Wetlands Impact Evaluation (WIE) Form Instructions

A Wetlands Impact Evaluation (WIE) form is required for all projects where wetland surveys have been conducted, including those with no impacts.

Please Note: An Internet Explorer 5.0 (or higher) browser is required to submit this form. Also, Javascript MUST BE ENABLED to avoid getting an error message. Once completed, it should be submitted to the District Office indicated on the form by clicking the "Submit Form" button at the bottom of the screen.

Using either the printer icon on the browser tool bar or the File/Print menu option, print a copy of the completed form. A master copy of the WIE form, along with 4 copies of the plan sheets showing the wetland boundary(ies) in relationship to the project, **must also be mailed to the appropriate District Office.**

Important Notes:

❑ *If your computer does not have Internet Explorer 5.0 browser, or if Javascript is not enabled, an error message will appear and data may be lost. In this case, mail a copy of the form and 4 copies of the plan sheets to the District Office, as indicated in the paragraph above.*

❑ *The Description fields (Items 3 and 4)are limited to 255 characters (approximately 2-1/2 lines of text); although WEB Form technology allows an unlimited amount of text to be entered in these fields. The WIE form cannot be submitted until the excess text is deleted. The Additional Information field may be used to expand on these text fields. (See #8 below.)*

❑ *The **TAB** should be used to move between fields and the **ENTER** key used to **Submit Form**. (If **ENTER** is used in error, answer **Cancel** to the prompt to Submit.)*

❑ *The original project sequence number is required to complete this form. If unknown, it may be obtained from the appropriate District Office. Addendum characters should not be included.*

❑ *As indicated by shading below, all fields on the WIE form are mandatory except the following: #1-Type (if the project has no wetland impacts) and #8 (Additional Information).*

Wetlands Impact Evaluation (WIE) Form

Submittal Date	Date the Web form is electronically submitted.
District	The Lead District number should be entered if more than one district involved.
Requesting Agency	DOH, Local, or Other (If "Local", describe in text field [i.e., Township or Municipality name, Road District, etc.]) (If "Other", describe in text field [i.e., CREATE projects should be listed as BRR (Bureau of Railroads)]).
Sequence No.	The Sequence No. generated by PMA when the request was originally submitted. *If unknown, contact appropriate District Office to obtain. (Note: Addendum characters should not be included.)*
1. Does the project have wetland impacts?	Choose Yes or No.
Type	If yes to above, choose type of impact: Permanent, Temporary, Both.
2. Identify each wetland site being affected and acreage from each expected to be converted to other use(s).	For each wetland site, enter the information for the **Wetland Impacts and Mitigation Required** table below. To enter information for each site, click the Add Site button and enter information for each field. To add another site, click the Add Site button.
Wetland Impacts and Mitigation Required (Table)	Enter information for the following fields:
Site No.	Enter alpha or numeric character.
Type	Choose from the following wetland types: Bog, Ditch, Farmed, Fen, Flatwoods, Forested, Gravel Bar, Marsh,

	Open Water, Pond, Sedge Meadow, Seep, Swamp, Wet Mead, Wet Shrub.
T&E	Choose Yes or No.
Nature Preserve	Choose Yes or No.
Natural Area	Choose Yes or No.
Essential Habitat	Choose Yes or No.
Size (acres)	Enter size (acres) of wetland site.
Acres of Impact	Enter size (acres) of wetland impact.
Basin	Enter Basin Code (8-digit Hydrologic Unit Code; Hydrologic Unit Map, State of Illinois).
Quadrangle	Enter Quadrangle name from U.S. Geological Survey topographic map.
FQI	Enter Floristic Quality Index (FQI) value from wetland delineation.
Describe the work	Choose from the following: Fill, Excavation, Drainage, Vegetation Removal, Other. **Note:** In cases where there is more than one type of work (i.e., Fill <u>and</u> Vegetation Removal), choose the work with the greatest amount. Describe the other type(s) of work in the Additional Information field. (See #8 below.)
3. Briefly describe the measures considered to avoid and minimize adverse impacts to the wetland(s).	Enter concise statement. 255 characters allowed (approximately 2-1/2 lines). This description may be further explained in the Additional Information field. (See #8 below.)
4. Summarize briefly why there are no practicable alternatives to the use of the wetland(s).	Enter concise statement. 255 characters allowed (approximately 2-1/2 lines). This summary may be further explained in the Additional Information field. (See #8 below.)
5. Mitigation Site	Choose from the following: At Site of Impact (on-site), Within Project Limits (on-site), Off-Site, Wetland Bank Site, Accumulation, Don't Know.
6. Mitigation Basin	Choose from the following: In Basin, Out of Basin, Don't Know.
7. Local Contact Person	Enter name of contact person.
Telephone #	Enter telephone number.
Ext.	Enter telephone extension number, if applicable.
Title	Enter job title.
Company	Name of company.
E-mail	Enter e-mail address.
8. Additional Information	Use to expand on the descriptions for Items 2, 3 & 4; include project notes; or supply information previously contained in a transmittal memorandum. This field has a 1,000 character limit (approximately 14 lines). The author should be identified in the **Memo By:** field.
9. Prepared By	Enter name of preparer.