



## 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  
       a) Does the construction activity require an NPDES/SDS permit?

If you answered **Yes** to the question above a Notice of Intent must be submitted to the District a minimum of seven (7) days prior to the commencement of construction activities. (See Stormwater Rules on submittal requirements page.)

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

- Yes    No  
       a) Do you have an erosion control permit with another regulatory entity? (County, City)

If you answered **Yes** to the question above a Notice of Intent must be submitted to the District a minimum of seven (7) days prior to the commencement of construction activities. (See erosion Control Rules on submittal requirements page.)

If you answered **No** to the question above, please complete the questions below to see if you need to complete the erosion control application.

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

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



## PERMIT TIMELINE

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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. 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.

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Signature of Owner or Authorized Agent

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Date

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Printed Name of Owner or Authorized Agent



# PERMIT APPLICATION – Appendix A

Project Start Date: _____  Approximate End Date: _____ <b>Rule Applicability (check all that apply):</b> <input type="checkbox"/> Rule – Stormwater <input type="checkbox"/> Rule – Erosion Control
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<b>TO BE COMPLETED BY DISTRICT:</b>	
PIN _____	
AMT RECEIVED _____	DATE _____
RECEIVED FROM _____	

Project Address/Intersection	City	Zip
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<b>Project Location</b>	Parcel ID: _____	Township: _____	County: _____
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Area of Land Disturbance (square feet)	Distance to Waterbody or Curb and Gutter (feet)
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<b>Project Description</b>	<i>(Please be specific and include amount of grading and excavation; total length and diameter of tile installed; amount of impervious surface; etc. Attach additional sheets if necessary.)</i>

Name of Owner _____ Organization Name (if applicable) _____	Owner’s Agent _____ Organization Name (if applicable) _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____ Cell _____	Phone _____ Cell _____
Email _____	Email _____

The undersigned hereby acknowledges by signing this Permit Application, the undersigned, its agents, assigns and/or representatives (hereinafter “Permittee”) shall abide by all the standard conditions and special terms and conditions of the Middle Fork Crow River Watershed District (MFCRWD) Permit. Any work which violates the terms of the permit may result in the MFCRWD issuing a Stop Work Order, which shall immediately cause the work on the project relating to the permit to cease and desist. All work on the project shall cease until the permit conditions are met and approved by the MFCRWD.

I hereby make application for a permit or make notification to proceed with the proposed described above and have attached all supporting maps, plans, and other information submitted with this application and all necessary fees. The information submitted and statements made concerning this application are true and correct to the best of my knowledge.

Signature of owner or authorized agent	Date
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Return application to: **Middle Fork Crow River Watershed District** PO Box 8 Spicer, MN 56288  
 189 County Road 8 NE Phone: 320-796-0888



## SUBMITTAL REQUIREMENT

### RULES

#### A. STORMWATER RULE

**Subd. 1. Purpose.** The District intends to manage stormwater runoff within the watershed to protect surface water and groundwater resources, promote infiltration, encourage pretreatment, and minimize peak flows after storm events.

**Subd. 2. A District permit is required if an NPDES/SDS permit for construction activity is triggered.** The owners or operators are required to submit a Notice of Intent to the District for projects that require permitting under the MPCA's NPDES/SDS program, a link to which is available on the District's website ([www.mfcrow.org](http://www.mfcrow.org)).

**Subd. 3. Notice of Intent.** A Notice of Intent form must be submitted to the District a minimum of seven (7) days prior to the commencement of construction activities. District staff may request a copy of the stormwater pollution protection plan (SWPPP – required under the NPDES/SDS general permit) and/or demonstration of compliance with the NPDES/SDS general permit (including design specifications, performance goals, credit calculations, , and other pertinent information) at their discretion.

#### B. EROSION CONTROL RULE

**Purpose.** The District intends to prevent erosion and sedimentation into surface waters within the watershed by regulating land disturbing activities. The District requires that erosion control measures be in place for all land disturbing activities above specific thresholds. The erosion control measures must minimize erosion and sedimentation to the greatest extent practicable.

**Compliance with Erosion Control Requirements of Other Regulatory Entities.** The District has adopted the erosion control provisions of all regulatory entities within the District boundary, including the cities and counties. Where erosion control regulations from another regulatory entity exist, a District permit is not required under this provision. Rather, owners or operators are required to submit a Notice of Intent to the District for projects that require compliance with another entity's erosion control regulations.

**Notice of Intent.** A District Notice of Intent must be submitted to the District a minimum of seven (7) days prior to the commencement of construction activities. District staff may request a copy of any erosion control plans at their discretion.

**Permit and Plan Required for Land Disturbing Activity Where No Erosion Control Regulations Apply.** A District permit is required for any person or political subdivision undertaking a land disturbing activity that is greater than 300 square feet within 300 feet of the ordinary high-water mark or a stormwater conveyance system (curb and gutter), IF the activity occurs in an area in which no other Erosion Control regulations apply.

**Agricultural Exemption.** The ordinary agricultural practices of cultivating and planting, or activities required as part of an agricultural conservation program, performed as part of an ongoing farming operation, are exempt from this Section.

**Standards.** For activities taking place in an area in which no Erosion Control regulations apply, and which meet the conditions outlined in above, an erosion and sediment control plan must be submitted and approved before a permit may be issued. The plan must minimize erosion and sedimentation to the greatest extent practicable.

The plan must include the following standards:

- a. The project must be phased to the greatest extent possible to minimize the area of disturbed land at any given time;
- b. Site specific topography and soil conditions must be specifically addressed; and
- c. BMPs must be utilized in a manner consistent with MPCA guidance documents such as the Minnesota Stormwater Manual as amended.



## 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	
<b>Erosion Control Permit</b>	
≥ 300 Square feet of land disturbance within 300 feet of Lake, River, Wetland, or Curb and Gutter System ( <b>Administrative Approval Required</b> )	\$100.00
≥ 20,000 Square feet of land disturbance within 300 feet of Lake, River, Wetland, or Curb and Gutter System ( <b>Board Approval Required</b> )	\$150.00
<b>Stormwater Permit (Engineer Review Required) Board Approval Required</b>	
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
<b>Performance Surety</b>	<b>TBD</b>
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.	
<b>Administrative fees</b>	
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
<b>Hourly Rates</b>	
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.