



PERMIT GUIDANCE WORKSHEET

This worksheet is meant to serve as guidance for determining if you need a District permit.

STORMWATER – *If the site is covered by a stormwater plan which meets District standards the site does not need to obtain a permit.*

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | a) Is your project disturbing greater than one acre? Disturbance includes grading, replacement of existing surface, clearing, etc. This does not include normal ongoing farming practices. |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Is your project a new Planned Unit Development (PUD)? (i.e., residential development or cluster development). |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Are you redeveloping a parcel where greater than 25% of the site is impervious, or the impervious coverage is greater than allowed by your local zoning agency? |

If you answered **Yes** to any question above, a permit is required from the District.

EROSION CONTROL – *This Rule does not apply to ordinary agricultural practices.*

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a) Is your project within 300ft of a known Ordinary High-Water Mark? |
| <input type="checkbox"/> | <input type="checkbox"/> | b) If yes to a) (above), does it disturb an area greater than 300 ft ² ? |

If you answered **Yes** to any question above, a District Permit is required.

DRAINAGE – *This Rule does not apply to municipal or public drainage facilities. This rule also does not apply to the repair or replacement of existing drainage facilities, as long as the repair or replacement is not an expansion.*

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | a) Are you creating a new or expanded private ditch? |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Are you creating a new or expanding a draitile system with a diameter greater than 12 inches and drains agricultural land? |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Are you creating a new or expanding a draitile system with a diameter greater than 6 inches and drains shoreland? |
| <input type="checkbox"/> | <input type="checkbox"/> | d) If you answered Yes to a), b) or c), does the project <ul style="list-style-type: none">• Involve a drainage area less than 640 acres• Involve the installation of less than 2,000 linear feet of draitile• Involve increasing the volume of discharge by less than 30% for an open ditch If yes, Administrator approval may be applicable. |



PERMIT TIMELINE

This outline is meant to provide an overview of the permit process and the steps required to obtain a permit.

STEPS

1. Review Permit Guidance Worksheet to determine if you need a permit.
2. Set up a scoping meeting with District staff regarding project.
3. Submit permit application, application fee (see schedule), and exhibits as noted in permit application submittal requirements.
 - a. Within 15 business days of receipt of an application, the applicant will be notified whether the application is complete or incomplete. A complete application may include but is not limited to the following:
 - i. Signed permit application
 - ii. Signed permit timeline form
 - iii. All Permit Submittal Requirements
 - iv. Permit Authorized Agent Form
 - v. All required fees
 - vi. Performance Surety, if applicable
 - vii. Drainage Easement, if applicable
 - viii. Permits or approvals issued by other units of government

An application must be submitted and deemed complete ten business days prior to the next Board Meeting to be on the agenda. The Board has 60 days to approve or deny the permit.

4. After approval, a permit will be sent to the applicant designating conditions of the permit and time period in which the permit is valid.

As the applicant, I hereby recognized and acknowledge the Middle Fork Crow River Watershed District permit timelines.

Signature of Owner or Authorized Agent

Date

Printed Name of Owner or Authorized Agent



SUBMITTAL REQUIREMENT

Rule 5: Stormwater – Submission Requirements – Permit needed for projects greater than 1 acre in size. Also required for new and expanded Resorts and Planned Unit Developments.

- ___ Site map of proposed and existing stormwater facilities location, alignment, and elevation.
- ___ Rate Control comparisons (existing rate vs. proposed rate) should be performed for all discharge locations from a site, and proposed rates shall not be greater than existing.
- ___ Curve numbers or runoff coefficients should accurately reflect the soil type, predominant land use over the last ten years, and vegetation. Consider construction activity effects on compaction and for curve numbers.
- ___ Stormwater runoff rate analysis for 2-year, 10-year, 100-year, and 7.2-inch snowmelt critical storm events existing and proposed.
- ___ Construction Plans and specifications for all proposed stormwater management facilities, including design details for outlet control structures, specific details related to stormwater management facilities, stormwater utility plan to show the location, alignment, type, diameter, slope, and elevations of storm sewer pipes and related infrastructure, and a narrative addressing incorporation of stormwater BMPs.
- ___ All runoff input parameters must comply with the MN Hydrology Guide Method (SCS), MN Stormwater Manual, or the Rational Method.
- ___ Identification of existing and proposed site contour elevations with at least a 2-foot contour interval including offsite contours where overflows are directed.
- ___ Provide water quality treatment consistent with NPDES criteria.

Rule 6: Erosion Control – Submission Requirements- Permit needed for land disturbances greater than 300 square feet within 300 feet of a Lake, River, Wetland, or Curb and Gutter system.

- ___ Plans and specifications for all proposed runoff, erosion and sediment controls, and temporary and permanent soil stabilization measures.
- ___ Sediment control at all construction entrances and exits, stormsewer inlets, and at the perimeter of surface stormwater facilities.
- ___ Plans and specifications for dewatering methods and outlet of stormwater.

Rule 7: Drainage – Submission Requirements -Permit needed for new or expanded private ditches, Agricultural drain tile with a diameter greater than 12”, and Shoreland drain tile with a diameter greater than 6”.

- ___ Plans and specifications showing designs that minimizes the introduction of sediments into the drainage facility.
- ___ Demonstrate that the drainage complies with all federal, state and local wetland regulations.
- ___ Design must include stable outfall that minimizes erosion and sedimentation according to MPCA guidelines.
- ___ Calculation of flows for 2-year, 10-year, 100-year, and 7.2-inch snowmelt critical storm events that demonstrate downstream capacity exists for additional drainage.



PERMIT AUTHORIZED AGENT

Authorized Agent Form

I, _____ ('Owner') hereby authorizes _____
('Agent') to act as Owner's authorized agent for the purpose of securing a permit from the Middle Fork
Watershed District for _____ ('Project') to be
completed on the Owner's property located at Parcel ID (PIN): _____

Physical Site Address _____

Owner and Agent acknowledge that this form in no way alters the rules or regulations of the Middle Fork Crow River Watershed District, and both Owner and Agent are responsible for the compliance with the rules or regulations of the District. The person or company named as the Agent above has been approved to act as Owner's authorized agent for the duration of the permit unless Owner notifies the District with an updated Authorized Agent Form. Owner expressly authorizes the District to disclose any and all information related the Project to the Agent.

Please contact the Middle Fork Crow River Watershed District per the information above with any questions or concerns you may have prior to filling out this form. Please note that if your project requires an authorized agent, your permit application will not be considered complete until this form has been completed and received by the District.

Agent Contact Information:

Owner's Signature _____ Date _____

Authorized Agent's Signature _____ Date _____



FEE SCHEDULE

Middle Fork Crow River Watershed District Fee Schedule	
Erosion Control Permit	
≥ 300 Square feet of land disturbance within 300 feet of Lake, River, Wetland, or Curb and Gutter System (Administrative Approval Required)	\$100.00
≥20,000 Square feet of land disturbance within 300 feet of Lake, River, Wetland, or Curb and Gutter System (Board Approval Required)	\$150.00
Stormwater Permit (Engineer Review Required) Board Approval Required	
Projects ≥ one acre	\$850.00
Highways, Roads, Streets, Parking Lots, or Public Water Access	\$850.00
New and Expanded Resorts, feedlots, and Planned Unit Developments	\$850.00
Performance Surety	TBD
At the discretion of the District Engineer. The Surety must be provided to the District before the permit is deemed to be issued and the applicant can begin work.	
Drainage Permit (Engineer Review Required)	
New or expanded private ditch	\$700.00
Agricultural drain tile with diameter >12 inches	\$300.00
Shoreland drain tile with diameter >6 inches	\$300.00
Administrative fees	
Permit Transfer, Permit Extension	\$50.00
Changes to approved permit plans	Hourly Rate
Violation of Approved Permit*	Hourly Rate
Violation of Rules*	Hourly Rate
After the fact permit**	\$500.00
Hourly Rates	
Technical and Inspection Staff	\$43 / hour
Administrative Staff	\$57 / hour
Engineer	\$160 / hour
Attorney	\$210 / hour

* * Applies to companies, groups, or individuals that have obtained previous permits with MFCRWD

* Hours are based on time invested in bringing into compliance (fee assessed to permit holder)

All permit fees have a \$10 application fee included in the fee listed above.

Note: Government Agencies (Federal, State, Local) are exempt from the fees listed above.

In addition to the permit fees, District Managers may require an applicant for a permit to file a bond with the managers in an amount and conditioned on performance by the applicant of authorized activities with the terms of the permit.