

Mashkiiziibii Natural Resources Department's

Project Review Process – Version 2.0: Starting a Preliminary Project Review

- 1) **Identify your proposed project and gather as much of the following information as you can:**
 - a) Map of the proposed project location showing not only parcel boundaries but site location within the parcel. (The more detailed you can be, the better.)
 - b) Parcel identification information, including parcel ID numbers (links below for online sources for this information), site address, and Township, Range, Section, and Quarter-Quarter Section information (if possible).
 - i) Ashland County Web Map: <https://ashlandcowi.wgxtreme.com/>
 - ii) Iron County Web Map: <https://maps.ags.ruekert-mielke.com/Html5Viewer/index.html?viewer=ironcounty>
 - c) Site drawing showing the proposed layout of your project and/or key features of the site. This drawing does not have to be done by a professional and can be quite simple, but ideally you should label things and provide as much information about measurements and dimensions as you can.
 - d) Proposed start and end dates of your project (as accurate you can get, but can still be an estimate).
 - e) Contact information for the primary contact, secondary contact, and possibly a consultant (if they are the ones filling out the application for you). You *must* be able to provide at least one email address for correspondence to be sent.
 - f) Brief project description that is as detailed as you can be on all the activities proposed at the site, including not only the main project (e.g., building a home) but all the incidental infrastructure that supports the project (e.g., removal of trees, grading, installation of utilities, septic and mound information, etc.).
 - g) Additional information about what you know about your site, including but not limited to, information related to wetlands and watercourses, archaeology, past land use, non-local beings (invasive species), and populations of threatened or endangered species.
- 2) **Use this link to be brought to the Preliminary Project Review (PPR) form online (or scan the QR code on this page):** <https://portal.laserfiche.com/d8299/forms/MNRDPreliminary-ProjectReview>
 - a) If you don't have access to the internet to do this, please call our Department for additional instruction at 715-682-7123.
- 3) **Fill out the Preliminary Project Review and hit the submit button.**
 - a) Please give yourself at least 15-30 minutes to fill out the form to ensure you have all the key information asked for provided. However, if you need to save the form and complete it later, that is an option as long as you provide your email address for a link to access the application again to be sent.

What To Expect After Submitting a Preliminary Project Review

Once you have submitted the application the system will give you the option of printing, emailing, or downloading the form you filled out for your records. However, you will also receive an email with a copy of the application after someone has reviewed your application for completeness and either (1) advances it for review, (2) returns it to you with requirements for additional information. Additional emails will be sent as the application goes through review if needed until you get the email letting you know the Preliminary Project Review (PPR) has been completed. The email letting you know that the PRP has been completed will provide a copy of all the comments submitted by Department staff on your project and identify any next steps that you must take before starting your project.

If you have any questions, please contact us at our offices at 715-682-7123 or email our Administrative Assistant Malita Smart at nrreceipt@badriver-nsn.gov. We will continue to make updates to our website as we publish resources related to this new process.

