



4325 Pheasant Ridge Drive #611 | Blaine, MN 55449  
Phone (763) 398-3070 | Fax (763) 398-3088

For Office Use Only	
Permit App. #:	_____
Date Received:	_____
Amount/Payer:	_____
Check Number:	_____

# Permit Application Form

## Project Information

Project Name: \_\_\_\_\_  
 Project Location: \_\_\_\_\_  
 City or Township: \_\_\_\_\_ County: \_\_\_\_\_  
 Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ N Range: \_\_\_\_\_ W  
 Project Purpose: \_\_\_\_\_  
 Area of Land Disturbance: \_\_\_\_\_ acres Area of New and/or Reconstructed Impervious Surface: \_\_\_\_\_ acres

## Contact Information

*(All contacts will receive permit status updates)*

### Applicant/Landowner *(must be landowner or easement holder of record, and must sign application on reverse):*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Fax: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Official Representative *(do not complete if same as above):*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Company: \_\_\_\_\_  
 City: \_\_\_\_\_ Phone: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Permitting Contact *(developer, engineer, architect, wetland consultant, etc.):*

Name: \_\_\_\_\_ Authorized Agent? Yes No  
 Address: \_\_\_\_\_ Company: \_\_\_\_\_  
 City: \_\_\_\_\_ Phone: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Permitting Contact *(developer, engineer, architect, wetland consultant, etc.):*

Name: \_\_\_\_\_ Authorized Agent? Yes No  
 Address: \_\_\_\_\_ Company: \_\_\_\_\_  
 City: \_\_\_\_\_ Phone: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Submittal Requirements

Applications submitted to RCWD must be complete and contain all required materials for each applicable RCWD Rule. See the RCWD website for additional guidance and complete rules. RCWD will communicate an incomplete application status to the applicant, and no further action will be taken until additional submittals are received. Applicant must submit an electronic copy of all required information. Projects involving a Wetland Replacement Plan have special noticing requirements. Permit applications involving wetland noticing must be submitted a minimum 50 calendar days prior to a regular Board meeting; permit applications not involving wetland noticing must be submitted a minimum 40 calendar days prior to a regular Board meeting.

## Permit Fee

(Check fee box - only one will apply)

### Non-Rule C Fee:

A \$300 non-refundable fee is due at the time of application for a project that is NOT subject to Rule C (Stormwater Management), but is subject to one or more of the following Rules:

- Rule D (Erosion and Sediment Control Plans)
- Rule E (Floodplain Alteration)
- Rule F (Wetland Alteration)
- Rule G (Regional Conveyance Systems)
- Rule I (Public Drainage Systems)
- Rule J (Appropriation of Public Waters)

### Rule C (Stormwater Management) Fee:

A \$3,000 non-refundable fee is due at the time of application for Residential, Commercial, Industrial, Institutional development that proposes less than 5 acres of new and/or reconstructed impervious surface

A \$5,400 non-refundable fee is due at the time of application for Residential, Commercial, Industrial, Institutional development that proposes 5 or more acres of new and/or reconstructed impervious surface

Once application review costs (District Engineer and Legal Counsel) exceed \$9,000\*, any additional cost must be reimbursed by the applicant before the permit can be issued.

The following is subject to Rule C (Stormwater Management), but the applicable fee is \$300:

- Single-family residential subdivision that creates seven or fewer lots and establishes no new public roadway or a private roadway/driveway serving three or more lots

### Rule L (Variances):

Variable. See District Permit Variance Guidance Policy

\*Review cost is calculated according to the consultant hourly rate, which the District will publish annually. The review cost incurred between the non-refundable fee amount and \$9,000 will be absorbed by the District and will not be the responsibility of the applicant. District staff will notify the applicant of the incurred cost to date once the total review cost exceeds \$7,500, and at subsequent \$3,000 intervals. A delay in notice, however, will not affect the applicant's reimbursement responsibility.

**Total Permit Fee:** \$ \_\_\_\_\_

## Applicant Signature

"I have carefully reviewed the Permit Fee terms and understand that if my project is subject to Rule C (Stormwater Management) and does not fall within the indicated exemption, I am obligated to reimburse the RCWD for permit review costs (RCWD engineer and legal counsel) that exceed \$9,000; that my permit will not issue until I have done so; and that this obligation to reimburse the RCWD for its permit review costs above \$9,000 applies even if my permit ultimately is not approved or issued."

"I understand that, as the 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 RCWD before I continue with the project. I authorize the RCWD, and its agents, employees, managers and contractors, to enter the worksite at all reasonable times until permit closure to inspect the work authorized hereunder, and to take any reasonable action to address existing or threatened discharge of sediments or other pollutants into waters or offsite."

"I recognize that as the permittee, I will be responsible for site conditions and permit compliance until the permit is closed or transferred by written RCWD approval to a subsequent property owner. I confirm that the Applicant address stated on the front of this form is the official address to which all notices and correspondence relating to this application are to be addressed, unless the address of an authorized agent appears below. I certify that I have thoroughly read and understand the above information."

\_\_\_\_\_  
Signature of landowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print signer's name

\_\_\_\_\_  
Company (if applicable)

\_\_\_\_\_  
Title