

Thank you for contacting the Wisconsin Department of Natural Resources.

Enclosed are the project application materials you have requested.

The Wisconsin Department of Natural Resources helps protect your rights in public waters as well as public safety, by ensuring adequate planning and design of projects affecting fish and wildlife habitat, water quality and natural scenic beauty. This is done through permit and plan approval requirements for individual water projects. Chapters 30 and 31 of the Wisconsin Statutes require written permits for certain activities on or near a waterway: for example, to place any material below the ordinary high water mark (such as rock riprap, fish cribs, culverts, fords, etc.); to construct a bridge, dredge material from a lake or stream; create a pond; or to construct, operate, or maintain a dam. A single pier or wharf can generally be placed without a permit, provided state standards are met; more extensive piers or marinas require a permit.

Before submitting this application for a pier permit, please contact your county, city or village zoning department to find out if your project site is in either a mapped wetland or floodplain and if local zoning restrictions could affect your project. Please see the Wetland Information topic (found in the Waterway and Wetland Permits Web Page) or request Wetland Packet #20 in addition to this packet for details.

A complete application with detailed drawings will help us make a decision about your application for a permit. The following information is necessary for a complete application.

To help us make a decision in the shortest time possible, please submit the following information:

1. **A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt).
2. **Good photographs that clearly show the existing project area.** Remember, too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference.
3. **Five (5) copies of a completed application Form 3500-53H including applicant information page and project plans.** When completing your application, **please use a ballpoint pen with black ink.** The site location sketch and plan drawings (see Sample Drawing) should be clear and to scale and have enough detail to find the site and understand the project proposal. **Please follow the sample drawing and information requirements pages attached. Also, make sure your phone number (both business and home) and property address or fire number is on the application. Plans may be submitted on a separate page(s), but please submit five (5) copies.**
4. **Five (5) copies of a narrative description of your proposal,** on a separate blank page. Please state:
 - what the project is,
 - 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, and
 - the location of any disposal area for dredged or excavated materials.
5. **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.
6. **The appropriate application fee (complete Form 3500-53A).**

When you are finished compiling your application materials, remember to check your application for completeness. Then make copies of all materials so that you can submit **five copies** of the requested information to the Department. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

NOTE: Depending upon the type, complexity, and location of your proposed project, **processing can take 60 working days (3 months) or longer to complete a review, public notice and any required environmental analysis if your application is completed in detail.**

Piers Application Information Requirements

A permit is required for marinas, solid piers, piers on cribs, piers that go beyond a local pierhead line, some multiple-slip piers, and any piers that may interfere with public or private rights. See DNR brochure "**Pier Planner**" for more information.

All applications require the following information on the application form and plan drawing sheet supplied or on additional sheets if necessary.

1. Please submit a copy of the deed, lease, land contract or other documents showing riparian status. Wisconsin law generally allows piers to be placed only by waterfront property owners. Supply the names and addresses of the adjacent riparian landowners on both sides of your project.
2. In the "**location sketch**" box, sketch or trace a map that clearly indicates the location of your project. Recommended scale is 1"=2000'.
3. Supply project plans showing a **top view** and a **side view** of the project, including dimensions. Also show a detailed top view of the pier cribs or any other solid supports if applicable.

The top view of the pier should include the following:

- a. The length and location of the shoreline;
- b. The location of adjacent property lines and piers or other structures in the water;
- c. The names of the neighbors on each side;
- d. Water depth contours at one-foot intervals from shore to the end of the proposed pier showing up to the depth contour beyond the end of the proposed pier (draw contours at normal lake level);
- e. A north arrow;
- f. The scale of the top view, or dimensions on the drawing;
- g. Length and width of pier and any hoist, shelter or in-water structures.

The side view of the pier should include the location of supports.

4. Provide construction details of the pier and any supports including dimensions and materials
5. Provide information about the proposed (or existing) use of the pier
 - a. The total number and types of boats to be moored;
 - b. The length and draft of the boats;
 - c. An estimate of the water depth necessary for mooring;
 - d. The location and number of any existing mooring buoys, piers, boat lifts or other structures;
 - e. How the boat slips and use are assigned (if multiple users);
 - f. The historic use, placement and configuration of piers at the subject property.

Please select the scale of the drawing carefully to fit all the necessary information on the plan drawing sheet. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

Please send the completed application to the Water Management Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway and Wetland Permits web page link below).

DRAWINGS OF PROPOSED ACTIVITY SHOULD BE PREPARED IN ACCORDANCE WITH SAMPLE DRAWING

Location Sketch (Indicate scale.) Show route to project site: include nearest main road and crossroad.

PIERS
SAMPLE DRAWING

Proposed Materials:

16 pipe supports

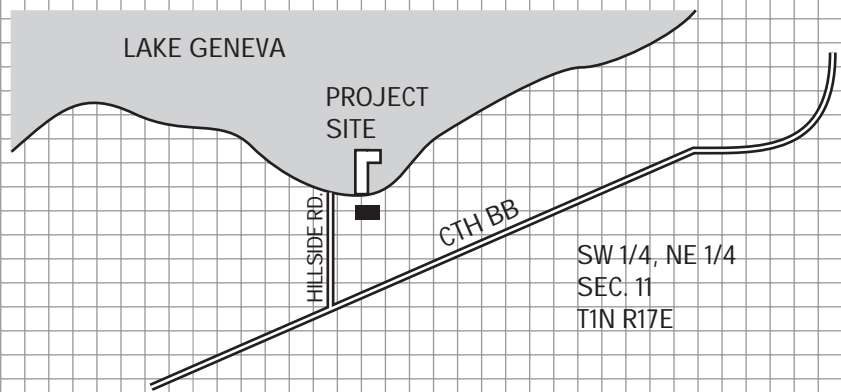
Pier deck planks are 2"x8"x5'

Estimated project cost: \$3,000



1" = 2000' ft.

Fire Number W3338

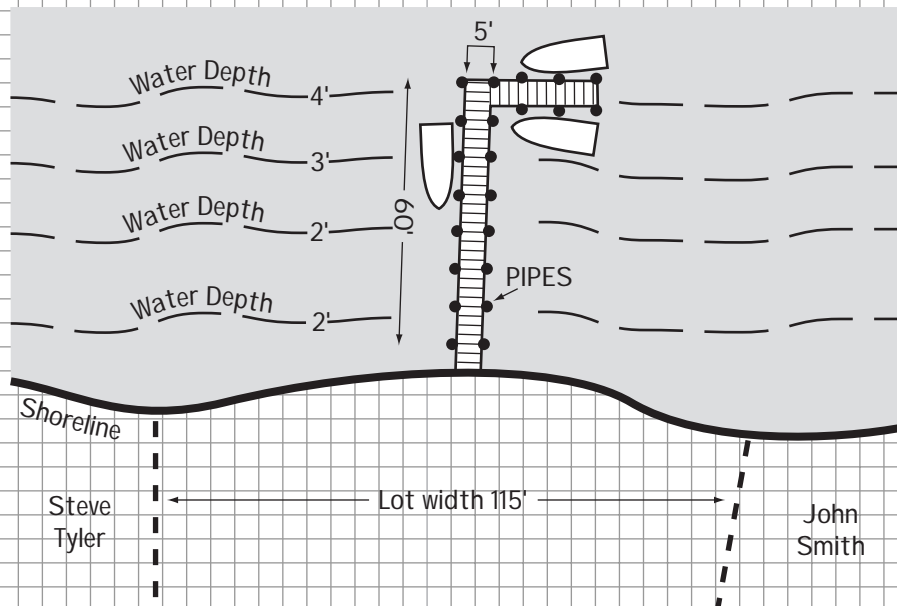


Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.) Use additional sheets if necessary.



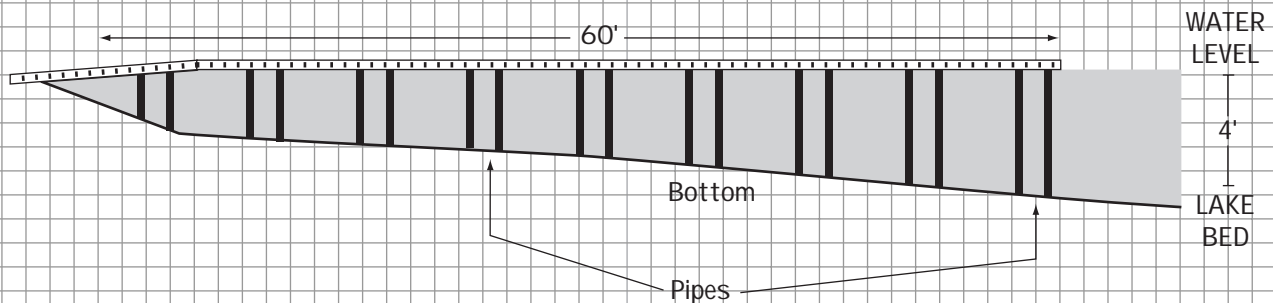
1" = 40'

Top View



1" = 12'

Cross Section



State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

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Drawings of proposed activity should be prepared in accordance with sample drawing.

Location Sketch (Indicate scale)

Show route to project site: include nearest main road and crossroad.

N

1" = _____ ft.

Fire Number _____



Proposed Materials

Project Plans (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.) Use additional sheets if necessary.

N

1" = _____ ft.

Top View



Cross Section