

Culvert Individual Permit Application Instructions

All applications for permits to place a culvert require the following information. Some of this information will require the services of an engineer. Please make sure to provide in detail all of the information listed below. Failure to include all of the required information will result in a delay in processing your permit.

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 refer to <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.

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
- Obtain any other applicable state permits

Public notice newspaper posting:

- As part of the permit process, it is required to publish in the newspaper as a Class 1 public notice.
- The Department will prepare the Notice
- If you would like to delegate to the Department the required task of publishing in the newspaper, please select and pay the additional fee.

To find the local Water Management Specialist for your county refer to <http://dnr.wi.gov/topic/Waterways/contacts.html#county>.

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 fee** - Payment needs to 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>.
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.
 - Include site photos looking upstream and downstream and along each cross-section in both directions.

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.

- Proposed materials indicate:
 - Materials the culvert will be made out of (i.e. corrugated, concrete, etc.).
 - Describe any fill materials that will be used.
- Project plans – supply a top view and as many cross-section(s) as necessary to show the existing and proposed channel and floodplain. At a minimum, one cross-section at the proposed site is required as show in the sample drawing. Indicate scale on each drawing, and include dimensions as appropriate. All elevations should be referenced to the same benchmark (permanent vertical reference). NOTE: Additional cross-sections may be required.
 - The top view should include:
 - All pertinent dimensions of stream and culvert(s)
 - Existing and proposed approach grades
 - Clearance provided over the normal water level
 - Describe method for embedding culvert and compacting fill to avoid washout and crushing.
 - The existing waterway, the proposed roadway with culvert and other man-made or existing features in the vicinity such as houses, barns, other road crossings, or high areas.
 - The location, elevation, and description of the benchmark (permanent vertical reference).
 - The proposed road fill and footing material, including the side slopes of the fill
 - The water surface elevation 500 feet upstream and 500 feet downstream of the proposed crossing.
 - A description on the benchmark to which all elevations are referenced.
 - Scale and a north arrow
 - The cross-section view(s) of the project should include:
 - All pertinent dimensions of stream and culvert(s)
 - Existing and proposed approach grades
 - Clearance provided over the normal water level
 - Describe method for embedding culvert and compacting fill to avoid washout and crushing.
 - The natural ground level profile and the proposed grade across the entire floodplain.
 - The water surface elevation 500 feet upstream and 500 feet downstream of the proposed crossing.
 - A description on the benchmark to which all elevations are referenced.
 - Scale and a north arrow

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. **Hydrologic and hydraulic analysis** may be required if the proposed project will reduce the effective flow capacity of the waterway by obstruction of existing flow area. If an analysis is required, the property owner may be required to retain an engineer, registered in the State of Wisconsin, to prepare this analysis. To determine if an analysis is needed, contact the Water Management Specialist for your county. Hydrologic and hydraulic computations: if an engineer is hired to design the culvert crossing, the engineer must evaluate the culvert and associated road impacts for a range of flows from low to normal flow conditions for the 100 year flood.

10. **If wetlands are present** where any work will be done, a separate wetland general or individual permit will need to be applied for. Application materials and information can be found at:
<http://dnr.wi.gov/topic/Waterways/construction/wetlands.html>.

11. **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.

12. **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.