

**PARTS 323 AND 353 APPLICATION
ADMINISTRATIVE COMPLETENESS
REVIEW CHECKLIST**

Processor:
Project Name:
Submission No.:
Review Date:
Application Rec'd Date:

Purpose: The information requested in Sections I, II, and III are required to determine administrative completeness. The department must provide notification of deficiencies in new applications within 30 days of receipt. Additional information may be required to make a permit decision.

Directions: Compare each item in this list with the corresponding section of the submitted application. For each item, indicate Yes (Y), No (N), or Not Applicable (NA).

Yes, No, or NA	Application Section	Regulatory Citation	SECTION I – AUTHORITY
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3	324.32312(1)	Part 323 (Shorelands Protection and Management): Is the project in a designated high risk erosion area (HREA) or environmental area?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3	324.35304(1)	Part 353 (Sand Dunes Protection and Management): Is the project in a designated critical dune area?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3	Part 31: 324.3104(4) Part 301: 324.30102 Part 303: 324.30304 Part 307: 324.30718, 324.30722 Part 315: 324.315(6) Part 325: 324.32512 Part 326: 324.32603(1)	Is the project also regulated by Part 31 (Flood Plain Authority), Part 301 (Inland Lakes and Streams), Part 303 (Wetlands Protection), Part 307 (Inland Lake Levels), Part 315 (Dam Safety), Part 325 (Great Lakes Submerged Lands), or Part 326 (Great Lakes Submerged Logs Recovery)? If yes, complete the appropriate review checklist. For Part 326, complete the proper application.
			SECTION II – GENERAL INFORMATION
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Appendix C	324.32312(1) 324.32312(2) 324.35309(1)	Is the application accompanied by the required application fee? Part 353 fees are in addition to all other fees.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1	324.35304(1)(b-d)	Is the project location with a legible location map provided? This is needed in order to review site and notify local unit of government.

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1*	R 281.22(7)(a), R 281.23(11)(a) Sec. 35319 (j)	Part 323 and Part 353: Was the legal description of lands included in the project provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1	See Section 1 of application	Is a Property Tax Identification Number provided? This information is used by the Water Resources Division to identify site and determine regulatory authority under the HREA section of Part 323. The Property Tax Identification Number is available on the property tax bill and from the county Equalization Office.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2	R 281.22(7)(d), R 281.23(11)(d)	Is the applicant, agent, and/or property owner name and contact information provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2	R 281.22 See Section 2 of application	Is the applicant the sole owner of the property? Proposed impacts may be on multiple properties.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2	See Section 2 of application	Have letter(s) of authorization been provided if the application was not signed by the property owner or the project impacts areas not owned by the applicant?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	9	R 281.22(7)(d), R 281.23(11)(d)	Has the applicant signed and dated the certification block?
			SECTION III – REGULATED ACTIVITY
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3	R 281.22(7)(b)	Part 323 HREA: Has a description of the proposed permanent structure been submitted?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3	R 281.23(11)(c)	Part 323 Environmental Area: Has a detailed description of the proposed project been provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20	R 281.22(7)(c)	Part 323 HREA: Was a sketch of the proposed site showing the location of the proposed structure in relation to property lines and prominent features provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General Directions	R 281.23(11)(b)	Part 323 Environmental Area: Has a drawing of the site with the proposed project clearly shown been submitted?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6, 20	324.35313(a)	Part 353: Has a permit or letter from the County Enforcing Agency certifying compliance with Part 91 (Soil Erosion and Sedimentation Control) been provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6, 20	324.353313(b)	Part 353: For applications proposing septic work, has a local health department approval for a septic system been provided?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6, 20	324.353313(c)	Part 353: Has the applicant provided assurances that the cutting and removing of trees and other vegetation will be performed according to forestry management guidelines?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20	324.35313(d)	Part 353: Has a site plan containing the data concerning the physical development of the site and extent of disruption of the site been submitted? Include the disposal location of excavated materials and how the disposal site will be accessed. (This may include plan views and cross sections with proper labeling, including the proposed depth of the disposed excavated material.)
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*Staff has identified a regulatory need for this information as part of the administrative review process and is reviewing the application to modify the pertinent section to ensure that it is requested.

Part 2. A table of information that may be needed to make a permit decision but does not have to be submitted initially to deem an application administratively complete. As each project is unique, the following list is not all inclusive.

Yes, No, or NA	Application Section	Regulatory Citation	Item
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20		Is the project staked or flagged? This will be necessary for staff to evaluate the area of impact in order to make a permit decision. If the project is not staked or flagged, a delay in application processing may result.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20	R 281.21(o) Sec. 35316(1)(i)	What is the year the current property boundaries were created?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20	324.35314(1)	Has the following information been submitted: lot size, width, density, front and side setbacks, storm water drainage, wind and water erosion control, restabilization?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		324.35304(4) 324.35311a 324.35311b 324.35316(1)(a)	Have sealed plans been submitted for impacts within 100 feet landward of the crest OR impacts to slopes that measure from 1-foot vertical rise in a 4-foot horizontal plane to less than 1-foot vertical rise in a 3-foot horizontal plane?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		324.35317	Has a Special Exception application been submitted? Does it identify the section of the model zoning plan, conditions of the land, health and human safety and applicable laws?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		324.35313 324.35319	Has an environmental assessment been submitted for special use projects?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20	324.35313 324.35320	Has an environmental impact statement been submitted for special use projects?