

CARNELIAN – MARINE – ST. CROIX WATERSHED DISTRICT



Pre-Permit and Permit Application Process Overview

The following document provides an overview of the **Pre-Permit Application Requirements** and the steps of the **Permit Process**. Information regarding **Permit Closeout** process is available on the CMSCWD website. The last item of the document is the **Payment & Contact Information** for your permit questions.

Pre-Permit Application Requirements:

- 1) Pre-Permit Application Submittal:
Permit inquiries must be submitted through the pre-permit application submittal form located on the CMSCWD website.

- 2) Site Meeting (optional):
It is strongly recommended that representatives of the project meet with the Carnelian Marine St. Croix Watershed District (CMSCWD), the Community, and other agencies early in the planning process to coordinate the review process and to discuss potential issues.
 - Other agencies that may be involved in the review process include Washington County, Minnesota Department of Natural Resources, National Park Service, US Army Corps of Engineers.

Applicant Role & Responsibilities:

- Pre-applications are submitted online to ensure accuracy of applicant and location.
- Initial submittals can be a simple plan sketch and description of the proposed project.
- If possible, include locations and dimensions of all existing and proposed impervious surfaces*. This information will improve the specificity of the CMSCWD potential rules applicability summary.
 - *Gravel/paved drives or paths, areas with landscape fabric, patios, pools, homes, sheds, garages, or any other roofed structure are considered impervious surfaces.*
- It is advantageous to meet with CMSCWD, community, and other government agencies early in the process to discuss the proposed project before advanced plans are developed.

Permit Step 1: Permit Application Submittal:

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:

- Complete and signed permit application,
- Payments (fee and surety) via check to the District office, and
- Plans and specifications that address CMSCWD rules.

Complete submittals must be received at least 28 days before the next regularly scheduled CMSCWD board meeting to be considered at that meeting. Late or incomplete submittals will be scheduled to a subsequent meeting date.

Complete application package materials are eligible for review and reviewed for compliance and completeness with CMSCWD rules. CMSCWD shall review within fifteen (15) business days from receipt of a complete permit application package, provide written notice to the applicant of any required items to complete the application, and present permit request to the Board of Managers. All watershed permits require Board approval prior to issuance.

Permit Step 2: Revisions and Additional Items Submittal:

Applicants must submit a complete revision request. A complete revision request submittal should include the following items:

- Requested plan revisions to meet CMSCWD rules,
- Any CMSCWD requested materials (Community/Agency approvals, etc.)
 - Note: Projects triggering CMSCWD Rule 2 (Stormwater Management) or Rule 4 (Buffers) require declaration of maintenance and/or buffer easement agreements. The District will provide a completed declaration of maintenance and/or buffer easement that will require signature in front of a notary and return to CMSCWD.

CMSCWD shall review and provide written comment within fifteen (15) business days from receipt of a complete revision submittal. Once plan revisions and any agreements are determined complete and compliant with CMSCWD Rules a watershed permit can be issued.

Frequently requested revisions:

- Locations and dimensions of all existing and proposed impervious cover on the property.
- Delineate existing or proposed features, site topography and grading, bluff lines, shorelines, water resources, and/or setbacks requirements.
- Grading/ site plans that clearly demonstrate water conveyance from the majority of impervious coverage (i.e. grading, swales, gutter, piping) to designated stormwater practices.
- Surveyed Monuments may be required for projects with buffers and setbacks from natural resources.

Surveying

Proposed projects require the involvement of an official surveyor. To minimize, additional surveys applicants are encouraged to request a list of items needed for the specific project prior to the site survey.

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Important Permit Comments:

- All watershed permits are valid for 2 years from date of issuance. Any project not completed during the two-year period must request permit renewal before the permit expiration.
- Permits cancellations can be requested if a project has not started. To cancel a permit and request surety payment return, submit a written request. Requests must include: 1) CMSCWD Permit Number, 2) current mailing address, 3) brief reasoning for cancellation.
 - Permit fees are not returned for permit cancellation for any reason. Surety payments will be considered for return.

Payment & Contact Information

If you have any questions about the **Pre-Permit**, **Permit**, or **Permit Closeout** steps please contact staff listed below or schedule a meeting at the District Office located at 11660 Myeron Rd North, Stillwater, MN 55082.

Riparian Permit Specialist, Tom Langer

Email: tom.langer@cmscwd.org

Office: (651) 275-7452 or Cell: (507) 276-8056

Administrator, Mike Isensee

Email: mike.isensee@cmscwd.org

Office: (651) 275-7451 or Cell: (612) 839-6492

Payments (checks only) can be made out to Carnelian Marine St. Croix Watershed District and mailed to:

Carnelian Marine St. Croix Watershed District

Attn: Tom Langer

11660 Myeron Rd North

Stillwater, MN 55082