

Single Lot Permit Application



**Carnelian-Marine-St. Croix
Watershed District**
11660 Myeron Rd North
Stillwater, MN 55082

For Office Use Only	
Permit Application Number:	
Date Received:	
Amount Received:	
Permit Fee:	

(Office Entry Only)

Project Name: _____

Project Type: _____

Project Information (Applicant Entry)

*Project Purpose
(describe project): _____

*Projected Start of Project: _____ *Estimated Completion Date: _____

*Project Address: _____

*City or Twp: _____

* = required entries to be considered complete

Contact Information (Property Owner's and Applicants will receive updates)

Legal Property Owner *(must be Bank, Trust, Owner of property; must sign application on reverse)*

*Name: _____ Company: _____

*Address: _____ *Phone: _____

*City: _____ *Primary email: _____

*State: _____ *Zip: _____ Secondary e-mail: _____

Is Applicant same as Property Owner? (yes/no) _____

If no, please fill out Applicant Info.

Applicant *(can be contractor, owner, or other; must also sign application on reverse if different than property owner)*

*Name: _____ Company: _____

*Address: _____ *Phone: _____

*City: _____ *Primary email: _____

*State: _____ *Zip: _____ Secondary e-mail: _____

Permit Fees & Surety

All permits require both a permit fee and a surety payment for each rule triggered. Government entities are exempt from fees and surety. Contact the District for an applicable rules summary and see District Rules on our webpage.

- Fees are intended to pay for staff, Legal, and Engineering services assisting the District's Permitting Program. Fees are not returned for any reason once an application has been reviewed (Rule 1.13).
- A surety is intended to assure permit and rule compliance during the active permit. A surety (or portions) may be returned following policies outlined in the District Rules (Rule 1.14).

Permit Type	Fee Amount	Surety Amount	Applicant's Permit Type
New Permit	1x +	1x	
After-the-Fact Permit	2x +	1x	
Permit Renewal	1/4x +	0x	
Permit Amendment	1/4x +	1x	

^Use multiplier associated to permit type in calculation below (i.e. After-the-Fact Permit Fees are doubled (2x)).

Rule Triggered	Fee [^]	Surety [^]	Amount
2.0 Stormwater Management & 3.0 Erosion and Sediment Control:			\$
Required Treatment Volume: <100 CF	\$350 +	\$500	
100 - 249 CF	\$750 +	\$750	
250 - 499 CF	\$1,000 +	\$1,000	
500 - 999 CF	\$1,250 +	\$1,500	
1000 - 1499 CF	\$1,500 +	\$2,000	
1500+ CF	\$1,750 +	\$3,000	
<i>Cubic Feet is obtained from Step 5 of the Residential Stormwater Worksheet.</i>			
4.0 Buffers:			\$
Individual lot	\$350 +	\$1,500	
5.0 Shoreline or Streambank Alterations & 3.0 Erosion & Sediment Control:			\$
Native Plant Enhancement	\$0 +	\$0	
Shoreline Stabilization	\$1,100 +	\$1,000	
Other Alterations	\$2,350 +	\$1,000	
6.0 Watercourse & Basin Crossings:			\$
Bridge or culvert crossing of Carnelian Creek or Silver Creek	\$1,750 +	\$500	
Crossing of all other drainage ways and work below the 100-year flood level	\$1,750 +		
7.0 Floodplain Management:			\$
Working in floodplain	\$10 +	\$1,000	
Fill in floodplain	\$750 +		
8.0 Wetland Alterations:			\$
Wetland Alteration	\$1,000 + 100/AC of wetland +	\$0	
Added if: Replacement required	+ \$5,000/AC of wetland impact +	\$2,500	
Added if: Required mitigation monitoring	\$5,000 +	\$0	
	Fee Sum	Surety Sum	Total Payment
	\$	+ \$	= \$

Terms

CF = cubic feet

AC = acre

Additional definitions are outlined in CMSCWD Rules Section 0.0 Definitions.

Submittal Requirements

Applicants must submit a complete application package to begin the CMSCWD permit review process. Three items are required in the initial permit submittal to be considered complete:

1. Complete and signed CMSCWD 3-page permit application,
2. Full payments (fee and surety) via check to the CMSCWD office, and
3. Plans and specifications that address CMSCWD rules.

Complete applications (all materials for each of the District Rules) must be submitted 28 days prior to the regular Board of Managers meeting, generally the second Wednesday of each month (check website for exact meeting dates). Late or incomplete submittals will be scheduled to a subsequent meeting date. Applicants must submit an electronic copy to: Riparian Permit Specialist, Tom Langer at tom.langer@cmscwd.org and CC Administrator, Mike Isensee at mike.isensee@cmscwd.org and Carl Almer at calmer@eorinc.com. See <https://www.cmscwd.org/rules> for complete rules or contact the office for a printed copy.

Total payment (check only) can be made out to CMSCWD and mailed to:

Carnelian Marine St. Croix Watershed District
Attn: Permit Specialist
11660 Myeron Rd North
Stillwater, MN 55082

Owner & Applicant Signature

"I acknowledge by signing this Permit Application, that I, my agents, assigns and/or representatives shall abide by all the standard and special provisions of the Carnelian-Marine-St. Croix Watershed District (District) Permit as may be required by the District Board. 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 District before I continue with the project. I authorize the District, and its agents, employees, officers, and contractors, to enter the project to perform any inspections or work authorized by the permit or any applicable law.

Any work which violates the terms of the permit may result in the District issuing a Cease-and-Desist Order which shall immediately cause the undersigned agents, subcontractors, or its representatives to cease and desist any work on the project relating to the permit. The ceasing of operations by the permit holder shall continue until the permit conditions are met as approved by the District staff. I further acknowledge that I am solely responsible for all attorneys' and engineers' fees, costs or other expenses incurred by the District in enforcing the terms of the permit. Said costs shall be payable from the permittee's surety fund. If said fees exceed the surety fund, the permittee shall have ten (10) days from the date of the receipt of the invoice from the District to pay for the costs incurred in enforcing the permit.

I hereby agree to be bound by the terms of the final permit, standard provisions and special provisions as may be required by the District Board for approval of the permit. I further acknowledge that the District has the authority to bind the permit holder, the owner of the property or any other entity performing work on the property pursuant to the terms of the District permit, and hereby shall be responsible for complying with the terms of the District permit.

I certify that I have thoroughly read and understand the above information."

*Signature of legal property owner

*Date

*Print legal property owner's name

If different than property owner:

*Signature of applicant

*Date

*Print applicant's name