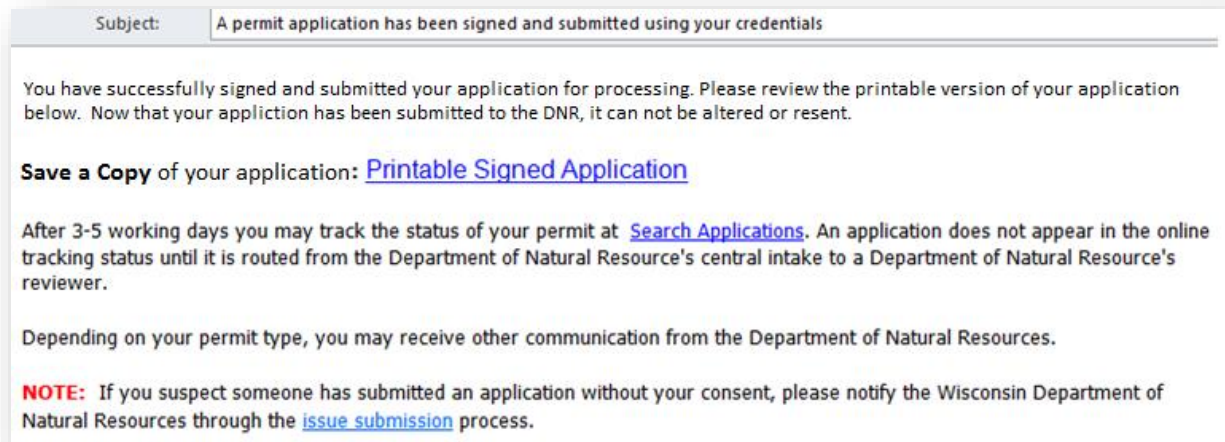


Figure 29. Example confirmation of application submittal email.

Step 4: Your fish sticks permit

- a. When you receive your approved permit, it will be a letter from a Water Management Specialist (WMS) and the permit. Examples of this documentation appear below in Fig. 30 and 31.

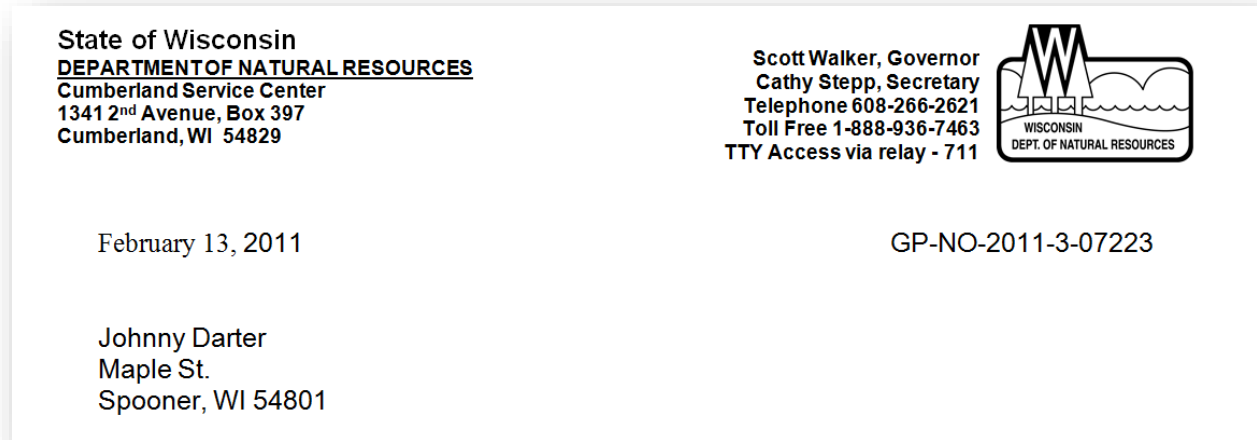


Figure 30. The top of a permit letter received with fish sticks permit.

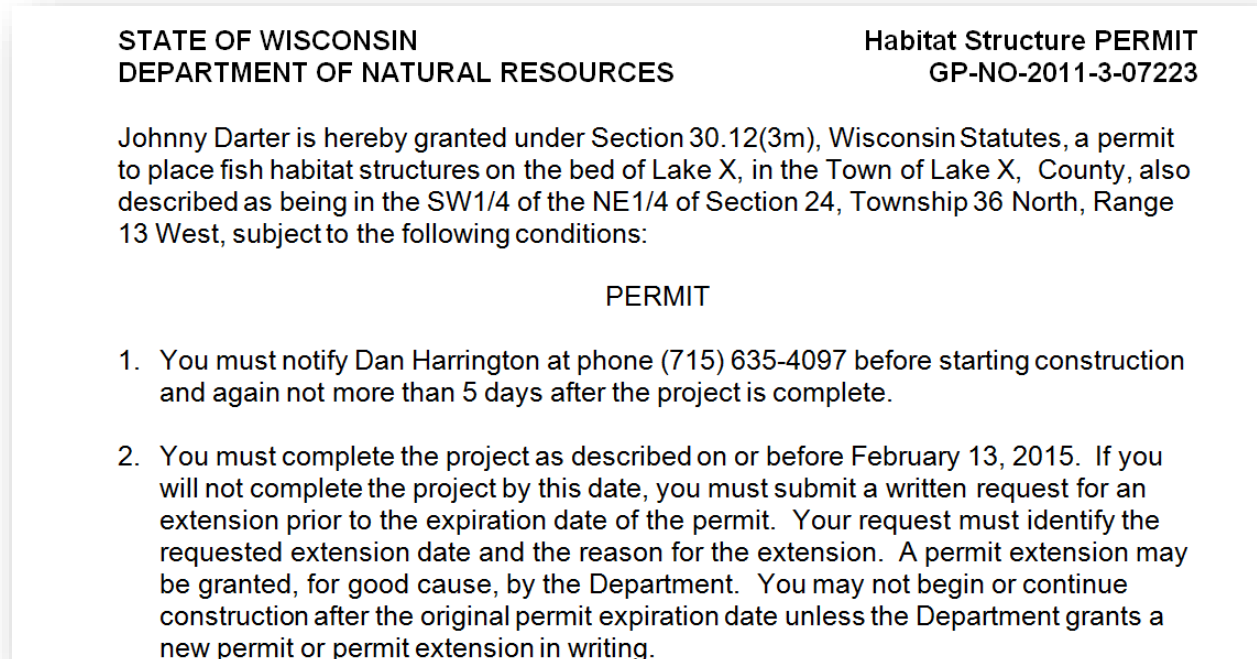


Figure 31. The top portion of the general permit received after DNR review. The permit will follow the permit letter.