

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

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. After 120 days your draft is **deleted**.

Reporting Information

Submittal Type: Annual Report

Project Name: Village of North Prairie 2018 Annual Report

County: Waukesha

Municipality: North Prairie, Village

Facility Number: 31283

Reporting Year: 2018

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following items as appropriate using the attachments tab above
 - a. Construction Site Pollution Control Annual Report Summary
 - b. Illicit Discharge Detection and Elimination Annual Report Summary
 - c. Leaf and Yard Waste Management
 - d. Municipal Cooperation Attachment
 - e. Municipal Facility Inspections
 - f. Pollution Prevention Annual Report Summary
 - g. Post-Construction Storm Water Management Annual Report Summary
 - h. Public Education and Outreach Annual Report Summary
 - i. Public Involvement and Participation Annual Report Summary
 - j. Storm Water Consortium/Group Report
 - k. Storm Sewer System Map Annual Report Attachment
 - l. Storm Water Quality Management Annual Report Attachment
 - m. TMDL Attachment
 - n. Winter Road Maintenance
 - o. Other Annual Report Attachment
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: North Prairie, Village

Facility ID # or (FIN): 31283

Updated Information: Check to update mailing address information

Mailing Address: 130 North Harrison Street

Mailing Address 2:

City: North Prairie

State: Wisconsin

Zip Code: 53153 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: Rhoda

Last Name: Bagley

Select to **update** current contact information

Title: Clerk/Treasurer

Mailing Address: 130 North Harrison Street

Mailing Address 2:

City: North Prairie

State: WI

Zip Code: 53153 xxxxx or xxxxx-xxxx

Phone Number: 262-392-2271 Ext: xxx-xxx-xxxx

Email: rbagley@northprairie.net

Additional Contacts Information (Optional)

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual

**Individual with responsibility for:
(Check all that apply)**

- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name: Dave

Last Name: Molitor

Title: Dir. of Public Works

Mailing Address: 130 North Harrison Street

Mailing Address 2:

City: North Prairie

State: WI

Zip Code: 53153 xxxxx or xxxxx-xxxx

Phone Number: 262-392-2271 Ext: xxx-xxx-xxxx

Email: dave.molitor@northprairie.net

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

Yes No

Public Education and Outreach: Waukesha County

Public Involvement and Participation: Waukesha County

Illicit Discharge Detection and Elimination:

Construction Site Pollutant Control:

Post-Construction Storm Water Management:

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes No

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Active distribution of print media</u> <u>(mailings, newsletters, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Other</u>	<u>1 - 9</u>	<u>20 - 49</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Workshops</u>	<u>1 - 9</u>	<u>20 - 49</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School</u> <u>presentations, summer camps, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Workshops</u>	<u>1 - 9</u>	<u>50 - 99</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School</u> <u>presentations, summer camps, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>20 - 49</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Informational booth at event</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Workshops</u>	<u>1 - 9</u>	<u>50 - 99</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Other</u>	<u>1 - 9</u>	<u>50 - 99</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Workshops</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Tours</u>	<u>1 - 9</u>	<u>20 - 49</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Identify businesses and activities that may pose a storm water contamination

Waukesha County Public information and Education Program

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Waukesha County Public information and Education Program

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
None	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
None	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
None	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Restaurants Other:

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Stream monitoring	1 - 9	10 - 19	<input checked="" type="radio"/> Yes <input type="radio"/> No

Other hands-on event	<u>1 - 9</u>	<u>10 - 19</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Storm drain stenciling	<u>1 - 9</u>	<u>20 - 49</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Clean-up events	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

Select all applicable participants targeted for this topic .

- Agricultural
 Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Restaurants
 Other:

c. Brief Public Involvement and Participation program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

See 2018 Activity Summary Report

Form 3400-224 (09/17)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? Unsure
- d. How many illicit discharge complaints did the municipality receive? Unsure
- e. From the complaint received, how many were confirmed illicit discharges? Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year? Unsure
- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.
- Verbal Warning
 Written Warning (including email)
 Notice of Violation
 Civil Penalty/ Citation

No Enforcement Action Taken

Additional Information: _____

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

The Village of North Prairie adopted Waukesha County's Illicit Discharge ordinance. The Village also has continued implementing the illicit discharge and spill response procedure.

Form 3400-224 (09/17)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

a. How many total construction sites were active at any point in the reporting year? Unsure

b. How many construction sites did the municipality issue permits for in the reporting year? Unsure

c. Do the above numbers include sites <1 acre? Yes No Unsure

d. How many erosion control inspections did the municipality complete in the reporting year? Unsure

e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure

Verbal Warning

Written Warning (including email)

Notice of Violation

Civil Penalty/ Citation

Stop Work Order

Forfeiture of Deposit

No Authority

Other - Describe below

- f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

The Village has adopted Waukesha County's construction site erosion control ordinance by reference at their April 9, 2009 meeting. See attached county inspection summary.

Form 3400-224 (09/17)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new construction sites with new structural storm water management practices* have received local approvals? Unsure

*Structural practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state (such as ponds, swales, infiltration basins, permeable pavement, catch basin sumps, etc.)

- b. How many privately owned storm water facility inspections were completed in the reporting year? Unsure

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Unsure
Check all that apply and enter the number of each used in the reporting year.

<input type="checkbox"/> Verbal Warning	<input type="text" value="0"/>
<input type="checkbox"/> Written Warning (including email)	<input type="text" value="0"/>
<input type="checkbox"/> Notice of Violation	<input type="text" value="0"/>
<input type="checkbox"/> Civil Penalty/ Citation	<input type="text" value="0"/>
<input type="checkbox"/> Forfeiture of Deposit	<input type="text" value="0"/>
<input type="checkbox"/> Complete Maintenance	<input type="text" value="0"/>
<input type="checkbox"/> Bill Responsible Party	<input type="text" value="0"/>
<input checked="" type="checkbox"/> No Authority	<input type="text" value="0"/>
<input type="checkbox"/> Other - Describe below	<input type="text" value="0"/>

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

The Village has adopted Waukesha County's post-construction storm water management ordinance by reference at their April 9, 2009 meeting. See attached BMP inspection forms.

Form 3400-224 (09/17)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities? Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year? Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year? Unsure

d. What elements are looked at during inspections (200 character limit)?

Sediment/trash/debris/floatables, inlet/outlet pipes, shoreline, vegetation.

e. How many of these facilities required maintenance? Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) Not Applicable

f. How many inspections of municipal properties been conducted in the reporting year? Unsure

g. Have amendments to the SWPPPs been made? Yes No Unsure

h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* Not Applicable

i. Did the municipality conduct street sweeping/cleaning during the reporting year?

Yes No Unsure

j. If known, how many tons of material was removed? Unsure

k. Does the municipality have a low hazard exemption for this material? Yes No

l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

Yes

No - Explain _____

Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

m. Did the municipality conduct catch basin sump cleaning during the reporting year?

Yes No Unsure

n. How many catch basin sumps were cleaned in the reporting year? Unsure

o. If known, how many tons of material was collected? Unsure

p. Does the municipality have a low hazard exemption for this material? Yes No

q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

Yes

No - Explain _____

Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? Unsure

x. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	<input type="text" value="0"/>	<input type="text" value="33"/>	<input type="text" value="14"/>	<input type="text" value="36"/>	<input type="text" value="121"/>	<input type="text" value="17"/>
Sand	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="7"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
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y. Was salt applying machinery calibrated in the reporting year? Yes No Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

If yes, describe what training was provided (200 character limit):

When: How many attended:

Internal (Staff) Education & Communication

aa. Has training or education on SWPPPs for municipal facilities been held for municipal or other personnel? Yes No Unsure

If yes, describe what training was provided (200 character limit):

When: How many attended:

ab. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response 200 character limit, attach supplemental information on the attachments page.

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year? Yes No Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

- b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
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Element: Public Education and Outreach

1353	1353	1353	<u>General revenue fund</u>
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Element: Public Involvement and Participation

100	100	100	<u>General revenue fund</u>
-----	-----	-----	-----------------------------

Element: Illicit Discharge Detection and Elimination

232	232	232	<u>General revenue fund</u>
-----	-----	-----	-----------------------------

Element: Construction Site Pollutant Control

0	0	0	<u>Other</u>
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Element: Post-Construction Storm Water Management

464	464	464	<u>General revenue fund</u>
-----	-----	-----	-----------------------------

Element: Pollution Prevention

0	0	0	<u>Other</u>
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Element: Storm Water Quality Management

4676	4500	4500	<u>General revenue fund</u>
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Element: Storm Sewer System Map

0	0	0	<u>Other</u>
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Other (describe)

Municipal General Fee		
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500	0	0	<u>Permit fee and/or deposit/escrow</u>
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Please provide a justification for a "0" entered in the Fiscal Analysis

Waukesha County conducts construction site inspections.

There are no plan to update the storm sewer system map.

Pollution prevention related workshops were sponsored by Waukesha County.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

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

*Required Item

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

Attach Documents

AR EOFIN

 File Attachment

[2018InformationandActivitySummaryReport.pdf](#)

AR CSPCFIN

 File Attachment

[NorthPrairieCountyInspection2018Summary.pdf](#)

(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under North Prairie, Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

Signed by : i:0#.f|wamsmembership|rbagley on 2019-03-28T13:53:17

I accept the above terms and conditions.

You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.