



## Wetland Staking Alternatives

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### **ALTERNATIVE 1**

#### **Wisconsin Department of Natural Resources (WI DNR) Assured Biologist**

The WI DNR offers a program for wetland consultants to have WI DNR assess their accuracy in determining wetland boundaries. Individuals are assured for purposes of State of Wisconsin permits and State-mandated local programs.

By using an Assured Biologist, written concurrence from WI DNR is not needed and wetland delineation issues are unlikely to cause delays in State permit decisions for sites which the Assured Biologist is the lead field delineator and report author. Using this method allows for early planning and the permit application process to proceed more quickly. This approval however, may not satisfy wetland requirements for the US Army Corp of Engineers (ACOE) for any required permits necessary from the ACOE.

A list of WI DNR Assured Biologists can be found on the WI DNR Website (this list is updated as WI DNR approves biologists).

The property owner/agent contracts with a WI DNR Assured Biologist to complete a site investigation, staking the location of the wetlands and to prepare a wetland report, referred to as a wetland staking. Upon completion of the wetland staking the following shall be submitted to the Village:

- ✓ Letter from WI DNR verifying the biologist is a WI DNR Assured Biologist.
- ✓ Wetland Report prepared by the Biologist.
- ✓ A Plat of Survey prepared by a Wisconsin Professional Surveyor that includes at a minimum: the property boundaries and location of any structures on the property; location and legal description of the field delineated wetlands; a note indicating the name of the biologist that completed the wetland staking and the date(s) the wetlands were staked; clear notations as to which areas are wetlands and which areas are uplands; and the square footage or acreage of each.
- ✓ A complete application and application fee to amend the Village Comprehensive Land Use Map and the Village Zoning Map pursuant to Village requirements for said amendments.

### **ALTERNATIVE 2**

#### **Non WI DNR Assured Biologist**

The property owner/agent for the property owner contracts with a biologist to complete a site investigation, wetland report and stake the location of the wetlands on the property, referred to as a wetland staking. Upon completion of the wetland staking and written approval from the WI DNR, the following shall be submitted to the Village:

- ✓ Letter from WI DNR approving the wetland staking.
- ✓ Wetland Report prepared by the Biologist.
- ✓ A Plat of Survey prepared by a Wisconsin Professional Surveyor that includes at a minimum: the property boundaries and location of any structures on the property; location and legal description of the field delineated wetlands; a note indicating the name of the biologist that completed the wetland staking and the date(s) the wetlands were staked; clear notations as to which areas are wetlands and which areas are uplands; and the square footage or acreage of each.
- ✓ A complete application and application fee to amend the Village Comprehensive Land Use Map and the Village Zoning Map pursuant to Village requirements for said amendments

### **ALTERNATIVE 3**

#### **Southeastern Wisconsin Regional Plan Commission (SEWRPC) Staff Biologist**

The Village will coordinate with the SEWRPC to conduct a site investigation, stake the location of the wetlands on the property and prepare a wetland report pursuant to the following procedure:

- ✓ The applicant shall submit this application with the required application fee and Pre-Development Agreement.
- ✓ The applicant shall have the property boundaries clearly delineated and staked on the site by a Wisconsin Professional Land Surveyor so that the field biologist can clearly identify the site boundaries.
- ✓ The Village Community Development Department staff will forward a written request to SEWRPC to schedule the services of their field biologist.
- ✓ A representative from SEWRPC will contact the Village staff with the date and time of the field staking appointment. **The staking appointment may be scheduled more than 90 days after the receipt of a completed application by the Village.** The Community Development Department or SEWRPC will notify the applicant and the Wisconsin Professional Land Surveyor of the appointment date and approximate time.
- ✓ The SEWRPC field biologist will stake the wetlands by flagging the limits of the wetlands on the property.
- ✓ The applicant shall contact the Wisconsin Professional Land Surveyor to prepare a plat of survey of the wetlands within 5 days from the date of the biologist's field staking. The applicant shall submit the plat of survey to the Community Development Department within 30 days from the date of the biologist's staking.
- ✓ The plat of survey shall include, at a minimum, the following:
  - 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, 2020";
  - clear notations as to which areas are wetlands and which areas are uplands; and the square footage or acreage of each wetland area.
- ✓ If the plat of survey is not completed and received by the Community Development Department within the required 30 days from the date of the field staking, the Village will, after providing notice, have the plat of survey completed and all associated costs will be invoiced to the property owner.
- ✓ Upon Village receipt of the plat of survey, the Village will forward a copy of the plat of survey to the SEWRPC for final review and written approval.
- ✓ Within 30 days of receipt of the written approval of the Plat of Survey from SEWRPC, the Village will initiate an application to amend the Village Comprehensive Land Use Map and the Village Zoning Map to reflect the field delineated wetlands. All associated costs will be invoiced to the property owner pursuant to the pre-development agreement.