

# 2018 National Storm Water Roundtable

## Atlanta, Georgia

### Wisconsin's ePermitting System

#### Electronic Permitting Systems – How Can They Be Helpful

An overview of Wisconsin's ePermitting system for permitted MS4s and construction NOIs, key features, and challenges.

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**Storm Water Specialist**  
**Wisconsin DNR**



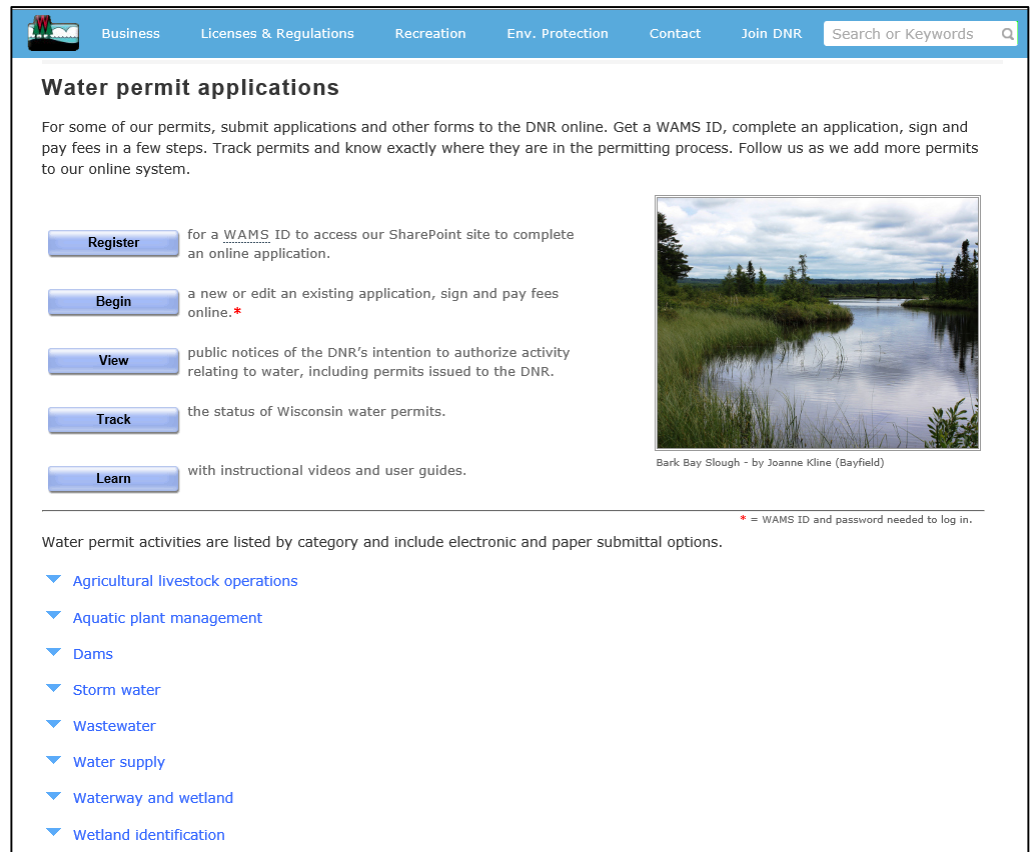
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# Overview

## Water Permit Portal Page

<http://dnr.wi.gov/permits/water/>

- Microsoft SharePoint
  - Web-based program
  - Internet connect
- Cross Program
- Storm water
  - Construction NOIs
  - MS4 Annual Reports
  - MS4 Permit Other Compliance Documents



The screenshot shows the 'Water permit applications' page on the Wisconsin DNR website. The page has a blue header with navigation links: Business, Licenses & Regulations, Recreation, Env. Protection, Contact, and Join DNR. A search bar is located in the top right corner. The main content area is titled 'Water permit applications' and includes a paragraph explaining the online application process. Below this are five blue buttons with corresponding text: 'Register' (for a WAMS ID), 'Begin' (to start or edit an application), 'View' (for public notices), 'Track' (for permit status), and 'Learn' (for instructional videos). To the right of these buttons is a photograph of a slough with a caption: 'Bark Bay Slough - by Joanne Kline (Bayfield)'. At the bottom of the page, there is a note: '\* = WAMS ID and password needed to log in.' and a list of water permit activities with expandable arrows: Agricultural livestock operations, Aquatic plant management, Dams, Storm water, Wastewater, Water supply, Waterway and wetland, and Wetland identification.

Business Licenses & Regulations Recreation Env. Protection Contact Join DNR Search or Keywords

### Water permit applications

For some of our permits, submit applications and other forms to the DNR online. Get a WAMS ID, complete an application, sign and pay fees in a few steps. Track permits and know exactly where they are in the permitting process. Follow us as we add more permits to our online system.


**Register** for a WAMS ID to access our SharePoint site to complete an online application.

**Begin** a new or edit an existing application, sign and pay fees online.\*

**View** public notices of the DNR's intention to authorize activity relating to water, including permits issued to the DNR.

**Track** the status of Wisconsin water permits.

**Learn** with instructional videos and user guides.



Bark Bay Slough - by Joanne Kline (Bayfield)

\* = WAMS ID and password needed to log in.

Water permit activities are listed by category and include electronic and paper submittal options.

- ▼ Agricultural livestock operations
- ▼ Aquatic plant management
- ▼ Dams
- ▼ Storm water
- ▼ Wastewater
- ▼ Water supply
- ▼ Waterway and wetland
- ▼ Wetland identification



# Why ePermitting?

- USEPA eReporting
- Customer demand
- Staff demand
  - Greater efficiency and transparency
  - Standardized and improved information

Fillable PDF  
form



Submit form  
via mail



Form ends  
up in  
mystery  
office



Stored in  
hard copy  
folder

Paper Process

Online form



Immediate  
notification  
to staff



Electronic  
workflow



Stored in  
database

Online Process



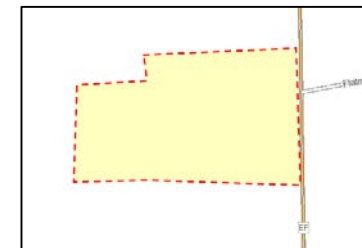
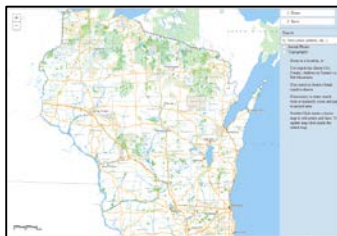
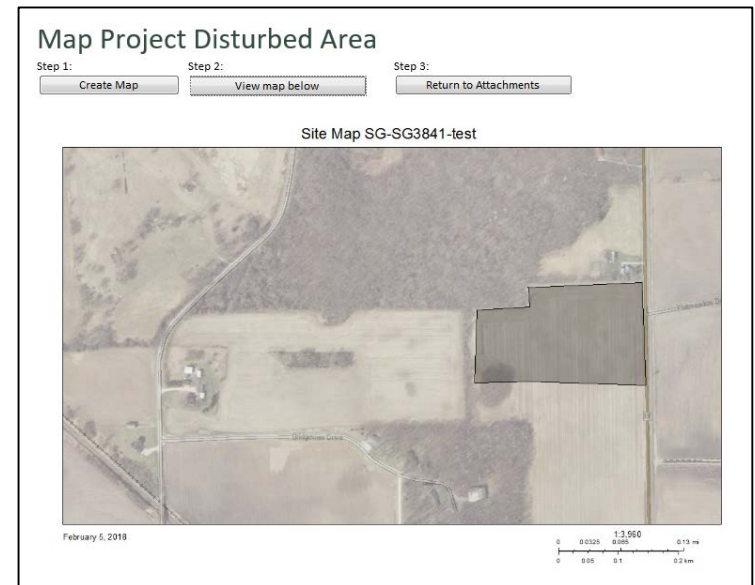
# WDNR ePermitting System Features

- Prepopulating fields
- Required fields
- Drop down menus
- Secure signature process
- Populates permit database



# Construction NOI Mapping Features

- Populates
  - Locational data
  - Disturbed area
  - Application fee
- Resource screening
  - Waterway/wetlands
  - Archaeological/cultural
  - Endangered resources





# Construction NOI Findings

- Required Construction NOI Sept. 2015
  - 11 paper application requests since 2015!
- Turn around time
  - 33 days to 17 days!
- More complete applications!



# MS4 eReporting Features

## 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:	<input type="text"/>	▼
Project Name:	<input type="text"/>	*
County:	<input type="text"/>	* ▼
Municipality:	<input type="text"/>	* ▼
Facility Number:	<input type="text"/>	
Reporting Year:	Select...	* ▼

You must complete all fields to begin an application.

Complete all fields and Press to Continue

### Annual Report

Home	Contacts	Measures	Evaluation	Improvement	Attachments	Submit
Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7

### Other Permit Compliance Docs

Home	Contacts	Attachments	Submit
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# MS4 eReporting Features

Minimum Control Measures- Section 1 : Has Missing Items			
1. Public Education and Outreach			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<b>Topic:</b> Detection and elimination of illicit discharges			
Select... *	Select... ▼	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Add activity			
<b>Topic:</b> Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Select... *	Select... ▼	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Add activity			





# MS4 eReporting Features

## Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)



# Challenges and Limitations

- Applicant
  - Signature process
  - Attachments
  - Computer illiteracy
- System
  - No data reporting capabilities
  - Technical issues



# Questions?



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[dnr.wi.gov](http://dnr.wi.gov)

# Signature Process

Home	Contacts	Attachments	Submit
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**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 Madison City 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 3500-123 ) 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.

I accept the above terms and conditions.

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.

Authorized Signature.  
 I accept the above terms and conditions.

Signed by : i:0#.w|dnr\limbesc on 2017-12-04T14:38:50

# Signature Process

To: Current Item:Created By;DNREPERMIT@wisconsin.gov

CC:

Subject: ACTION REQUIRED: Complete your Wisconsin DNR Electronic Signature

Segoe UI 3 B I U Automatic

**NOTE:** If you suspect someone has submitted this item without your consent, please notify the Wisconsin Department of Natural Resources through the [Ask for Help](#) link on the [Welcome Page](#).

Your item is **not submitted** until you finalize your signature. Please review your application and finalize your signature **within 72 hours** to submit your application to the DNR.

**Your one-time signature code:** [%Variable: Hash Code%]

**Review your application again:** [Printable PDF copy of submittal](#)

**To finalize or cancel the signature process:** [Click to finalize signature](#)

**NOTE:** Choosing "cancel" in step 3 will terminate the signature and submission process. If you cancel the process or have an expired signature code, return to the [Welcome Page](#) and follow the instructions.

## Signature Confirmation

This is the last step in the signature process.

You have one attempt (within 72 hours) to complete the signature process.

Your one-time confirmation code:

**H8eIpUt93IDktGJ1FATrBlyLLh4=**

Press **Confirm Signature** to complete the signature process. NOTE: Your application will not be sent until you confirm your signature with the button below.

Confirm Signature

Close