

CARNELIAN – MARINE – ST. CROIX WATERSHED DISTRICT



Permit Closeout Overview

The following document provides an overview of the process to **Permit Closeout**. The last item of the document is the **Contact Information** for your permit questions.

If a CMSCWD permit has been issued, the proceeding steps must occur to close out your permit. Special Notes:

- All watershed permits are valid for 2 years from date of issuance. Any project not completed during the two-year period needs to seek permit renewal before 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.

Closeout Step 1: Compliance with all Permit Stipulation

Applicants must comply with all permit stipulation throughout the valid permit period. To comply applicants must:

- Maintain compliance with all CMSCWD permit stipulations.
- Seek written approval for any changes to permitted plans.

Closeout Step 2: Compliance with all Erosion and Sediment Control Inspections Requests

Applicants must comply with all permit stipulations throughout the valid permit period. To comply applicants must:

- Maintain Erosion and Sediment Control (ESC) practices throughout active construction as approved by CMSCWD.
- Correct deficiencies and repairs identified in inspection reports within 48 hours.

Closeout Step 3: Final Inspection

A final site inspection (different than ESC inspections) verifies proposed and permitted conditions were met. This includes verification of: 1) final site grading, 2) vegetation establishment and/or re-establishment, 3) buffer monumentation, 4) stormwater features, 5) recording of all applicable declarations and easements.

Applicants must:

- Notify CMSCWD when active construction is complete to schedule final inspection (applicants do not need to be present).
- Make any revisions to site conditions that are found to not meet permitted plan sets.

Closeout Step 4: Surety Payment Return

CMSCWD will notify applicants when final inspection verifies the site is complete and in conformance with approved plans. Applicants can request surety payment returns by providing a written request that includes 1) CMSCWD Permit Number, and 2) current mailing address.

Staff will provide a project update to the Board of Managers at the next regularly scheduled board meeting and request approval to close the permit and return surety payment.

- Surety payments are returned to the property owner regardless of who submitted the payment. To request surety payment return to another party, the landowner must provide a written request that includes: 1) Name and address of new payee, 2) Date and signature of the landowner.

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

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Administrator, Mike Isensee

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