



## WISCONSIN PUBLIC SERVICE INSTRUCTIONS FOR 3<sup>RD</sup> PARTY LAND USE REQUESTS

3<sup>rd</sup> Party requests for certain activities on Wisconsin Public Service (WPS) owned property require the services of WPS to conduct a due diligence environmental review and approve the requested activity. To initiate the WPS review process, fill out the attached application, including the information and application fee detailed below.

- The following are 3<sup>rd</sup> party requests that require an application and onetime non-refundable fee for WPS’s services:

Shoreline Access Changes*	\$100
Non-danger Tree Cutting Requests	\$100
Shoreline Modifications (regrading)	\$250
Shoreline Stabilization (riprap, etc.)	\$250
Drafting New Licenses or Agreements	\$250
Drafting Amended Licenses or Agreements	\$250
Any Activity That Requires FERC Approval	\$500
Other	TBD

\*This would be for changes to NSA shoreline access after an initial view corridor application has been approved such as the installation of a stairway or boardwalk.

- Any contractor working on WPS property must have a minimum 2 million dollar general liability insurance policy listing WPS as being additionally insured with contractual liability. Applicants utilizing contractors must submit the necessary proof of insurance also citing the project name you have indicated in the application.
- Provide a set of detailed construction sketches showing the plan, configuration and access to the project area. The applicant is responsible for making sure the project conforms to local, state, and federal regulations.

Once the required items are received by WPS, an environmental due diligence review will be conducted. It is the responsibility of the applicant to obtain any permits required and to address any other environmental issues that WPS identifies during its due diligence review. An environmental consultant may need to be hired in order to address the concerns of WPS. Any local, state, or federal permits needed for your project will require WPS’s approval of the project so it is important to submit all required information.



Wisconsin Public Service Corporation

700 North Adams Street  
P.O. Box 19001  
Green Bay, WI 54307-9001

www.wisconsinpublicservice.com

## WISCONSIN PUBLIC SERVICE 3<sup>RD</sup> PARTY LAND USE REQUEST APPLICATION

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone or Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I'd prefer to be contacted via: (*circle one*) Phone or Email

ADDRESS OR LOCATION OF PROPERTY (if different than mailing address):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel Number or GPS: \_\_\_\_\_

- Boat Landing #3
- Boat Landing #6
- Johnson Falls
- Hydro Acres
- Other

Project Name: \_\_\_\_\_

Brief description of land use request: \_\_\_\_\_

Purpose and Need for the project: \_\_\_\_\_

Proposed Schedule of construction: Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Materials and Construction Method: \_\_\_\_\_

Plan to prevent and minimize erosion and offsite sedimentation: \_\_\_\_\_

Restoration Plan: \_\_\_\_\_

Feel free to use a separate page if your answers require more room.



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I certify that I have read and understood the instruction page; that I am responsible to obtain any permits required for the project before the project begins; that I will adhere to all local, state, and federal rules and regulations; and that I will abide by all WPS rules and policies.

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

NOTE: Before WPS will review the request, the application must be completely filled out, all additional information provided, and onetime non-refundable fee submitted.

Submit complete applications, including all plans, project information, non-refundable fee and proof of insurance to:

Wisconsin Public Service
ATTN: Real Estate
PO Box 19001
Green Bay, WI 54307-9001

Dawn Van Oudenhoven
Work: 920-433-5767
dawn.vanoudenhoven@wecenergygroup.com

For WPS Use Only Below This Line
Date Received: \_\_\_\_\_ Received :  Proof of Insurance
WPS Due Diligence \_\_\_\_\_  Fee
Review Completed: \_\_\_\_\_  Complete Application & Information
Notes: \_\_\_\_\_
 WPS Approved: \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_
 WPS Denied: \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_
Reasons for Denial: \_\_\_\_\_
Date Returned: \_\_\_\_\_