



WETLAND REGISTRATION

General Information

This informational handout lists the requirements for a successful application and approval process. The Wetland Registration process is authorized by Zoning Code Section 275-37E(4): All permit applicants or petitioners shall field-verify C-2 Shoreland Wetland boundaries and/or wetlands identified on DNR/SEWRPC Wetland Inventory Maps in the following manner, unless the area has been field staked by a field biologist and surveyed by a Wisconsin registered land surveyor. Note that the wetland registration is valid for 5 years from the date of the delineation unless changes in site conditions warrant a revision of the delineation before the expiration date. The property owner or his/her agent shall either contract with a private wetland biologist or submit a completed wetland staking request and application form to the Department of Community Development.

Please see the Wisconsin Department of Natural Resources website for more information regarding wetland delineations and hiring a wetland professional: <http://dnr.wi.gov/topic/wetlands/delineation.html>. If you have any questions, or need more information, please contact the Department of Community Development, Planning Services Staff at 262-797-2445.

Fees (non-refundable)

Application Fee: \$125

Filing Fee: \$50

Procedure

Staff shall only review completed applications submitted with all required materials and information and shall only process applications that meet all the requirements set forth in the Zoning Ordinance.

1. **Pre-application conference** (optional): The purposes of the pre-application conference are to provide an opportunity for the applicant and the staff to discuss the review process schedule and submittal requirements, the scope of the project, and compliance with the Zoning Ordinance. Staff opinions presented during pre-application meetings are informational only and do not represent a commitment on behalf of the City regarding the acceptability of the development proposal.
2. **Application and determination of completeness:** All development applications shall be submitted to staff at the Department of Community Development counter. An application will be considered complete if it is submitted in the required number and form, includes all mandatory information, and is accompanied by the applicable fee. If an application is determined to be complete, the application shall be processed, entered into the planning log, and routed for processing. If an application is determined to be incomplete, the application will be rejected specifying the deficiencies.
3. **Staff review and approval:** Once a submitted application is certified as complete, staff shall refer the application to the appropriate review agencies and/or City departments (engineering, inspection, fire, and planning) to review the application. Any changes to the application or any accompanying plans or information may be permitted after submittal. Changes or additional submittals may cause the application to be rescheduled for a later meeting and/or re-start the routing and review procedure. If changes to the application are later found to result in an application that is not in compliance with the zoning ordinance, an amendment to the application will be required. If the application meets all the requirement of the Zoning Ordinance, the application will be processed and completed within 15 business days.



Application Check List

§275-37E Wetland Registration Application

- Completed Application
- Electronic Files of entire submittal

§275-20C Fees

- Paid Fees

§275-37E(4) Wetland Delineation Report

- Full Color Wetland Delineation Report (**3 full color copies and PDF file required**)
- Written legal description of wetland area (**Word version required**)

§275-37E(4)(e) Plat of Survey

- Site Plan drawn to a scale no greater than 1"=100' (**3 copies, PDF and CAD file required**).
 - The property boundaries and all structures on the property;
 - The location of the wetlands as staked in the field by the biologist, including a legal description of the wetland area(s);
 - A notation of the date when the wetlands were field staked and which agency, i.e.: "Wetland boundary as marked by (agency) SEWRPC on (date) August 5, 1996";
 - The location of any navigable waterway or other natural features on the site (primary or secondary environmental corridor); and
 - Clear notations as to which area(s) are wetlands and which areas are uplands and the square footage or acreage of each.

§275-21B Incomplete Applications

- All of the information listed is required for a complete application.
- Staff may request additional or more detail information to be provided for adequate review.
- If the required information is not included with the application, it will not be accepted.

§275-21C(2) Plan Revisions

- Based on comments from staff during the review process, the applicant may submit revised plans.
- The required number of copies shall be submitted for all revised plans.