

 **RICE CREEK WATERSHED DISTRICT**
4325 PHEASANT RIDGE DRIVE, SUITE 611
BLAINE, MINNESOTA 55449-4541
PHONE (763) 398-3070/ FAX (763) 398-3088

(FOR OFFICE USE ONLY)
PERMIT APPLICATION NO.: _____
REC'D OFFICE REC'D ENGR: _____
NOTICE SENT: _____ AGENDA: _____
PERMIT FEE: \$ _____

CC: City
District Engineer
District Inspector
RCWD

PERMIT APPLICATION

TO BE COMPLETED BY APPLICANT (Private Land Owner or Contractor for Public Projects)
(Please Print)

Owner: _____ Daytime Phone: _____
Address: _____ Fax: _____
City/State/Zip: _____ Cell Phone: _____
e-mail: _____

Permit Application for Approval of:
(Please check all that apply)

- Land Development Plan
- Final Site Drainage Plan
- Streets and Utilities Plan
- Bridge and/or Culvert Plan
- Wetland Alteration Plan
- Shoreland Alteration Plan
- Public/Private Drainage System Plan
- Other (explain in remarks)

Anticipated Project Start Date:

Design Engineer Contact:

Name: _____
Address: _____
Phone: _____
Fax: _____
e-mail: _____

Erosion Control/Grading Contact (for our Inspector):

Name: _____
Address: _____
Phone: _____
Fax: _____
e-mail: _____

Remarks: _____

Project Name: _____
Project Purpose: _____
Project Location: _____
City or Township: _____ **County:** _____
_____ ¼ of Section: _____ **Township N:** _____ **Range W:** _____

If approved, the permit will be valid for 18 months and may be extended at no charge if requested. Call (763) 398-3070 for assistance in completing this form. Please attach 3 copies of drawings, plans and other data as outlined in "Rice Creek Watershed District Permit Information Brochure (PIB)," available upon request. Mail or deliver this form along with the appropriate fee according to schedule on Page 4 of the PIB, and THREE sets of appropriate exhibits including a street location map to the above address. Applying for this permit from RCWD does not preclude your applying for any necessary permits that may be required from OTHER governmental agencies.

SUBMITTAL REQUIREMENTS

Complete applications must be submitted twenty (20) calendar days prior to the regular Board of Managers meeting, the fourth Wednesday of each month. Applicants must submit all of the following items:

1. 3 copies of drawings, plans and other data as outlined in "Rice Creek Watershed District Permit Information Brochure (PIB)" including a street location map showing project location.
2. The application fee according to the schedule on Page 4 of the Permit Information Brochure (PIB).

After receipt of a complete permit application:

1. The District Engineer will review and generate a report with recommended Board action. This report will be faxed or mailed to the applicant and design engineer approximately 5 days prior to the Board of Managers meeting.
2. A performance surety will be required in an amount determined by the District Engineer based on the scope of the project.

WETLAND CONSERVATION ACT (WCA) COMPLIANCE

If the project involves wetland impact, replacement or banking regulated by WCA, seven copies of the Basic Application for "Minnesota Local/State/Federal Application Forms for Water/Wetland Projects" and all supporting documents must be submitted to the District. The District will distribute this application along with a Notice to the local Soil & Water Conservation District, both State and Metro DNR, and BWSR. The first comment period is 30 days, which will be indicated on the Engineers report. After the comment period has ended, a Notice of Decision will be issued to the Applicant.

LEGAL DOCUMENTS

Any required legal documents (i.e., easement, pond agreement, wetland covenant documents, etc.) are to be recorded at the County Recorder/Registrar **by the Applicant**. The District has an example template and guidelines for legal document(s) that can be distributed via email or fax upon Applicant's request. Review and approval of the document(s) by the District Engineer and Attorney is required before recording. The District requires proof of receipt of those documents by the County Recorder/Registrar before permit will be issued.

PERMIT CLOSEOUT

When all items have been satisfactorily completed, this permit will be issued. A copy will be faxed to the applicable city.

The permit will be valid for 18 months and may be extended in accordance with District Rules.

If changes are made to the permitted plans for this project, changes must be submitted to the District (in triplicate) for review. If approved, an amended permit will be issued.

When the project is complete, please call the District office or complete the attached certificate of completion to request final inspection. If the District Inspector approves the project completion as planned and permitted, your surety will be returned. The District may use all or a portion of the surety to correct any permit conditions not met.

"I understand that, as a Permittee, I am legally accountable to ensure compliance with terms and conditions of the permit. I understand that I am not authorized to begin the Project until I receive the permit and the permit sign is posted on site. If the project is modified, I will obtain approval by the District before I continue with the Project. I authorize the District, and its agents, employees, officers and contractors, to enter the Project to perform any inspections or work authorized by the Permit or any applicable law."

"I certify that I have thoroughly read and understand the above information."

Signature: _____ **Date:** _____

(No agents without a letter of authority. Print signer's name if it does not appear above)
(Print signer's name if it does not appear on the first page.)