



APPLICATION FOR PERMIT

PO Box 584
Fertile, MN 56540
218-945-3204

Permit Number: _____

Date Received: _____

Date Mailed: _____

After board review.

Application Approved: Yes No

SHRWD USE ONLY

NOTE: For your permit application to be considered submitted, SECTION A and SECTION B must be filled out completely including the map as described in Line 3 of SECTION B. In addition, the applicant shall complete the appropriate additional SECTIONS listed in Line 1 of SECTION B for all the proposed facility types that apply to the proposed project. The SECTIONS of the form applicable to your project **MUST** be filled out completely or it will not be considered "submitted" and can delay processing and action.

Please add contacts associated with the application. In situations where the work is to be performed in or on property not owned by a private citizen, or if the property is subject to an easement or other right to control the property, the applicant must be the person, entity, governmental subdivision, or agency with authority over the property in question. Such an applicant may be required to provide the District with proof of its authority to control the property.

SECTION A – LANDOWNER OR LEGAL RESPONSIBLE PARTY INFORMATION:

Landowner/Legal Responsible Party Name: _____

Please indicate if you are: Owner Legal Responsible Party

Email Address: _____

Mailing Address: _____

Daytime Phone Number: _____

SECTION A1 – RENTER INFORMATION (IF APPLICABLE)

(Complete if you'd like the renter to receive a copy watershed approval/denial/work conditions.)

Name of Renter (if Applicable): _____

Renter Email Address: (if Applicable): _____

Renter Mailing Address (if Applicable): _____

Renter Daytime Phone Number: (if Applicable) _____

THE FILING OF THIS APPLICATION IN NO WAY RELIEVES THE APPLICANT OR LANDOWNER FROM ANY RESPONSIBILITY OR LIABILITY RESULTING FROM THE CONSTRUCTION, OPERATION OR FAILURE OF THE PROJECT. AS THE APPLICANT, I UNDERSTAND THAT THE CONSTRUCTION I PROPOSE MAY BE VIEWED AND/OR EVALUATED PRIOR TO BOARD ACTION AND MUST BE DATED A MINIMUM OF 15 DAYS PRIOR TO REGULAR BOARD MEETING DATE TO BE CONSIDERED. AS THE APPLICANT, I AM AWARE OF THE REQUIREMENTS OF THE RULES OF THE DISTRICT. THIS PERMIT DOES NOT RELIEVE THE APPLICANT OF ANY REQUIREMENTS FOR OTHER PERMITS WHICH MAY BE NECESSARY FROM TOWNSHIP, COUNTY, STATE OR FEDERAL GOVERNMENT AGENCIES.

Landowner/Responsible Party Name (print): _____

Landowner/Responsible Party Name Signature: _____ Date: _____

SECTION B - GENERAL INFORMATION:

(1) The proposed project involves (select all that apply):

- Tiling (**Complete Section C**)
- Surface Drainage (New Ditch or Improvement) (**Complete Section D**)
- Culvert Installation / Removal / Modification (**Complete Section E**)
- Bridge Installation / Removal / Modification (**Complete Section F**)
- Wetland Restoration or Other Water Retention Related Structures (**Complete Section G**)
(Including Water and Sediment Control Basins)
- Dike / Levee (Including Ring Dikes) (**Complete Section H**)
- Channel Stabilization Or Restoration, Erosion Control, And Other Water Related Facilities (**Complete Section I**)
- Land Development (**Complete Sections J**)
- Utility Installations (**Complete Sections K**)

(2) Legal description:

County: Polk Norman Mahanomen

Township _____ Section _____ 1/4 _____

(3) **(This Application must include a map from an actual survey, aerial photo or topographic map. The size of the map shall be 8½ by 11 inches (or larger). The map shall have a north arrow and approximate scale. If, in the opinion of the SHRWD staff, the map does not contain information to properly identify the project, it will be returned as an incomplete application.)**

Is a map attached to this application meeting the requirements listed above? Yes No

(4) Describe in detail the work to be performed. If more space is needed, use additional sheets.

(5) Why is this work necessary? Explain water related issue/problem being solved. If more space is needed, use additional sheets.

(6) Will the project, including any area inundated because of the project, be located entirely on land owned by the applicant?

Yes No

(7) Project sponsor (MnDOT/County/City/US Fish & Wildlife Service, etc.), if applicable _____

(8) Contractor, if applicable _____

(9) Anticipated construction start date _____

(10) Who will be responsible for the operation and/or maintenance of this project? _____

SECTION C – TILING

(1) Describe the outlet or receiving waters.

(2) Is the land assessed to drain to a Legal Ditch System? Yes No Unsure

(3) Tile outlets across property not owned by the applicant? Yes No

(4) Name of designer of the project: _____

Phone: _____

Email Address: _____

(5) Name of installer of the project: _____

Phone: _____

Email Address: _____

(6) Additional Information about Tiling Project (Optional): _____

(7) For permits requesting tiling, the applicant shall provide the following minimum information. This information shall be provided on a detailed tile plan/map that should be submitted along with this application. Please check each box to ensure that the requested information has been provided on the detailed tile plan. If any item is missing from the list, please provide explanation why information is not provided so that a determination on application completeness can be made:

- a. Are tile line locations shown?..... Yes No N/A
- b. Are the tile sizes indicated?..... Yes No N/A
- c. Is the location of the outlet indicated?..... Yes No N/A
- d. Are any and all lift station locations indicated?..... Yes No N/A
- e. Are all surface inlet locations indicated?..... Yes No N/A
- f. Are all other special features (bioreactors, water level control structures,...) indicated?..... Yes No N/A

Please explain if your project map doesn't show all features included in your tile system: _____

SECTION D - SURFACE DRAINAGE (NEW DITCH OR IMPROVEMENT):

Note: Your application must include a site map indicating the location and flow paths of the existing and proposed drainage, location of spoil placement, location of the outlet, receiving waters, and the location of other special features. If applicable, Construction Plans must also accompany your application.

- (1) Does this project involve construction of new ditches? Yes No
- (2) Does this project involve improvement of existing ditches? Yes No
- (3) Describe the existing dimensions of the ditch (depth, width, N/A) : _____
- (4) Describe the existing ditch side slopes: 3H:1V 4H:1V 5H:1V 6H:1V
- (5) Describe the proposed dimensions of the ditch (depth, width, N/A) : _____
- (6) Describe the proposed side slopes of the ditch 3H:1V 4H:1V 5H:1V 6H:1V
- (7) How will grade-line (flowline) of the ditch be established? _____
- (8) Where will the spoil be placed: _____
- (9) Describe the outlet of this drainage project (natural stream, legal ditch,...) and show on the map.

- Natural Stream / River Roadside Ditch Legal Ditch Landowners field Other (describe below)

- (10) Ditch flows and/or outlets across property not owned by landowner or applicant? Yes No

Note: If yes, evidence of downstream landowner notification in writing must be attached to this application.

- (11) Is the land assessed to drain to a Legal Ditch System? Yes No Unsure

If yes, which system? _____

- (12) Any Additional Information:

**SECTION G – WETLAND RESTORATION OR OTHER WATER RETENTION RELATED STRUCTURES
(INCLUDING WATER AND SEDIMENT CONTROL BASINS)**

Note: Your application must include a site map indicating the location of the proposed work (including all pertinent data from question (5)), structures, tile lines, outlet structure(s), receiving waters, and the location of other special features. If applicable, Construction Plans must also accompany your application.

- (1) Are the locations of proposed wetland basins/water retention areas shown on the project map? Yes No N/A
- (2) Are the locations of ditch plugs, scrapes, embankments or other related features on the project map? Yes No N/A
- (3) Are the adjacent property lines indicated on the project map? Yes No N/A
- (4) Are the maximum pool elevation boundaries indicated on the map? Yes No N/A
- (5) Are all proposed tile lines and outlet structures indicated on the project map? Yes No N/A
- (6) Is this project mitigation for another project? Yes No

If yes, please describe: _____

- (7) Does the project involve road grading that will modify road elevations? Yes No

If yes, please describe the proposed elevations: _____

- (8) Please indicate datum used for development of the plans for this project? local NGVD 29 NAVD 88

(9) Describe the proposed operation plan for the project: _____

(10) Name of designer of the project: _____ Phone: _____
Email Address: _____

(11) Any Additional Information

SECTION H – DIKE / LEVEE (INCLUDING RING DIKES)

Note: Your application must include a site map indicating the location and elevations of the proposed dike/levee, and the location/size of other special features. If applicable, Construction Plans must also accompany your application.

- (1) Is this for a new dike or modification of existing dike? New Modify Existing
- (2) Is this application for the construction of a ring dike? Yes No
If so, will the ring dike tie into existing? dike roadway high ground other _____
- (3) Briefly explain the purpose of the proposed dike / levee: _____

- (4) Briefly explain how the required elevation of the dike was determined: _____

- (5) Proposed dike / levee design details:
- a. Please indicate datum used for development of the plans for this project? local (above highwater) NGVD 29 NAVD 88
 - b. Dike length _____ feet
 - c. Top width _____ feet
 - d. Side slopes:
 - i. Interior _____:1
 - ii. Exterior _____:1
 - e. Maximum height (H) _____ feet tall, elevation _____ feet msl*
 - f. Minimum height (H) _____ feet tall, elevation _____ feet msl*

- (6) Will the dike flood or adversely affect adjacent, upstream or downstream land? Yes No
- If "Yes" please explain method being used to address property owner impacts: _____

- (7) Any Additional Information
- _____

SECTION I – CHANNEL STABILIZATION OR RESTORATION, EROSION CONTROL, AND OTHER WATER RELATED FACILITIES

Note: Your application must include a site map indicating the location of the proposed work, and the location of other special features. If applicable, Construction Plans must also accompany your application.

(1) Is the project a riverbank or streambank stabilization project? Yes No
If "Yes" please provide copies of detailed design plans and explain project: _____

(2) Is the project a river or stream restoration project? Yes No
If "Yes" please provide copies of detailed design plans and explain project: _____

(3) Is the project a lake shore stabilization project? Yes No
If "Yes" will a Minnesota DNR Permit be required _____

(4) Any Additional Information

SECTION J – LAND DEVELOPMENT

Note: Your application must include a site map indicating the location of the proposed work, other special features, and receiving waters. If applicable, Construction Plans, Stormwater Report showing modeling results, and/or Stormwater Pollution Prevention Plan (SWPPP) must also accompany your application.

- (1) Acres of project site: _____
- (2) Acres of land disturbance: _____
- (3) Project is a municipal storm sewer project? Yes No
- (4) Project is a municipal sanitary sewer or lagoon project? Yes No
- (5) Project design incorporates stormwater or other runoff reduction methods? Yes No

If no, please explain why: _____

- (6) Additional information for land development project: _____

SECTION K – UTILITY INSTALLATION

Note: Your application must include a site map indicating the location of the proposed work, and the location of other special features. If applicable, Construction Plans must also accompany your application.

- (1) Utility is buried? Yes No
- (2) If yes, what is the depth of cover over top of utility? (minimum depth is 48 inches below waterways and ditches): _____

- (3) Additional information for utility installation project: _____

