

CARNELIAN – MARINE – ST. CROIX WATERSHED DISTRICT



Permit Application Process Overview

Step 1: Pre-Application Meeting

It is strongly recommended that representatives of the project meet with the Carnelian Marine St. Croix Watershed District, 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.

Step 1 Roles and Responsibilities:

Applicant: Notify the CMSCWD and Community that a plan submittal is forthcoming. Meet with CMSCWD, community, and other government agencies early in the process to discuss the proposed project before plans are developed.

CMSCWD, Community and Agency: Coordinate a date, time, and location for a pre-application meeting with the applicant.

Step 2: Project Submittal

The proposed project plans and specifications are submitted to the watershed and the community. A duplicate copy of plans and project review fee should be submitted to the CMSCWD. Plans will be submitted 28 days prior to the scheduled meeting date of the board.

Step 2 Roles and Responsibilities:

Applicant: Prepare plans and specifications that meet CMSCWD requirements. Submit plans, specifications, application, and review fees to the CMSCWD. Projects must be submitted at least 28 days before the next scheduled CMSCWD board meeting in order to be considered at that meeting. Late or incomplete submittals will be scheduled to a subsequent meeting date.

Community: Notify CMSCWD that the review process has started.

CMSCWD: Collect plans and specifications from the applicant. If submittal requirements of the Watershed District are met, project is eligible for review. The CMSCWD must collect an application and payment from the applicant prior to beginning the review process. The District shall, within fifteen (15) business days from receipt of a permit application, provide written notice to the applicant of any items needed to complete the application.

Step 3: CMSCWD Initial Project Review

Complete project submit items are reviewed for compliance with CMSCWD rules. Review results are returned to the applicant and presented to the Board of Managers.

Step 3 Roles and Responsibilities

Applicant: Provide additional information as requested.

Community: Notify CMSCWD of review findings.

CMSCWD: Notify the Community that the review process has started. Review project submittal items for compliance with CMSCWD rules. Transmit review findings to the Applicant, Community, and CMSCWD Board of Managers.

Step 4: CMSCWD Final Project Review

Plan revisions, agreements, and declarations are completed by the applicant to address the review findings and resubmitted for review to the CMSCWD. When required revisions, agreements, and declarations are reviewed and deemed complete, the district issues a permit to the applicant.

Step 4 Roles and Responsibilities

Applicant: Complete and submit required revisions, agreements, and declarations.

CMSCWD: Review revised submissions. When required revisions, agreements, and declarations are reviewed and deemed complete, CMSCWD issues a watershed permit to the Applicant and notifies the Community that the permit has been issued.

Contact Information

If you have any questions please contact CMSCWD District Staff at (651) 433-2150 or schedule a meeting at the District Office located at 21150 Ozark Ave N Scandia, MN 55073.