

Frequently Overlooked Submittal Items in Permit Applications

- Permit Application Checklist -

The purpose of this document is to provide guidance for applicants in order to help them avoid the most common pitfalls that result in an incomplete application. For efficiency, District policy requires that a permit application contain all necessary elements before the review process begins. An incomplete application results in additional correspondence and delays in application review. This guidance is not intended to replace reading and understanding of the [RCWD Rules](#), please see the referenced rules for further details on each of the sections below. The District's rules are accessible via the RCWD website under the "Rules & Permitting" tab.

Please note that the District offers free pre-application meetings for applicants to discuss their projects and how the District's rules may apply. To set up a meeting, contact Nick Tomczik at ntomczik@ricecreek.org or 763-398-3078.

Rule C – Stormwater Management Plans

[Rule C](#) is triggered by the construction or reconstruction of 10,000 or more square feet of impervious surfaces. Mill and overlay and rehabilitation of bituminous surface do not count towards the 10,000 square foot threshold, nor does the paving of an existing gravel surface.

The following items must be submitted:

1. Geotechnical Information

- a. Soil borings (or equivalent geotechnical analysis) must be submitted in order to determine whether or not infiltration is feasible on the site. A soil boring is needed in the location of each proposed BMP. Permit applications without soil borings will be considered incomplete. Soil borings should include the following:
 - i. A map showing the location of each boring,
 - ii. The surface elevation of each boring,
 - iii. A soil profile and an identification of each layer,
 - iv. Indications of observed soil mottling, and water levels.
- b. See Table C.2 ([Page 18](#)) in the RCWD Rules to determine whether infiltration is feasible on the site.
- c. Identify the seasonal high water table elevation, and indicate how it was determined (e.g. soil mottling). A static water elevation without other indications (e.g.; piezometer readings, mottling, or other soil analysis) is not evidence of the seasonal high water table elevation.

2. Stormwater Modeling

- a. For non-public linear projects, within the Flood Management Zone only ([see Figure C2 on Page 32](#)), the post-developed peak stormwater runoff rate shall be reduced to $\leq 80\%$ of the existing condition (see also #5).
- b. Stormwater runoff rates for the proposed project at the site boundary, in aggregate, and must not exceed the existing peak runoff rates for the 2, 10, and 100-year, 24-hour rainfall events.

- c. Any increase in a critical event rate at a specific point of discharge from the site must be limited and analyzed to show that the increase will not cause adverse downgradient impacts.
 - d. Pervious and impervious areas must be modeled separately.
 - e. Provide a map of the existing and proposed drainage areas.
 - f. The existing and proposed modeling areas should be equal in size and accurately reflect the existing and proposed pervious and impervious areas.
 - g. Table C3 ([Page 19](#)) values must be used for existing condition Curve Number (CN) values and post-developed CN values must be shifted per Rule C.4(b)([Page 15](#)) for previously un-compacted pervious areas.
 - h. Any warnings/errors should either be eliminated or an explanation for why the model is still valid must be provided.
 - i. Check that the peak stormwater elevations for the proposed BMPs are in compliance with the freeboard requirements, per Rule C.9(g) ([Page 23](#)).
 - j. Double-check that the invert elevations in the model match those in the plan set.
3. **Plan sets** - An 11 x 17 plan set is acceptable provided it is readable and should include plan sheets containing:
 - a. A grading plan,
 - b. An erosion and sediment control plan,
 - c. A Stormwater Pollution Prevention Plan (SWPPP) for projects disturbing over 1 acre,
 - d. The location and elevation of the Emergency Over-Flow (EOF) for each BMP and applicable stormwater conveyance,
 - e. Details for the proposed BMPs and associated outlet control structures, including invert elevations,
 - i. Filtration/biofiltration BMPs must have details that specify a minimum of 12 inches of filter media between the bottom of the basin and the top of the drain-tile.
4. **Freeboard**
 - a. The plans should indicate the low floor/low entry of both existing and proposed structures within the vicinity of the proposed BMPs.
 - b. Ensure that the proposed plans are in compliance with the required vertical separations for freeboard given in Table C6 ([Page 23](#)).
5. **Rate Control** - Determine whether or not your site is within the District's Flood Management Zone ([See Figure C2 on Page 32](#)). If so, ensure that the submitted modeling demonstrates that the project will result in a peak stormwater runoff rate that is no more than 80% of the existing rate for the 2, 10, and 100-year rainfall events.
6. **Bounce and Inundation** - If the project is discharging to a wetland, contact the District to determine its susceptibility category and demonstrate in the application materials that the Bounce and Inundation criteria of Rule C.8 ([Page 20](#)) have been met. Note that if stormwater will be draining to replacement wetlands, the susceptibility category will usually be shifted up one.

Rule D – Erosion and Sediment Control Plans

[Rule D](#) is required if a project will cause over 10,000 square feet of land disturbance within 300 feet of a water resource. If the disturbance is more than 300 feet from a water resource, then the threshold is 1 acre of land disturbance. Land disturbance is caused by grading, digging footings/foundations, grubbing, or otherwise creating exposed soil.

Erosion control plans should include the following:

1. A narrative describing the project and the proposed sediment and erosion control measures that will be used on the site.
2. The name of the person that will be in charge of the sediment and erosion control measures on the site and their contact information.
3. A plan sheet showing:
 - a. The existing and proposed grades,
 - b. Locations of proposed perimeter controls, track-out control, inlet protection, and other control measures,
 - c. Indicate how any disturbed soils will be revegetated (e.g.; seed and mulch, sod, landscaping, hydro-seeding, etc.).

Projects that will disturb over 1 acre of land must demonstrate that an NPDES permit has been applied for from the Minnesota Pollution Control Agency (MPCA), and must provide a copy of their Stormwater Pollution Prevention Plan (SWPPP).

Rule E – Floodplain Alteration

[Rule E](#) is triggered when a project involves work within the District's regulatory floodplain. The District has determined its own regulatory floodplain elevation based on a District-wide computer model, and is not referring to FEMA elevations (those are likely administered by the municipality in which the project is located). To request the critical elevation in your project area, please contact Kyle Axtell at kaxtell@ricecreek.org or 763-398-3072.

Floodplain mitigation is required if over 10 cubic yards of fill will be placed in the floodplain, or if adverse impacts may occur.

For each cubic foot of fill that is placed within the floodplain, a cubic foot must be removed from within that same floodplain. Floodplain mitigation must be provided from an elevation that is between the floodplain elevation and the seasonally high water table elevation (this may correspond to a normal water level of a pond/lake/wetland, or be indicated in a soil boring).

A survey of both the pre and post project conditions is required to demonstrate compliance.

Rule F – Wetland Alteration

RCWD is the Wetland Conservation Act (WCA) administrator in all but select municipalities in the District. Additional lead time is necessary for permit application with WCA noticing requirements. A minimum of four hardcopies of wetland applications must be submitted to the RCWD for noticing.

In the northwest section of the District (Blaine, Lino Lakes, Columbus & Forest Lake), Comprehensive Wetland Protection and Management Plans (CWPMs) have been adopted which significantly modify WCA. The modifications include revised impact ratios and actions eligible for credit as well as Wetland Management Corridor establishment, buffer, and easement requirements. Please see Rule F, Section 6 ([Page 39](#)) for details and contact RCWD staff for a potential pre-application meeting.

Rule G – Crossings of Natural & Artificial Conveyance Systems

[Rule G](#) is triggered by the construction of a bridge, culvert, utility, or other crossing (above or below) of a public ditch or a major watercourse within the District. The main requirements are to maintain the hydrology of the ditch or watercourse, to preserve water quality and navigability (maintaining the ability for a boat or canoe to travel through the area, as applicable), to limit erosion and scour, and to ensure that any crossing will be maintained in perpetuity (through recording a declaration on the property or an agreement with a municipality).

Permit issuance is not a warranty, and the crossing owner will remain responsible should the crossing at any time be found to be an obstruction or subject to future modification or replacement under the drainage law.

Rule I – Drainage Systems

Drainage system applications may require separate concurrent petition and bond processing under Minn. Statute 103E.