

# WILD RICE WATERSHED DISTRICT

## APPLICATION FOR PERMIT

Wild Rice Watershed District  
11 East 5<sup>th</sup> 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 IF APPLICABLE.

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\_\_\_\_\_1/4 \_\_\_\_\_

(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.

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

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(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)

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

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- (10) Any Additional Information

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## 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?

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- (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 <input type="checkbox"/> YES <input type="checkbox"/> NO	HYDRAULIC STUDY COMPLETE <input type="checkbox"/> YES <input type="checkbox"/> NO

- (7) Any Additional Information

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## 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

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**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

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\_\_\_\_\_

(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) :

[illegible]



**SECTION H – ROAD GRADING PROJECTS (NEW ROAD CONSTRUCTION OR MODIFICATION OF AN EXISTING ROAD THAT INCLUDES CHANGES TO CULVERTS, DITCHES, OR CENTERLINE ELEVATIONS)**

- If "No" please explain: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- If "Yes" please explain:
- 
- 
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- 
- 
- 

- ☐
- Yes
- ☐
- No
- ☐
- N/A

- [illegible]

**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

\_\_\_\_\_

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\_\_\_\_\_

**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: \_\_\_\_\_

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

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- (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: \_\_\_\_\_

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- (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: \_\_\_\_\_

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- (7) Any Additional Information

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**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:

- ☐ Work in road right-of-way is subject to approval of road authority (Township, County, or State).
- ☐ 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.
- ☐ Unless otherwise noted, all approved permit applications expire two years 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  
11 East 5<sup>th</sup> Avenue, Ada, MN  
Form 2F (1/15)

Ref. No. \_\_\_\_\_

Permit No. \_\_\_\_\_

Date Permit Received \_\_\_\_\_

Date of Additional Information Request \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

In order to appropriately process your permit application referenced above, the Wild Rice Watershed District requests that the following additional information be provided by the applicant (see also attached).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

# WILD RICE WATERSHED DISTRICT

## TIME EXTENSION NOTIFICATION

Wild Rice Watershed District  
11 East 5<sup>th</sup> 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.

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