

WHAT IS THE APPLICATION PROCESS?

Permits are considered by the Rice Creek Watershed District Board of Managers on the 4th Wednesday of each month.

STEPS

1 Applications are due 20 calendar days prior to the board meeting (accepted until 4:30 pm at the District office).

2 All applications are reviewed by the District Engineer during the next 8 calendar days.

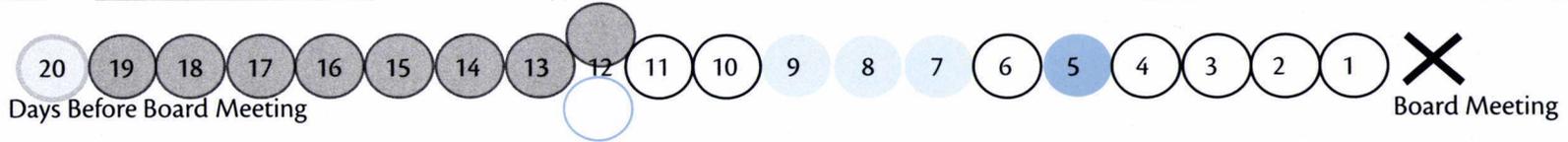
3 At 12 calendar days prior to the meeting date, a draft summary of the application review (Engineer's Report) is faxed or e-mailed to the applicant. The report will state one of the following:

- incomplete application
- approval of application
- conditional approval pending receipt of changes (CAPROC)
- denial of application

4 The applicant has 3 calendar days to submit any additional information directly to the district engineer (Emmons & Olivier Resources) to change the District Engineer's recommendation (accepted until 5pm at 9 calendar days prior to the meeting date)

5 At 5 calendar days prior to the meeting date, the final Engineer's Report with recommendation is faxed or e-mailed to applicant. All applications recommended for approval, conditional approval pending receipt of changes (CAPROC), or denial will be considered at the board meeting. Incomplete applications will not be considered at the meeting, and additional information will have to be submitted to be considered at the next meeting as outlined in the Engineer's Report.

TIMELINE



PLEASE NOTE

- The application process timeline above may vary due to holidays. Please check our website for a detailed schedule (www.ricecreekwd.com).
- Applicants with permits that are given conditional approval pending receipt of changes (**CAPROC**) will have up to **90 DAYS TO SUBMIT ENGINEERING ITEMS AND 120 DAYS TO SUBMIT ADMINISTRATIVE ITEMS.**
- Applicants should note that **PROJECTS INVOLVING WETLAND ALTERATION ARE REQUIRED TO BE OFFICIALLY NOTICED TO OTHER REGULATORY AGENCIES. THIS NOTICING PERIOD TYPICALLY TAKES UP TO 30 DAYS.** Therefore, all projects involving wetland alterations will take an additional month to be considered by the Board of Managers unless the application materials are submitted at least 39 calendar days prior to Board Meeting.

APPLICATION MATERIALS

- The application materials and submittal requirements to apply for a permit from the District vary depending on the type of project proposed (see the RCWD Rules posted on our website at www.ricecreekwd.com).
- The District requires 3 copies of all information and application materials to be submitted.
- The District also implements the Wetland Conservation Act (a state law) for cities and townships in the District (except for the City of Hugo). This law requires special noticing procedures. If a wetland is proposed to be altered as part of a project, 8 copies of all wetland-related submittal materials are required.



RICE CREEK WATERSHED DISTRICT

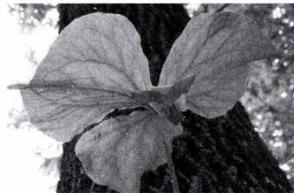
PERMITTING INFORMATION

4325 Pheasant Ridge Dr. NE #611 • Blaine, MN 55449 • 763.398.3078 • www.ricecreekwd.com

ACTIVITIES REGULATED BY THE DISTRICT



- Land development and subdivisions
- New home, home additions and building construction
- Rough grading (filling, excavation, etc.)
- New road construction
- Installation of utility lines (sewer, water)
- Shoreland alteration and improvement projects
- Wetland alteration
- Wildlife pond construction
- Appropriation of public waters
- Maintenance, repair, or improvement of public or private drainage systems
- Bridge and/or culvert construction



DO I NEED A PERMIT FROM THE RCWD?

If you answer yes to any of the following questions, you need a permit from RCWD. If you are unsure of any answers to the questions below, contact the RCWD for assistance.

- | | yes | no |
|--|--------------------------|--------------------------|
| 1. Do your plans include a parcel greater than 5 acres for a single-family residential development? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do your plans include a parcel greater than 2.5 acres for industrial, commercial, or multi-family residential land development? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will the proposed activity (of any size) be located within a 100-year floodplain? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will the proposed activity (of any size) be located within 1,000 feet of a DNR Protected Public Water or Wetland? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will the proposed activity (of any size) be located within 300 feet of a creek, a county or judicial ditch, or a tributary to Rice Creek? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does your site contain a wetland or seasonally wet areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you doing any activity that may affect a wetland (filling, excavation, drainage)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are you altering or maintaining an existing public or private drainage system (open or tiled)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are you constructing or installing a new drainage system? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are you installing or repairing a bridge or culvert involving creeks, ditches, wetlands, or lakes? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are you constructing or altering land in a designated shoreland zone? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Will you be utilizing water (appropriation) from a public water basin, public wetland, or protected watercourse? | <input type="checkbox"/> | <input type="checkbox"/> |