



## WETLAND DELINEATION INFORMATION PLANNING SERVICES - COMMUNITY DEVELOPMENT

If there is reason to believe that there may be wetlands on your property, the exact location of the wetlands must be delineated (marked) by a qualified wetland professional. If there were wetlands identified on your property more than five (5) years ago, a re-delineation will be required. Wetlands delineations are only valid for a five (5) year time period. Also, if changes have occurred on site since the last delineation, staff can require a re-delineation if there is reason to believe that the conditions have changed. There are a few ways to have wetlands delineated on your property as follows:

1. A qualified wetland professional can be hired by a property owner to delineate the wetlands on a property. Any costs for said delineation are the responsibility of the property owner/agent. As soon as the wetlands are marked, the property owner/agent must contact a land surveyor and have them come out and survey the exact location of the wetland markings on the property. This wetland professional will also prepare a report based upon their findings. The wetland professional must then submit their findings to the DNR for a Wetland Confirmation. This verifies the wetland delineation. The DNR charges \$300 per 20 acres of land for this required review service. A response will be provided from the DNR within 60 days. The City just then needs a copy of the wetland report, the property survey, and a copy of the DNR's Wetland Confirmation/Concurrence in order to proceed.
2. A DNR assured wetland professional can be hired by a property owner to delineate the wetlands on a property. Any costs for said delineation are the responsibility of the property owner/agent. A listing of DNR assured wetland professionals is available through the DNR's website and through the City of Muskego. As soon as the wetlands are marked, the property owner/agent must contact a surveyor and have them come out and survey the exact location of the wetland markings. This wetland professional will also prepare a report based upon their findings. Since the DNR has already assured these professionals, no additional DNR concurrence is required. Once the wetlands are provided to the City on a property survey, along with the delineation report, then the project can proceed. This process can help the project proceed more quickly since separate DNR concurrence is not required.
3. SEWRPC (Southeastern Wisconsin Regional Planning Commission) can delineate the wetlands on the property for no charge. SEWRPC wetland delineations do not require DNR concurrence/confirmation. If this option is going to be selected, there are some guidelines that apply as follows:
  - The City of Muskego must make this request on an owners/agents behalf. Any request to field locate your wetlands must be made in writing by the current property owner or authorized agent, to the City of Muskego Community Development Department Planning Services Division. The Planning Division will immediately make the application on your behalf to SEWRPC. Please be aware that the City will not request this work without the property owner's expressed written approval. The request form on the following page needs to be completed in order for the City to make said request. The request form must be completely filled out.
  - SEWRPC conducts this free service on a first-come first-served basis. There is a great demand for their limited resources. **Please be advised that it is not uncommon to wait four to six months to receive this free service!** A prompt request and a fully completed application on your part will help assure minimum delays.
  - When SEWRPC notifies you that they will be on site to field-mark your wetlands, you must arrange to have your surveyor follow up and place the exact boundaries on your survey.
  - If the site was previous delineated, there may be additional information that is needed to process your request.

**Remember that no matter who delineates your wetlands, it is extremely important to have the wetland delineation surveyed immediately after the markings are made to limit the chance of incorrect documentation.**

Depending on the type and scope of the project proposed, there are regulations that apply relating to what can occur within and/or surrounding the delineated wetland areas. For any work or projects within a wetland area, please contact the DNR regarding the applicable regulations and required permits. For work surrounding/near a wetland there are two main categories of regulations based upon the amount of land disturbance that will be occurring. The two categories are: land disturbances under one (1) acre and land disturbances one (1) acre or more. Land disturbances under one (1) acre fall under City Zoning Code regulations and disturbances one (1) acre or more fall under DNR and City regulations. One of the main regulations for projects near wetlands is a wetland protection offset. The purpose of this protection offset is to preserve the wetland areas themselves and the environmentally sensitive areas immediately around the wetland areas. Details of the two different regulations are as follows:

**Less than One (1) Acre of Land Disturbance:**

As noted above, if a site contains less than one (1) acre of land disturbance, then the City wetland protection offsets apply. The city's requirements state that a 15 foot Wetland Protection Offset is applicable surrounding all delineated wetland areas. The regulations within this City protection offset are as follows:

No building or structure shall hereafter be erected, structurally altered, or relocated within the Wetland Protection Offsets. This includes, but is not limited to, any building (including sheds and accessory structures), deck, pool, any hard surface (asphalt, concrete, pavers, gravel, etc.), or any other feature deemed a structure or building by Community Development Director or his/her designee. Landscape features (including, but not limited to fences, retaining walls, planting beds, plantings, etc.) are allowed within the Wetland Protection Offset area as long as they do not cross into and/or impact the wetlands. Grading, excavation, and filling are allowed within the Wetland Protection areas as long as they do not cross into and/or impact the wetlands. Per the discretion of the Community Development Director or his/her designee, the only exceptions to these requirements shall be work associated with approved DNR wetland disturbance activities (examples: wetland board walks and wetland crossings).

**One (1) Acre or More of Land Disturbance:**

As noted above, if a site contains one (1) acre of land disturbance or more, then the DNR mandated requirements would apply, in addition to the City wetland protection offsets. The DNR requirements vary based upon the quality of the wetlands on the property. Different wetland complexes can have different wetland offsets. Please contact the DNR for any DNR regulations relating to offset distances and offset restrictions.

*This handout should only be used as a reference regarding some of the basic wetland processes and regulations. For more details on any of the information listed within this handout, please reference the City of Muskego Zoning Code (Chapter 17 of the Municipal Code), contact City of Muskego Planning Division staff, and/or contact the DNR.*

If you have any questions regarding the process to have your wetlands delineated, please do not hesitate to contact the Planning Services Division of the Community Development Department at (262) 679-4136.



# WETLAND DELINEATION REQUEST - SEWRPC PLANNING SERVICES - COMMUNITY DEVELOPMENT

**Property Owner/Applicant** (Please Print or Type)

Date:

Name:

Business Name:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Mobile Number:

E-mail Address:

**Please fill out the information below regarding the requested SEWRPC Wetland Delineation.**

Address of Request:

Tax Key Number(s):

Survey Company:

Survey Co. Phone Number:

Notes:

If this form has been filled out electronically, please click on the "Print Application" button on the top of this page or to the right of this text.

Once the application is printed/filled out it can be submitted to the Planning Services Division along with any applicable information required for your submittal. Please see the attached sheet to ensure that the proper supporting documents are submitted along with this completed form.

By completing and submitting this form to the City of Muskego you are authorizing the City to make a wetland delineation request on your behalf through SEWRPC.

\_\_\_\_\_  
Signature of the Property Owner:

\_\_\_\_\_  
Signature of the Applicant (working as "Agent" for the owner):

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: