

WILD RICE WATERSHED DISTRICT

APPLICATION FOR PERMIT

Wild Rice Watershed District
11 East 5th Avenue, Ada, MN
Form 1F (1/15)

(WRWD USE ONLY)

Ref. No. _____

Permit No. _____

Application Sections Completed: _____

Date Received: _____

Verified Complete:

Yes No _____

Yes No _____

Yes No _____

Application Accepted: _____

WRWD USE ONLY

NOTE: In order for your permit application to be considered submitted, SECTION A and SECTION B must be filled out completely including the map as described in Line 2 of SECTION B. In addition, the applicant shall complete the appropriate additional SECTIONS listed in Line 2 of SECTION B for all the proposed facility types that apply to the proposed project. The SECTIONS of the form applicable to your project **MUST** be filled out completely or it will not be considered "submitted" and can delay processing and action.

Once your application has been deemed "submitted" the District will contact you within 15 days if additional information is required.

SECTION A - APPLICANT INFORMATION:

Applicant Name: _____

Please indicate if you are: Owner _____ Renter _____

Applicant Email Address: _____

Applicant Address: _____

Applicant Daytime Phone Number: _____ Mobile Number: _____

If Renter, Name of landowner where project will be constructed: _____

Landowner Email Address (if known): _____

Landowner Address: _____

Landowner Daytime Phone Number: _____ Mobile Number: _____

THE FILING OF THIS APPLICATION IN NO WAY RELIEVES THE APPLICANT OR LANDOWNER FROM ANY RESPONSIBILITY OR LIABILITY RESULTING FROM THE CONSTRUCTION, OPERATION OR FAILURE OF THE PROJECT. AS THE APPLICANT, I UNDERSTAND THAT THE CONSTRUCTION I PROPOSE MAY BE VIEWED AND/OR EVALUATED PRIOR TO BOARD ACTION AND MUST BE DATED A MINIMUM OF 15 DAYS PRIOR TO REGULAR BOARD MEETING DATE TO BE CONSIDERED. AS THE APPLICANT, I AM AWARE OF THE REQUIREMENTS OF THE RULES OF THE DISTRICT. THIS PERMIT DOES NOT RELIEVE THE APPLICANT OF ANY REQUIREMENTS FOR OTHER PERMITS WHICH MAY BE NECESSARY FROM TOWNSHIP, COUNTY, STATE OR FEDERAL GOVERNMENT AGENCIES.

Applicant (print): _____

Signature: _____

Date: _____

Sponsoring Agency (if applicable): _____

SECTION B - GENERAL INFORMATION:

(1) The proposed project involves (select all that apply):

- Tiling (**Complete Section C**)
- Surface Drainage (New Ditch or Improvement) (**Complete Section D**)
- Culvert Installation / Removal / Modification (**Complete Section E**)
- Bridge Installation / Removal / Modification (**Complete Section F**)
- Wetland Restoration or Other Water Retention Related Structures (**Complete Section G**)
(Including Water and Sediment Control Basins)
- Road Grading (**Complete Sections D, E, F, G and H**)
- Dike / Levee (Including Ring Dikes) (**Complete Section I**)
- Channel Stabilization Or Restoration, Erosion Control, And Other Water Related Facilities (**Complete Section J**)

(2) Legal description: County _____ Township _____ Range _____ Section _____ ¼ _____

(3) **(This Application must include a map from an actual survey, aerial photo or topographic map. The size of the map shall be 8½ by 11 inches (or larger). The map shall have a north arrow and approximate scale. If, in the opinion of the WRWD staff, the map does not contain information to properly identify the project, it will be returned as an incomplete application.)**

Is a map attached to this application meeting the requirements listed above? Yes No

(4) Describe in detail the work to be performed. If more space is needed, use additional sheets.

(5) Why is this work necessary? Explain water related issue/problem being solved. If more space is needed, use additional sheets.

(6) Will the project, including any area inundated as a result of the project, be located entirely on land owned by the applicant?

Yes No

(7) Project sponsor (MnDOT/County/City/US Fish & Wildlife Service, etc.), if applicable _____

(8) Contractor, if applicable _____

(9) Anticipated construction start date _____

(10) Who will be responsible for the operation and/or maintenance of this project? _____

SECTION C – TILING

- (1) What type of tiling will be completed? Random Tile Pattern Tile
- (2) What type of outlet is proposed? Lift Station Gravity Outlet Other: _____
- (3) Does this project include surface water inlets of any kind? Yes No
- (4) Does this project include water level control structures of any kind? Yes No
- (5) Describe outlet/receiving waters from tile (provide detail on where tile outflows will flow to) : _____

- (6) Is the land assessed to drain to a Legal Ditch System? Yes No If yes, which system? _____

- (7) If tile will outlet across private property before entering a public ditch or natural stream, please provide names of property owners that will be impacted?

- (8) Name of designer of the project: _____ Phone: _____
Email Address: _____
- (9) Name of the installer of the project: _____ Phone: _____
Email Address: _____
- (10) For permits requesting tiling, the applicant shall provide the following minimum information. This information shall be provided on a detailed tile plan/map that should be submitted along with this application. Please check each box to ensure that the requested information has been provided on the detailed tile plan. If any item is missing from the list, please provide explanation why information is not provided so that a determination on application completeness can be made:
 - a. Are tile line locations shown? Yes No
If "No" please explain: _____

 - b. Are the tile sizes indicated? Yes No
If "No" please explain: _____

 - c. Is the location of the outlet indicated? Yes No
If "No" please explain: _____

 - d. Are any and all lift station locations indicated? Yes No N/A
If "No" please explain: _____

 - e. Are all surface inlet locations indicated? Yes No N/A
If "No" please explain: _____

 - f. Are all other special features (bioreactors, water level control structures,...) indicated? Yes No N/A
If "No" please explain: _____

SECTION D - SURFACE DRAINAGE (NEW DITCH OR IMPROVEMENT):

- (1) Is the location of the existing and proposed ditches shown on the project location map? Yes No
- (2) Does this project involve construction of new ditches? Yes No
- (3) Does this project involve improvement of existing ditches? Yes No
- (4) Describe the existing dimensions of the ditch (depth, width, N/A) : _____
- (5) Describe the proposed dimensions of the ditch (depth, width, N/A) : _____
- (6) How will grade-line (flowline) of the ditch be established? _____
- (7) Where will the spoil be placed: _____
- (8) Describe the outlet of this drainage project (natural stream, legal ditch,...) and show on the map.
 Natural Stream / River Roadside Ditch Legal Ditch Other (describe below)

- (9) Is the land assessed to drain to a Legal Ditch System? Yes No If yes, which system? _____

- (10) Any Additional Information

SECTION E – CULVERT INSTALLATION / REMOVAL / MODIFICATION / GATES

(1) Are the locations and sizes of the existing and proposed culverts shown on the project map? Yes No
Note that the applicant shall also provide the location and size of the upstream and downstream culverts/bridges for any culvert proposed to be installed, removed, and modified.

(2) Does this project involve removal of any culverts? Yes No

(3) Does this project involve installation of any new culverts? Yes No

(4) Does this project involve modification (lengthen, changing elevations,...) of any culverts? Yes No

(5) Does this project involve installing flap gates or other control structures of any culverts? Yes No

If YES, please describe the area that the proposed control structure is being installed to protect and why it is needed?

(6) The applicant shall number proposed culvert changes on the project map and provide information in tabular form in the table below. (use additional sheets as necessary) :

| CULVERT # | DRAINAGE AREA (acre) | STYLE (round, arch, box, or other) | NEW SIZE (Diameter – Round) or (Width and Height) | TYPE (Centerline, Approach, Or Other) | EXISTING SIZE AT SAME LOCATION (if applicable) | DIRECTION OF FLOW | FLAP GATE OR TRAP | | HYDRAULIC STUDY COMPLETE | |
|-----------|----------------------|------------------------------------|---|---------------------------------------|--|-------------------|--|--|--|--|
| | | | | | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO |
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(7) Any Additional Information

SECTION F – BRIDGE INSTALLATION / REMOVAL / MODIFICATION

- (1) Are the locations and sizes of the existing and proposed culverts/bridges shown on the project map? Yes No

Note that the applicant shall also provide the location and size of the upstream and downstream culverts/bridges.

- (2) Does this project involve removal of any bridges? Yes No
(i.e. "Yes" for projects replacing existing bridges with new structures (i.e. culverts, new bridge,...).
- (3) Does this project involve installation of any new bridges? Yes No
(i.e. "Yes" for projects replacing existing bridges with new bridges)
- (4) Does this project involve modification of any bridges? Yes No
(i.e. "Yes" for projects extending wingwalls, widening decks,...)

(5) For permits requesting changes to bridges, the applicant shall provide the following information. Please check each box to ensure that the requested information has been provided. If any item is missing from the list, please provide explanation for why information is not provided so that a determination on application completeness can be made:

- a. Hydraulic Analysis showing existing and proposed hydraulic conditions? Yes No

If "No" please explain: _____

- b. Information (size, type, location) on adjacent upstream and downstream structures? Yes No

If "No" please explain: _____

- c. Maximum previously observed highwater elevation at the site including time frame? Yes No

If "No" please explain: _____

- d. Detailed project construction plans included (showing the profile, cross sections, plan views, details,...)? Yes No

If "No" please explain: _____

(6) Any Additional Information

**SECTION G – WETLAND RESTORATION OR OTHER WATER RETENTION RELATED STRUCTURES
(INCLUDING WATER AND SEDIMENT CONTROL BASINS)**

- (1) Are the locations of proposed wetland basins/water retention areas shown on the project map? Yes No N/A
- (2) Are the locations of ditch plugs, scrapes, embankments or other related features on the project map? Yes No N/A
- (3) Are the adjacent property lines indicated on the project map? Yes No N/A
- (4) Are the maximum pool elevation boundaries indicated on the map? Yes No N/A
- (5) Are all proposed tile lines and outlet structures indicated on the project map? Yes No N/A
- (6) Is this project mitigation for another project? Yes No

If yes, please describe: _____

- (7) Please indicate datum used for development of the plans for this project? local NGVD 29 NAVD 88

(8) Describe the proposed operation plan for the project: _____

(9) Name of designer of the project: _____ Phone: _____
Email Address: _____

(10) Any Additional Information

(11) The applicant shall number proposed basins on the project map and provide information in tabular form in the table below. (use additional sheets as necessary) :

| BASIN # | DRAINAGE AREA (acre) | METHOD OF CONSTRUCTION (ditch plug, embankment, scrape, other...) | PRINICIPAL SPILLWAY ELEVATION | AUXILLARY SPILLWAY ELEVATION | TOP OF STRUCTURE ELEVATION | STORAGE CAPACITY AT SPILLWAY ELEVATION (acre-ft) | POOL SURFACE AREA AT SPILLWAY ELEVATION (acres) |
|---------|----------------------|---|-------------------------------|------------------------------|----------------------------|--|---|
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SECTION H – ROAD GRADING PROJECTS (NEW ROAD CONSTRUCTION OR MODIFICATION OF AN EXISTING ROAD THAT INCLUDES CHANGES TO CULVERTS, DITCHES, OR CENTERLINE ELEVATIONS)

(1) Are detailed project construction plans included with this application? Yes No
If "No" please explain: _____

(2) Will the roadway elevations be changed from what currently exists? Yes No
If "Yes" please explain: _____

(3) Has the data required in SECTION D been provided for all ditch modifications? Yes No N/A

(4) Has the data required in SECTION E been provided for all culvert modifications? Yes No N/A

(5) Has the data required in SECTION F been provided for all bridge modifications? Yes No N/A

(6) Has the data required in SECTION G been provided for all wetland restorations? Yes No N/A

(7) Any Additional Information

SECTION I – DIKE / LEVEE (INCLUDING RING DIKES)

- (1) Are the locations of any proposed dike(s) shown on the project map? Yes No
- (2) Is this for a new dike or modification of existing dike? New Modify Existing
- (3) Is this application for the construction of a ring dike? Yes No
If so, will the ring dike tie into existing? dike roadway high ground other _____
- (4) Briefly explain the purpose of the proposed dike / levee: _____

- (5) Briefly explain how the required elevation of the dike was determined: _____

- (6) Proposed dike / levee design details:
- a. Please indicate datum used for development of the plans for this project? local (above highwater) NGVD 29 NAVD 88
 - b. Dike length _____ feet
 - c. Top width _____ feet
 - d. Side slopes:
 - i. Interior _____:1
 - ii. Exterior _____:1
 - e. Maximum height (H) _____ feet tall, elevation _____ feet msl*
 - f. Minimum height (H) _____ feet tall, elevation _____ feet msl*

- (7) Will the dike flood or adversely affect adjacent, upstream or downstream land? Yes No
If "Yes" please explain method being used to address property owner impacts: _____

- (8) Any Additional Information

SECTION J – CHANNEL STABILIZATION OR RESTORATION, EROSION CONTROL, AND OTHER WATER RELATED FACILITIES

(1) Are the locations of all proposed work shown on the project map? Yes No
(2) Is the project a riverbank or streambank stabilization project? Yes No
If "Yes" please provide copies of detailed design plans and explain project: _____

(3) Is the project a river or stream restoration project? Yes No
If "Yes" please provide copies of detailed design plans and explain project: _____

(4) Is the project a lake shore stabilization project? Yes No
If "Yes" will a Minnesota DNR Permit be required _____

(5) Is the project a municipal storm sewer project? Yes No
If "Yes" please provide copies of detailed design plans and explain project: _____

(6) Is the project a municipal sanitary sewer or lagoon project? Yes No
If "Yes" please provide copies of detailed design plans and explain project: _____

(7) Any Additional Information

ACTION BY THE BOARD OF MANAGERS OF THE WILD RICE RIVER WATERSHED DISTRICT

Permit No. _____ (WRWD USE ONLY) Reference No. _____

Applicant Name: _____

Applicant Email Address: _____

Applicant Address: _____

Proposed Work [From Section B(4)]: _____

The above Application for Permit is approved _____ disapproved _____ this _____ day of _____, _____.

The Board makes the following conditions as a part of this Permit.

Additional Permit Conditions:

1. Work in road right-of-way is subject to approval of road authority (Township, County, or State).
2. For work within Legal drainage system right-of-way or WRWD Project Easement Areas, applicant agrees to move their utilities at their own expense if it is determined that the utility needs to be moved in the future by the WRWD.
3. Unless otherwise noted, all approved permit applications expire one year from the date of board approval. A permit renewal can be applied for prior to the expiration date by contacting the district office.

Wild Rice Watershed District

Chair

Secretary

WILD RICE WATERSHED DISTRICT
TIME EXTENSION NOTIFICATION

Wild Rice Watershed District
11 East 5th Avenue, Ada, MN
Form 3F (1/15)

(WRWD USE ONLY)

Ref. No. _____

Permit No. _____

Date Permit Received _____

Date Permit Accepted _____

Date of Time Extension Request _____

APPLICANT INFORMATION

Applicant Name: _____

Applicant Email Address: _____

Applicant Address: _____

TIME EXTENSION NOTIFICATION

In order to appropriately process your permit application referenced above, the Wild Rice Watershed District will be extending the timeframe to review this permit by _____ days until _____.

The reason for this required extension is indicated below.

Please feel free to contact the District Office with any questions.