



Camp and Center Lake Rehabilitation District  
PO Box 12, Camp Lake WI 53109

Email: [treasurer@cclrd.org](mailto:treasurer@cclrd.org) Web: [www.cclrd.org](http://www.cclrd.org)

## SHORELINE RESTORATION PROGRAM APPLICATION FORM

### PROJECT INFORMATION

#### Project Description:

Please include pictures of total shoreline project from land and water side (overall view) and length of shoreline project in feet.

Has shoreline restoration ever been done to this shoreline as far as you are aware of, or does it appear to be?  Yes  No

### PARCEL INFORMATION or PIN: {Include all parcel(s) information. Attach additional sheets, if necessary.}

Project Address: \_\_\_\_\_

Parcel/PIN Number: \_\_\_\_\_

### PROPERTY OWNER or OWNER's AUTHORIZED AGENT (if applicable) INFORMATION

Name		Email			
Address		Town/ Village		Zip code	
Home Phone		Cell Phone			

I am the property owner or authorized agent of the property owner. I certify that to the best of my knowledge, the information submitted in support of this application is true and correct. I certify that I will comply with all applicable Village of Salem Lakes regulations and WDNR rules pertaining to the work requested above. I understand that the request and issuance of a permit from the WDNR will be done by the CCLRD Shoreline Program contractor. The CCLRD Shoreline Program contractor will draw up concept drawings and details when applying for the WDNR permit and this work is part of the quote received from said contractor. This does not remove the owner's responsibility for compliance with state or federal laws regulating construction or environmental laws.

The shoreline restoration 50/50 cost share program has a dollar cap of \$5,000 per property owner or 50% of the total project cost, whichever is less, and depending on the total number of applicants for any given year.

Signature of **PROPERTY OWNER**

Signature of **AUTHORIZED AGENT**  
(if applicable)

Date

Application received on		Funds reimbursement check #	
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## SHORELINE RESTORATION PROGRAM PROCESS FLOW

1. Property owner contacts CCLRD through website email or filling out an application form, located here on the CCLRD website (<https://cclrd.org/bylaws-and-documents>).
2. The shoreline restoration program manager reviews the application to ensure all appropriate details are captured, and reviews the application with CCLRD board if needed for clarification. Program manager logs application if approved.
3. CCLRD contacts owner to inform one of the following: either the application is approved, denied, or if more information is needed.
4. CCLRD contacts approved contractor for shoreline restoration and sends the approved application to contractor.
5. Approved contractor contacts property owner for any additional information/pictures as needed. Contractor schedules an in-person quote day/time with property owner if needed.
6. Contractor sends property owner & CCLRD a quote for the work to be done.
7. If property owner wants to move ahead with the project, property owner must sign contractor quote form signifying acceptance of quote and send a paper copy of the signed form along with a deposit check to the contractor.
8. Property owner sends an electronic copy of signed quote form to CCLRD via email.
9. The shoreline restoration program manager works with contractor to determine possible installation dates, weather and location dependent, and informs property owner of possible dates.
10. Once project is scheduled, 50% of the remaining quote balance is due to contractor from property owner via check, usually 3-5 days prior to the work starting. The contractor must receive the 50% downpayment check prior to any work commencing.
11. As the scheduled date nears, the shoreline restoration program manager works with contractor and property owner to determine best date for project.
12. Shoreline restoration work is completed via lake barges. No intrusion on owner's property is needed. Please note that many projects can be completed without the property owner being present. Contractor will be able to determine if property owner needs to be present prior to scheduled work date.
13. Contractor will send the property owner an invoice for the remaining balance, and property owner will send contractor a check per the invoice to contractor.
14. Property owner sends CCLRD a copy of the cashed checks for proof of reimbursement along with a copy of the final invoice.
15. CCLRD sends reimbursement check to property owner. The reimbursement amount will be pre-determined based on the number of approved program applicants for any given year, but will be the lesser of 50% of the total or \$5,000.