

WDNR Documentation and Electronic File Checklist

<p>Plans & Specs <i>(as required by s. NR 243.15(1))</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit to the DNR's e-Permitting system http://dnr.wi.gov/permits/water/ (A paper copy may be requested during the review process.) <input type="checkbox"/> Electronic files shall contain at a minimum the following information in a single PDF in the following format: <ul style="list-style-type: none"> <input type="checkbox"/> Engineering Report with P.E. stamp and signature <input type="checkbox"/> Wetland map with area of construction <input type="checkbox"/> Wetland identification, delineation or concurrence if within a wetland or wetland indicator soils. <input type="checkbox"/> Site Assessment <input type="checkbox"/> Soil logs and analysis <input type="checkbox"/> Specifications List <input type="checkbox"/> * Drawings with P.E. stamp and signature <input type="checkbox"/> * Operation and Maintenance Plan <input type="checkbox"/> * Inspection Plan <p style="text-align: center;"><i>* may be included in the Engineering Report</i></p>
<p>Post Construction <i>(as required by s. NR 243.15(10))</i></p> <p><i>Note: not providing details for the required information may result in the post-construction document being given a non-compliant review and place the owner in non-compliance.</i></p> <p>This type of document is to be submitted only for constructed pre-approved plans and specs.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit to the DNR's e-Permitting system http://dnr.wi.gov/permits/water/ (A paper copy may be requested during the review process.) <input type="checkbox"/> The electronic file shall contain at minimum the following information in a PDF format: <ul style="list-style-type: none"> <input type="checkbox"/> Documentation. At minimum the following information shall be included in the report: <ul style="list-style-type: none"> <input type="checkbox"/> Owner contact information and DNR permit number (if applicable). <input type="checkbox"/> Specify DNR reference number(s) the document addresses for the completed construction. (Ex: R-2011-0204) <input type="checkbox"/> If there were conditions to the approval, specify each conditional and how it was met. <input type="checkbox"/> Inspection log. <input type="checkbox"/> Description of changes made during construction that differs from the original approval. <input type="checkbox"/> Photos with descriptions showing work done. (optional) <input type="checkbox"/> Soil borings and test results (if applicable) <input type="checkbox"/> Include at least 1 concrete batch ticket that characterizes the mix for each day of pouring. (if applicable) <input type="checkbox"/> Certification that the project meets NR 243 and applicable NRCS specifications. <input type="checkbox"/> Drawings (<i>may be included in the documentation</i>), changes should be in red or distinguishable from the original approval.

<p>Evaluation of Reviewable Facilities (as required by s. NR 243.16)</p> <p><i>Note: not providing details for the requested information may result in the evaluation being given a non-compliant review and may place the owner in non-compliance.</i></p> <p>s. NR 243.03(56) “Reviewable facility or system” means runoff control structures, feed and other raw materials storage, permanent spray irrigation or other land application systems, groundwater monitoring systems, manure storage facilities, manure treatment or transfer systems, or other structures or systems associated with the storage, containment, treatment or handling of manure or process wastewater.</p> <p>This type of document is to be submitted for constructed reviewable facilities without pre-approved plans and specs; existing facilities on a non-permitted site in order to meet s. NR 243.16(1); and when requested by the Department pursuant to s. NR 243.16(2).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit to the DNR’s e-Permitting system http://dnr.wi.gov/permits/water/ (A paper copy may be requested during the review process.) <input type="checkbox"/> The electronic file shall contain at a minimum the following information in a PDF format: <ul style="list-style-type: none"> <input type="checkbox"/> Provide site drawings that show location of wells, surface waters, drainage paths, the facility, etc. <input type="checkbox"/> If possible, provide contact information of parties that built the reviewable facilities. <input type="checkbox"/> Owner contact information and DNR permit number (if applicable). <p>For each reviewable facility the engineering report shall include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date (or approximate date) of construction. <input type="checkbox"/> Assessment of ability to meet applicable design requirements in s. NR 243.15. <ul style="list-style-type: none"> <input type="checkbox"/> If the facility does not meet design requirements, then describe the proposed action to address issues identified. This may simply state that a plans and specs proposal will be submitted with an outline of what needs to be done. <input type="checkbox"/> Provide original drawings of the facility. <ul style="list-style-type: none"> <input type="checkbox"/> If original drawings are not available, then provide new drawings. <input type="checkbox"/> Provide photos of the facility with descriptions. (optional) <input type="checkbox"/> Provide soils analysis (boring logs, location map, etc.). <input type="checkbox"/> Provide description of repairs, modifications and maintenance history. <input type="checkbox"/> If the facility is for manure storage, are the following markers visible and in place: <ul style="list-style-type: none"> <input type="checkbox"/> 180 days of storage marker or elevation markers for spreadsheet calculations. <input type="checkbox"/> Maximum operation level. <input type="checkbox"/> Depth of safety. <input type="checkbox"/> If available, inspection logs. <input type="checkbox"/> Specify whether or not the facility meets all applicable specifications (include the specifications).
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