

PERMIT GUIDANCE WORKSHEET

If you answer yes to any of the following questions, a Sauk River Watershed District permit is required.

Stormwater		
Yes	No	
☐	☐	Is your project creating or resurfacing one or more acres of impervious surface?
☐	☐	Are you developing a new resort?
☐	☐	Is your project a new Planned Use Development (PUD)? (i.e., residential development or cluster development).
☐	☐	Are you expanding or replacing an existing structure at an existing resort or PUD?
☐	☐	Are you redeveloping a parcel within a shoreline area where: - Greater than 25% of the site is impervious? 35% where an existing stormwater management plan is in place?

In order to obtain a permit, please refer to **Appendix A: Stormwater Requirements**

Erosion Control <i>Exemption: ordinary agricultural practices.</i>		
Yes	No	
☐	☐	Disturbing land greater than 200 ft ² AND within 500 ft. of a water body or wetland?
☐	☐	Are you completing horticulture activities (such as a household garden) which disturb greater than 1,200 ft ² within 500 ft. of water body or wetland?

In order to obtain a permit, please refer to **Appendix B: Erosion Control Requirements**

Drainage <i>Exemption: Municipal/ public drainage facilities or to the repair or replacement of existing drainage facilities, as long as the repair or replacement is not an expansion.</i>		
Yes	No	
☐	☐	Are you creating a new or expanded open private ditch?
☐	☐	Are you creating a new or expanding a draitile system with a diameter greater than 12 inches and drains agricultural land?
☐	☐	Are you creating an open surface intake for agricultural drainage purposes?
☐	☐	Are you working in the right of way of any public drainage system established under Minnesota Statutes 103E?
☐	☐	Are you diverting water into a public drainage system from land not assessed for the system established under Minnesota Statutes 103E?
☐	☐	Are you manipulating or connecting to any public drainage system established under Minnesota Statutes 103E?

In order to obtain a permit, please refer to **Appendix C: Drainage Requirements**

Water Uses		
Yes	No	
☐	☐	Do you intend to flood land or enlarge a wetland by diverting or intentionally holding back water?
☐	☐	Do you intend to construct, install or alter a water control structure in a waterbody, including waterbody crossings?
☐	☐	Do you intend to divert water into a different subwatershed? (map in Appendix D)
☐	☐	Are you constructing or reconstructing a water body crossing?

In order to obtain a permit, please refer to **Appendix D: Water Uses Requirements**

List of agencies that may also require a permit

Minnesota Department of Natural Resources: www.dnr.state.mn.us/permits/water/index.html

Douglas County	Emily Siira	218-739-7576 x232
Meeker County	Ethan Jenzen	320-234-2560
Pope County	Emily Siira	218-739-7576 x232
Stearns County	Nicola Blake-Bradley	320-223-7844
Todd County	Mark Anderson	320-232-1078

County Planning and Zoning Offices

Douglas County Land and Resource Management	320-762-3863
Meeker County Planning and Zoning	320-693-5290
Pope County Environmental Services	320-634-5715
Stearns County Environmental Services	320-656-3613
Todd County Planning and Zoning	320-732-4420

US Fish and Wildlife

Litchfield Office (Meeker, Stearns, Todd)	320-693-2849
Fergus Falls Office (Douglas)	218-739-2291
Morris Office (Pope)	320-589-1001

US Army Corp of Engineers

Todd County	218-829-8402
Douglas/Pope County	651-290-5372
Meeker/Stearns	651-290-5366

MN Board of Water and Soil Resources (BWSR)

Douglas County	Jason Weinerman	320-223-7074
Meeker County	Jason Weinerman	320-223-7074
Pope County	Jason Weinerman	320-223-7074
Stearns County	Zach Guttormson	320-407-2339
Todd County	Darrin Meyers	218-290-8384

Watershed District Offices

Sauk River Watershed District	320-352-2231
North Fork Crow River Watershed District	320-346-2869
Middle Fork Crow River Watershed District	320-796-0888
Clearwater River Watershed District	320-274-3935

Soil and Water Conservation Districts

Douglas County	320-763-3191
Meeker County	320-693-7287
Pope County	320-634-5326
Stearns County	320-251-7800
Todd County	320-732-2644

Local Wetland Conservation Act Contacts

Douglas County	Jerry Haggenmiller	320-763-3191
Meeker County	Jan Manley	320-693-5290
Pope County	Kelly Erickson	320-634-5326
Stearns County	Greg Bechtold	320-656-3613
Todd County	Ed Uhlenkamp	320-732-2644

Minnesota Pollution Control Agency: Stormwater and Construction Permits
800-646-6247

Return application to:

Sauk River Watershed District

642 Lincoln Road

Sauk Centre, MN 56378

Phone: (320) 352-2231

Fax: (320) 352-6455

*Items marked with an * are required*

TO BE COMPLETED BY DISTRICT:

PIN _____

AMT RECEIVED _____ DATE _____

RECEIVED FROM _____

Primary Property Owner (required)

*First Name

*Last Name

Organization/Company

*Address

*City, State, Zip

*Phone

Fax

*Email

Applicant/Owner's Agent (required if different from the primary property owner)

First Name

Last Name

Organization/Company

Address

City, State, Zip

Phone

Fax

Email

Project Location (either Parcel Number or Township, Range, Section is required)

*Site Address

*Parcel Identification Number (PIN/PID)

*County

*Township/City Name

Range

Section

Primary Quarter Section

Parcel Size

Project Information

Project Name*

Short and simple identification name for project Example:
Big Pine Apartments

Intended Construction Date*

*Project Description

(Please be specific when describing your project. Attach additional sheets if necessary. Application will be considered incomplete if Project Description is not filled in.)

Distance to Lake, River, Stream, or Wetland	ft	Total Area of Land Disturbance	sqft
Total Area of Existing Impervious	sqft	Total Area of Proposed Impervious	sqft
Total Area of Increase in Impervious	sqft		

Additional Comments

Applicable Rule Sections (check all that apply)

☐ Stormwater Section 7

☐ Erosion & Sediment Control Section 8

☐ Drainage Section 9

☐ Waterbody Uses Section 1-

The undersigned hereby acknowledges by signing this Permit Application, the undersigned, its agents, assigns and/or representatives (hereinafter

"Permittee") shall abide by all the standard conditions and special terms and conditions of the Sauk River Watershed District (SRWD) Permit. Any work which violates the terms of the permit may result in the SRWD issuing a Stop Work Order, which shall immediately cause the work on the project relating to the permit to cease and desist. All work on the project shall cease until the permit conditions are met and approved by the SRWD.

I hereby make application for a permit or make notification to proceed with the proposed described above and have attached all supporting maps, plans, and other information submitted with this application and all necessary fees. The information submitted and statements made concerning this application are true and correct to the best of my knowledge.

Signature of owner or authorized agent

Date

Note: You may also need to apply for permits from other local, state, or federal agencies. If required by the District, the Applicant shall provide the approved permits from these agencies.

Permit Timeline Notice

It is the intention of the Sauk River Watershed District (SRWD) to reply to the applicant in a timely manner and within the confines of the SRWD's administrative rules and Minnesota Statute 15.99. Below is the criteria and the standard at which the SRWD will hold itself accountable.

Within 15 business days of receipt of an application, the applicant will be notified whether the application is complete or incomplete. A complete application may include but is not limited to the following:

1. Signed permit application
2. Signed permit timeline form
3. Signed permit authorized agent form, if applicable
4. All required fees
5. All required documents as outlined within the appropriate permit being requested (ie. Appendix A (Stormwater), Appendix B (Erosion Control), Appendix C (Drainage) and/or Appendix D (Water Use).
6. Performance Surety, if applicable
7. Operation and Maintenance Plan, if applicable
8. Drainage Easement, if applicable
9. Permits or approvals issued by other units of government

Notification of incomplete applications will be in writing and will state the items needed to complete the application. Upon receipt of newly submitted items, the SRWD may take up to another 15 business days to deem the application as complete.

Upon receipt of a complete application, the SRWD will work to approve or deny a permit within 60 days.

If a permit requires Board approval, a complete application needs to be filed with the District Administrator 10 business days prior to a Board meeting to be placed on the agenda. The Board may listen to the project but still have the 60-day timeframe to either approve or deny the permit.

As the applicant, I hereby recognize and acknowledge the Sauk River Watershed District Permit timelines.

Signature of Owner or Authorized Agent

Date

Printed Name of Owner or Authorized Agent

Authorized Agent Form

I, _____ ("Owner") hereby authorizes _____
("Agent") to act as Owner's authorized agent for the purpose of securing a permit from the Sauk
River Watershed District for _____ ("Project") to be
completed on Owner's property located at Parcel ID (PIN): _____
Physical Site Address: _____

Owner and Agent acknowledge that this form in no way alters the rules or regulations of the Sauk River Watershed District, and both Owner and Agent are responsible for compliance with the rules or regulations of the District. The person or company named as the Agent above has been approved to act as Owner's authorized agent for the duration of the permit unless Owner notifies the District with an updated Authorized Agent Form. Owner expressly authorizes the District to disclose any and all information related the Project to the Agent.

Please contact the Sauk River Watershed District per the information above with any questions or concerns you may have prior to filling out this form. Please note that if your project requires an authorized agent, your permit application will not be considered complete until this form has been completed and received by the District.

Agent Contact Information:

Owner's Signature _____ Date _____

Agent's Signature _____ Date _____



642 Lincoln Road
Sauk Centre MN 56378
Phone: (320)-352-2231
Fax: (320)-352-6455
Web: www.srwdmn.org

SAUK RIVER WATERSHED DISTRICT PERMIT FEE and PERFORMANCE SURETY SCHEDULE	
Section 7 – Stormwater Permit	
Projects creating < 1 acre impervious surface (Subd. 2d.)	\$850
Projects creating > 1 Acre Impervious Surface	\$0.02/ft ² Minimum Fee \$1,500 Maximum Fee \$8,000
	Round to nearest Dollar
Section 8 – Erosion Control	
Projects disturbing >200 Square Feet w/in 500 feet of a waterbody or wetland	\$0.02/ft ² Minimum \$150 Maximum \$500
	Round to nearest Dollar
Section 9 – Drainage Permit	
New or expanded private ditch (Subd. 3a)	\$700.00
Agricultural drain tile with diameter >12 inches (Subd. 3b)	\$300.00
Work within the right of way of public drainage system (Subd 3c – f)	\$100.00
Administrative Fees	
Extension or Transfer of Permit	\$50.00
After the fact permit	\$500.00 + Regular Permit Fee
General Permit Inspection Fee	\$100.00
Performance Surety	
Stormwater Permit	125% of Estimated Construction Costs**
Erosion Control Permit (anything over 1 acre land disturbance)	\$1,000/acre

All permit fees have a Minnesota Statute (103D.345) required \$10 application fee included in the permit fee.

**reviewed by District's engineer and Staff for adequate estimate

Note: Government agencies (Federal, State and Local) are exempt from the above fees per MS 103D.345, Subdivision 3.

APPENDIX A - STORMWATER SUBMITTAL REQUIREMENTS

The following exhibits and information **shall accompany the permit application**. An application will not be deemed complete until all of the following are submitted.

A. **General Requirements**

1. Plan drawings: one copy of all submittals in electronic .pdf format.
2. Property lines and delineation of lands under ownership of the applicant.
3. Delineation of existing onsite wetlands, marshes, shoreland, and floodplain areas.
4. Construction plans and specifications of all proposed stormwater management facilities, including design details for outlet control structures.
5. Specific details related to stormwater management facilities (pond outlet structures, bioretention area typical cross-section, etc.).
6. The applicant shall complete the maintenance agreement form from the District.
7. The applicant shall provide an easement for access to stormwater Best Management Practices.
8. Stormwater utility plan to show the location, alignment, type, diameter, slope, and elevations of storm sewer pipes and related infrastructure.
9. As built elevations will be required by the District after construction and will be a condition of the permit.
10. When an existing regional BMP is proposed to manage stormwater runoff, the applicant shall show that the BMP was designed and constructed to manage the stormwater runoff from the project site, the applicant has permission to utilize any remaining capacity in the BMP, the BMP is subject to maintenance obligations enforceable by the District, and it is being maintained to its original design.

Additional Items that May be Requested

- Aerial photo showing the locations of water bodies downstream of site.
- Narrative addressing incorporation of stormwater BMPs.
- Delineation of the drainage areas contributing runoff from off-site, proposed and existing sub-watersheds onsite, emergency overflows, and drainage ways.
- Identification of existing and proposed normal, ordinary high and 100-year water elevations for all lakes, ponds, wetlands, ditches, creeks and swales onsite.
- Existing soils map for site.
- Identification of existing and proposed site contour elevations with at least a 2-foot contour interval including offsite contours where overflows are directed.

APPENDIX A - STORMWATER SUBMITTAL REQUIREMENTS

B. Rate Control Requirements

1. Stormwater runoff rate analysis for the 2-year, 10-year, 100-year 24-hour, and 7.2-inch 100-yr, 10-day snow-melt critical storm events, existing and proposed. Proposed runoff rates must be less than existing.
2. Clearly show all discharge routes from the site to a public conveyance system. The conveyance system may consist of a stream, lake, river, wetland or publicly owned storm sewer system.
3. When selecting existing conditions land use, it shall be the predominant land use over the last ten years.
4. Land-locked basins (basins with no outlet) should be designed to retain all runoff from back-to-back 100-year, 24-hour storms. These basins should be capable of infiltrating the volume of runoff produced during the back to back 100-year, 24-hour storms.
5. Rate control comparisons (existing rate vs. proposed rate) should be performed for all discharge locations from a site.
6. If filling within floodplain, demonstrate effect fill will have on floodplain elevations.

Guidance Information

- All runoff input parameters must comply with principles presented in the *Minnesota Hydrology Guide Method* (SCS), *Minnesota Stormwater Manual*, or the Rational Method.
- New point discharges at property lines where there is no receiving body are only allowed with the permission of the adjacent property owner.
- Curve numbers or runoff coefficients should accurately reflect the soil type, land use, and vegetation. The County Soil Survey and/or soil borings may be used to determine soil types.
- When selecting proposed conditions curve numbers, consider the effect of construction activity on the compaction of site soils. Typically, the curve number should be increased “one-half” of a hydrologic soil group to account for compaction in the proposed site condition. For example, a lawn area that is mass-graded and is considered a Type B hydrologic soil, the curve number should be assumed as 68 instead of 61.
- Wetlands can be used to achieve rate control, if the following three conditions are met:
 1. Water quality treatment (according to SRWD standards) is provided prior to discharge to the wetland;
 2. The wetland is located completely within the subject property boundaries; and
 3. The WCA LGU determines that secondary impacts will not occur as a result of an increase in water level bounce.

APPENDIX A - STORMWATER SUBMITTAL REQUIREMENTS

C. Water Quality/Infiltration Requirement

1. Provide water quality treatment consistent with NPDES criteria. In general, submit calculations demonstrating that treatment is provided for 0.5-inch of runoff from all newly created or redeveloped impervious surface on the property. If the development or redevelopment drains to a point within one mile of a special or impaired water, the treatment requirement increases to 1.0-inch of runoff and one-half of the runoff volume must be infiltrated. Prior to leaving the property 80% TSS and 50% TP generated must be removed.

Guidance Information

- When using infiltration or bioretention (infiltration, storage, and water uptake by vegetation) for volume reduction, the following requirements must be met:
 1. The design shall follow the guidelines established in Chapter 12-7 of the *Minnesota Stormwater Manual* and the requirements of this section.
 2. Infiltration areas shall be limited to the horizontal areas subject to prolonged wetting. Areas of permanent pools (i.e. below the NWL of detention ponds) tend to lose infiltration capacity over time and shall not be accepted as an infiltration practice.
 3. Stormwater runoff must be pretreated to remove solids before discharging to infiltration areas to maintain the long term viability of the infiltration areas. The pretreatment shall be designed to protect the system from clogging and to protect groundwater quality. Pretreatment options may include, but are not limited to, oil/grease separation, sedimentation, biofiltration, filtration, swales or filter strips.
 4. Bioretention and infiltration areas must be designed to bypass higher flows.
- Appropriate water quality models and calculations demonstrating site compliance can be found in the *Minnesota Stormwater Manual*.

APPENDIX B – EROSION SUBMITTAL REQUIREMENTS

The following exhibits and information **shall accompany the permit application.**

A. **General Requirements**

1. An existing and proposed topographic map which clearly shows elevations on and adjacent to the land, property lines, all hydrologic features, the proposed land disturbing activities, and the locations of all runoff, erosion and sediment controls and soil stabilization measures.
2. Plans and specifications for all proposed runoff, erosion and sediment controls, and temporary and permanent soil stabilization measures. Provide all that are applicable to your project
 - Temporary erosion and sediment control measures which will remain in place until permanent vegetation is in place shall be identified.
 - Permanent erosion and sediment control measures such as emergency overflow swales shall be identified.
 - Erosion and/or sediment control at the perimeter of surface stormwater facilities between the normal water level (NWL) and the 100-year high water level (HWL). This is typically accomplished with silt fence, erosion control blanket or biorolls.
 - Energy dissipation (riprap) at all stormsewer outlets.
 - Sediment control at all construction entrances and exits (rock construction entrance and exit).
 - Sediment control at all stormsewer inlets. Straw bales and silt fence surrounding inlets are **not** acceptable.
3. Detailed schedules for implementation of the land disturbing activity, the erosion and sediment controls, and soil stabilization measures.
4. Plans and specifications for dewatering methods, if applicable.
5. Detailed description of the methods to be employed for monitoring, maintaining, and removing the erosion and sediment controls, and soil stabilization measures. The name, address and phone number of the person(s) responsible shall also be provided.
6. For projects over one acre of disturbed area, documentation that the project applicant has applied for a NPDES General Construction Permit shall be submitted as well as the Stormwater Pollution Prevention Plan (SWPPP) prepared for the NPDES permit.
7. Bioretention and infiltration areas must be enclosed by fencing or otherwise protected from disturbance prior to the start of the land disturbing activity if the land is not mass graded. If the site is mass graded, the existing soil profile of biofiltration and infiltration areas (prior to the addition of any soil amendments) must be ripped or scarified to a depth of at least 18”.

APPENDIX C – DRAINAGE SUBMITTAL REQUIREMENTS

The following exhibits and information **shall accompany the permit application.**

A. General Requirements

1. Vicinity map.
2. Topographic map showing existing and proposed contours extending at least 100 feet offsite.
3. Delineation of existing and proposed subwatersheds.
4. Delineation of wetlands onsite and narrative stating how project will affect these wetlands based on National Wetlands Inventory (NWI).
5. Identification of existing and proposed drainage features such as ditches, swales, pipes, overflows, catchbasins, and water quality ponds.
6. Calculation of flows for existing and proposed conditions for the 2-, 10-, 100- year 24-hour and 7.2-inch 100-year 10-day snowmelt. Calculations must demonstrate downstream capacity exists for additional discharge.
7. Identification of normal and 100-year water levels for all existing and proposed ponds, wetlands, or other drainage features.
8. Delineation of FEMA 100-year floodplain and floodway onsite, if present.
9. Lowest floor elevations for each structure (if applicable).
10. Identification of erosion control BMPs to ensure a stable outlet and channel.
11. A site map where drainage facilities are labeled in addition to outlet location elevations, slope, and typical cross-section.
12. Documentation confirming no illicit discharges are connected to or will be connected to the drainage facility.
13. As built elevations will be required by the District after construction and will be a condition of the permit.
14. A description of where materials removed from drainage facility will be disposed of shall be provided.

APPENDIX D – WATER USE SUBMITTAL REQUIREMENTS

The following exhibits and information shall accompany the permit application.

A. General Requirements

1. Topographic map showing existing and proposed contours extending at least 100 feet offsite.
2. Existing soils map for the site.
3. A site map where drainage facilities are labeled in addition to outlet location elevations, slope, and typical cross-section.
4. Delineation of existing and proposed subwatersheds.
5. Identify erosion control BMPs, temporary and permanent to be used in work conducted in or near water bodies.
6. Maximum and average depth of all detention basins, wetland, pond, slough and impoundment.
7. Delineation of wetlands onsite and narrative stating how project will affect these wetlands.
8. Identification of existing and proposed drainage features such as ditches, swales, pipes, overflows, catchbasins, and water quality ponds.
9. Calculations must demonstrate capacity of altered or improved, natural or new artificial drainage ways.
10. Documentation confirming no illicit discharges are connected to or will be connected to the drainage facility.
11. Stormwater runoff rate analysis for the 2-year, 10-year, 100-year 24-hour, and 7.2-inch 100-year 10-day snow-melt critical storm events, existing and proposed. Proposed runoff rates must be less than existing.
12. Identification of normal and 100-year water levels for all existing and proposed ponds, wetlands, or other drainage features.
13. Identification of erosion control BMPs to ensure a stable outlet and channel.
14. As built elevations will be required by the District after construction and will be a condition of the permit.