

Fish Sticks Online Permitting Guidance

Application Attachments Payment Sign & Submit

Permit Info
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 60 days, your draft is deleted.

Project Name

You must enter a project name and select an activity to begin an application.

To help us make a decision in the shortest amount of time possible, the following information must be submitted:

- Legible Site Map
- Create and attach a project narrative
- Clear site photographs
- Complete all displayed forms and fees
- Pay fee online
- Sign and Submit form.

The information included in these attachments is necessary for a complete application. A complete submittal with detailed drawings will help us make a decision about your permit application. Any applicable statutory review times do not begin until the application is received by the Department and is determined to be complete.

Please select your project activities to view the General Permit Eligibility Standards. If your project does not meet all of the eligibility standards, you will need to apply for an Individual Permit.

Waterway Activity:

- 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
- Habitat Structure - Fish half log
- Habitat Structure - Fish sticks
- Habitat Structure - Fish sticks, additional sites for previously authorized projects
- Habitat Structure - Fish spawning reef



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Wisconsin DNR

GOALS

- Why create a guide for online permitting?
- What will the guide accomplish?
- What is in the guide?

Why create a guide for online permitting?



- Lake associations interested in fish sticks were confused by process
- They didn't realize the amount of materials they needed to gather for online submission
- We (DNR) end up walking each group through process

Page Not Found

The Web page that you are looking for is no longer on the server. Please check the page location. If you had this page bookmarked, please remove the bookmark from your browser.

Recent DNR Web Site Changes

The DNR website has been recently redesigned and many of our web pages have changed locations. Please see [Topics and keywords](#) for a listing of new locations.

Help Us Improve Our Site

So that we can serve you better in the future, please [fill out our feedback form](#) and tell us about the problem you encountered.

What will the guide accomplish?

- One document to answer online permitting questions for fish sticks
- Allow lake groups or individuals to do most of the permit submission work.



Fish Sticks Online Permitting: How to apply for your project

This document contains the following: 1) The application documents you will need to gather before applying. 2) How to organize your files (if needed). 3) How to access the online permit website and start your application. 4) The permit application section. 5) The attachments section. 6) how to pay your application fee (if needed). 7) Your fish sticks permit.

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

- a. Landowner (or authorized representative) or group (lake association, conservation club, etc.) information- 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 – example image (Fig. 1) below with project site highlighted in red.



Sections of the Guide

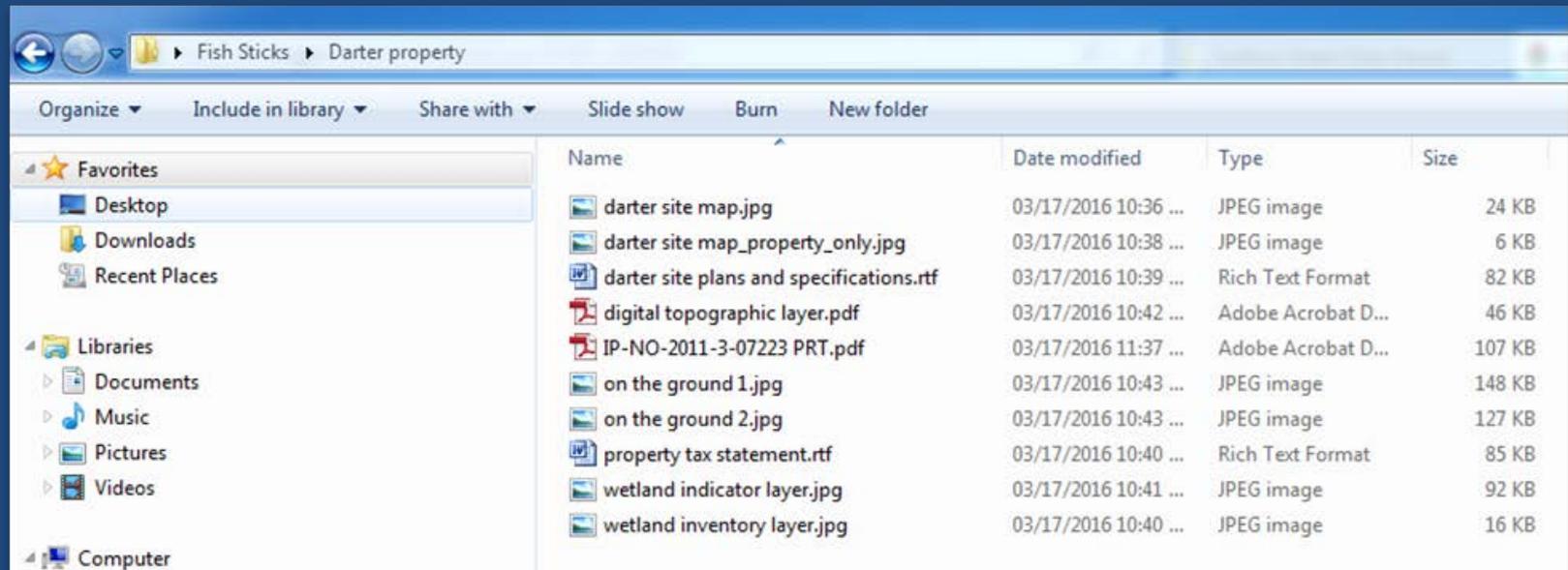
- 1) Application Documents
- 2) File Organization
- 3) Accessing the permit application
- 4) How to complete the online permit application
- 5) The attachments section-what to attach
- 6) Paying for the permit application
- 7) Your permit

1) Application Documents

- a. Landowner/group information
- b. Project/site location
- c. Legible site map
- d. Plans and specifications
- e. Ownership documents
- f. Wetland assessment
- g. Endangered resource screening
- h. Site photos

2) File Organization

- Section intended for those not comfortable with computers/windows files
- Help educate individuals involved in larger projects on easiest way to keep property information organized



3) Accessing the permit application

- website
- How to set up a WAMS ID
- How to access the permit application site

Public Access Login - WAMS ID Required

User name

Password

Remember me next time.

[How do I create a WAMS ID?](#)

[How do I activate my WAMS ID?](#)

[How do I change my WAMS password, email address or secret question/answer?](#)

[I forgot my WAMS ID or password](#)

4) How to complete the online permit application

- Start by selecting the waterway activity
- Then using the application documents, fill in the information
- This step should be quick if applicant assembled the proper information.

The screenshot shows a web-based application form with a navigation bar at the top containing tabs for 'Application', 'Attachments', 'Payment', and 'Sign & Submit'. The 'Application' tab is active. Below the navigation bar, there is a 'Permit Info' section with a 'Project Name' field containing 'Lake X Fish Sticks Project'. A red error message is displayed below the field: '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.' Below this, a red instruction reads: 'You must enter a project name and select an activity to begin an application.'

To help us make a decision in the shortest amount of time possible, the following information must be submitted:

- Legible Site Map
- Create and attach a project narrative
- Clear site photographs
- Complete all displayed forms and fees.
- Pay fee online
- Sign and Submit form.

The information included in these attachments is necessary for a complete application. A complete submittal with detailed drawings will help us make a decision about your permit application. Any applicable statutory review times do not begin until the application is received by the Department and is determined to be complete.

Please select your project activities to view the General Permit Eligibility Standards. If your project does not meet all of the eligibility standards, you will need to apply for an Individual Permit.

Waterway Activity:

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- Dredging - Stream (less than 25 yards)
- Dry Fire Hydrant
- Ford crossing of a stream
- Grading
- Habitat Structure - Fish crib
- Habitat Structure - Fish half log
- Habitat Structure - Fish sticks
 - <http://dnr.wi.gov/topic/waterways/documents/PermitDocs/GPs/GP6-FishSticks.pdf>
- Habitat Structure - Fish sticks, additional sites for previously authorized projects
- Habitat Structure - Fish spawning reef

5) The attachments section- what to attach

- This section is where applicants add documents gathered from the first section.

The screenshot shows a web application window titled "Attachments and Checklists". At the top left is a "Save" button with a floppy disk icon. At the top right is a "Close" button with a red 'X' icon and a warning message: "Do not close your work until you SAVE." Below the title bar is a navigation menu with "Home" and "Payment" tabs. The main content area contains a disclaimer: "Please recognize that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and U.S. Army Corps of Engineer permits or approvals in addition to any applicable state permits prior to commencing any work at the project site." This is followed by a paragraph explaining that the checklist information is necessary for a complete application and that statutory review times do not begin until the application is received. A section titled "To help us make a decision in the shortest amount of time possible, the following information must be submitted:" lists four requirements: "Attach a Legible Site Map", "Attach Clear photographs", "Complete all displayed forms below.", and "Pay fee online". Below this is a "Main Permit Application" section with an "Edit Form" button and a "Completion Status: Complete" indicator. The "Upload Required Attachments (15 MB file limit)" section includes a note about replacing existing files and a list of four attachment categories, each with a "Click here to attach a file" button: "Legible Site map", "Plans and Specifications", "Project Narrative", and "Ownership Documents".

Save Do not close your work until you SAVE. Close

Attachments and Checklists

Home Payment

Please recognize that you are responsible for obtaining all necessary local (e.g. city, town, village or county) and U.S. Army Corps of Engineer permits or approvals in addition to any applicable state permits prior to commencing any work at the project site.

The information included in this checklist is necessary for a complete application. A complete submittal with detailed drawings will help us make a decision about your permit application. Any applicable statutory review times do not begin until the application is received by the Department and is determined to be complete.

To help us make a decision in the shortest amount of time possible, the following information must be submitted:

- Attach a Legible Site Map
- Attach Clear photographs
- Complete all displayed forms below.
- Pay fee online
- Sign and Submit form.

Main Permit Application Edit Form

Completion Status: Complete

Upload Required Attachments (15 MB file limit) - [Help reduce file size and trouble shoot file uploads](#)

*indicates completion of this item is required

Note: To replace an existing file, use the 'Click here to attach file' link.

Legible Site map

Plans and Specifications

Project Narrative

Ownership Documents

6) Paying for the permit application

- This section explains the process of paying for the application
- Also, includes fee exemption information for applicants using state/federal grants.

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](#)

7) Your fish sticks permit

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

Habitat Structure PERMIT
GP-NO-2011-3-07223

Johnny Darter is hereby granted under Section 30.12(3m), Wisconsin Statutes, a permit to place fish habitat structures on the bed of Lake X, in the Town of Lake X, County, also described as being in the SW1/4 of the NE1/4 of Section 24, Township 36 North, Range 13 West, subject to the following conditions:

PERMIT

1. You must notify Dan Harrington at phone (715) 635-4097 before starting construction and again not more than 5 days after the project is complete.
2. You must complete the project as described on or before February 13, 2015. If you will not complete the project by this date, you must submit a written request for an extension prior to the expiration date of the permit. Your request must identify the requested extension date and the reason for the extension. A permit extension may be granted, for good cause, by the Department. You may not begin or continue construction after the original permit expiration date unless the Department grants a new permit or permit extension in writing.

Still in Draft Form

- Some kinks to work out with water regulations
- Add a section for additional fish sticks??
- Other issues???

**ITS JUST THAT
SIMPLE!!!**





QUESTIONS???