

# SAMPLE APPLICATION

\*(#) = Please refer to pages 3 & 4 for further notes.



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: (Descriptive) Ex: 123 Main Street Pole Barn or Ex: Watershed Estates Townhomes

Project Location: Address Ex: 123 Main Street or Parcel ID Ex: (00-00-00-0000)

City or Township: Ex: Blaine County: Ex: Anoka

Quarter: \*1 Section: \*1 Township: \*1 N Range: \*1 W

Project Purpose: (General Description)

Ex: Constructing a 35 x 25 pole barn addition or Ex: Housing development and subdivision with 20 townhomes including, parking, stormwater and utility improvements.

Area of Land Disturbance: \*2 acres Area of New and/or Reconstructed Impervious Surface: \*3 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: (Check your County's Map Viewer or with RCWD for listed current owner(s) name Ex: Arne Carlson - Arne Carlson LLC

Address: Home address required for hard copy permit mailing Phone: \_\_\_\_\_

City: \_\_\_\_\_ Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: Providing the landowner's email is required

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Company: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name: \_\_\_\_\_ Authorized Agent? Yes No

Address: \_\_\_\_\_ Company: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name: \_\_\_\_\_ Authorized Agent? Yes No

Address: \_\_\_\_\_ Company: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### \*4 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.

Note:

- Please see the "Permit Application Review Schedule" page on the RCWD website for additional detail regarding the review process and timelines.
- Please see the "RCWD Rules" page on the RCWD website for complete rule sets.

# 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.

The application fee in the form of a check must be delivered or mailed to the RCWD office. We are located at 4325 Pheasant Ridge Dr. NE, #611 Blaine, MN 55449-4539.

Total Permit Fee: \$           \*5          

## 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."

Must be the signed by the Applicant/Landowner

Signature of landowner

Date

Example - Arne Carlson

Print signer's name

Example - Arne Carlson LLC

Company (if applicable)

Title

# Guidance Notes

Any questions or in need of assistance?

Please contact Rice Creek Regulatory Staff

(Regulatory Technician, Anna Grace, at [agrace@ricecreek.org](mailto:agrace@ricecreek.org) or 763-398-3071).

(\*1)

## Quarter, Section, Township and Range:

- **Public Land Survey Location:** these four lines (**Quarter, Section, Township, Range**) are for information about the location of the project as described by the **Public Land Survey System**. In this system a location is described in terms of Townships, Ranges and Sections.
  - For example, a project could be located in the “northeast quarter of the southeast quarter of section 24 in township 31 north and range 23 west”. In this example, you would fill out these lines as: SE 1/4 of section 24 Township 31 N Range 23 West. The Rice Creek Watershed District spans Townships 29 through 32 North and Ranges 20 through 24 West.

(\*2)

## Definition - Land Disturbance:

- **Land-Disturbing Activity:** any disturbance to the ground surface that, through the action of wind or water, may result in soil erosion or the movement of sediment into waters, wetlands or storm sewers or onto adjacent property. Land-disturbing activity includes but is not limited to the demolition of a structure or surface, soil stripping, clearing, grubbing, grading, excavating, filling and the storage of soil or earth materials. The term does not include normal farming practices as part of an ongoing farming operation.

(\*3)

## Definition – Impervious Surface, Reconstruction, Mill, Reclamation and Overlay:

- **Impervious Surface:** a compacted surface or a surface covered with material (i.e., gravel, asphalt, concrete, Class 5, etc.) that increases the depth of runoff compared to natural soils and land cover. Including but not limited to roads, driveways, parking areas, sidewalks and trails, patios, tennis courts, basketball courts, swimming pools, building roofs, covered decks, and other structures.
- **Reconstruction:** removal of an impervious surface such that the underlying structural aggregate base is effectively removed, and the underlying native soil exposed.
- **Mill, Reclamation and Overlay** (This work does not account towards new and/or reconstructed impervious surface totals): removal of the top layer(s) of an impervious surface (e.g. roadway, parking lot, sport court) by mechanical means, followed by the placement of a new layer of impervious surface, without exposure of the underlying native soil.

(\*4)

**Submittal Requirements**

- Please see the “Permit Application Review Schedule” page on the RCWD website for additional detail regarding review process and timelines.
- Please see the “RCWD Rules & Permitting Information” page on the RCWD website for complete rule sets.

(\*5)

**Application Fee:**

- Only one fee box will apply to your project. Please check the corresponding box. If completing the form digitally, the total permit fee will auto populate. If working on a hard copy, make sure to write in the total permit fee.
- The application fee in the form of a check must be delivered or mailed to the RCWD office. We are located at 4325 Pheasant Ridge Dr. NE, #611 Blaine, MN 55449-4539.