

**PERMIT
SYSTEM
GENERAL
INFORMATION**

Pelican River Watershed District

211 Holmes St W, Suite 201, P.O. Box 1043, Detroit Lakes, MN 56502
(218) 846-0436 phone
(218) 846-0778 fax
www.prwd.org

Mission: *To protect and enhance the quality of water in the lakes within its jurisdiction and to ensure that wise decisions are made concerning the management of streams, wetlands, lakes, groundwater and related land resources which impact these lakes.*

PERMIT INFORMATION

The District has adopted a permit program which requires property owners to obtain approval for the following plans:

- **Shore impact zone alterations**
- **Bluff Impact Zone/Steep Slope area within shoreland district alterations**
- **Rip-rap or beach sand blankets (installation, repair, or replacement)**
- **Retaining walls (installation, repair, or replacement within shore impact or bluff impact zones)**
- **Impervious surface coverage (total cumulative coverage)**
 - **More than 25% of lot coverage**
 - **1 acre (43,560 sq. ft.) or greater**
 - **more than 10,000 sq. ft. in Shoreland District**
- **Subdivisions, plats, or planned unit developments (PUD's)**
- **Highway, road, street, parking lot, or public water access (construction or reconstruction)**
- **Bridge and/or Culverts, inlets to Waters of the State, stormsewers (new or changes to existing structures)**
- **Groundwater de-watering – (discharges to Waters of the State)**

Permits will be granted for actions which meet all of the following conditions:

- A. Actions will not result in increases in stormwater discharge rates to adjoining properties or to waters of the state for the 5-year, 25-year, and 100-year- 24-hour rainfall events.
- B. All actions must utilize standards procedures for controlling runoff rates, nutrients, and sediments
- C. Stormwater management plan for alterations of impervious surface, subdivisions, plats, planned unit developments, highway, streets, roads, parking lots, public water access, stormwater infrastructure, inlets to waters of the state, bridges, culverts.
- D. Actions involving ice ridges are allowed only for purposes of repairing existing shoreline damage; no ice ridge modifications which result in an increase of runoff to a lake or natural vegetation disturbance are allowed, except that a 4 foot wide walkway may be constructed upon an ice ridge.
- E. Actions involving the stabilization of shorelines or stream banks (including rip-rap), or installation of beach sand blankets must use non-polluting fill.
- F. Retaining walls in the shore impact zone are allowed only for the purposes of correcting existing slope instability or erosion; the base of such walls must be above the highest known water level.

Complete applications must be submitted to the District office for review and approval. Applicants must present all of the items below prior to consideration by the District. Completed permit application signed by the property owner or governmental unit

1. All necessary maps, plans, specifications, and calculations in duplicate. Additional information may be required by the District after initial review.
2. Permit application/field inspection fees according to the most recent schedule as set by the Board of Managers
3. Street location/vicinity map
4. A cash performance surety may also be required.

Complete applications are usually reviewed within 14 days, however the District reserves the right to allow 60 days for approval from receipt of completed application. Once all plans and other permit requirements are met, the Board of Managers or their Designee will approve your permit. You can pick up the signed permit at the District office or we can mail it to you by request. PRWD Staff will inform you within ten (10) days written notice of any deficiencies in your application and ask you to make necessary changes.

DEFINITIONS

Ice-ridge—means the ridge, comprised of soil, sand and/or gravel, often found in the shore impact zone near the ordinary high water mark of lakes, and caused by wind-drive ice or ice expansion.

Shore Impact Zone—means land located between the ordinary high water level of a public water and a line parallel to and one-half the setback from it. (see table to the right for Shore Impact Zone dimensions for different waterbodies within the District.)

Ordinary High Water (OHW). The boundary of public waters and wetlands which is an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly the point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high water is the elevation of the top of the bank of the channel. For many lakes in the District, the DNR has set a defined the OHW as a specific elevation.

Bluff Impact Zone. Hill, cliff or embankment located within the shoreland area and draining to a water body having a slope rising at least 25 feet above the ordinary high water level of the waterbody and where the grade of the slope from the toe of the bluff to any point 25 feet or more above the OHW averages 30% or greater, and the land located within 20 feet from the top of the bluff.

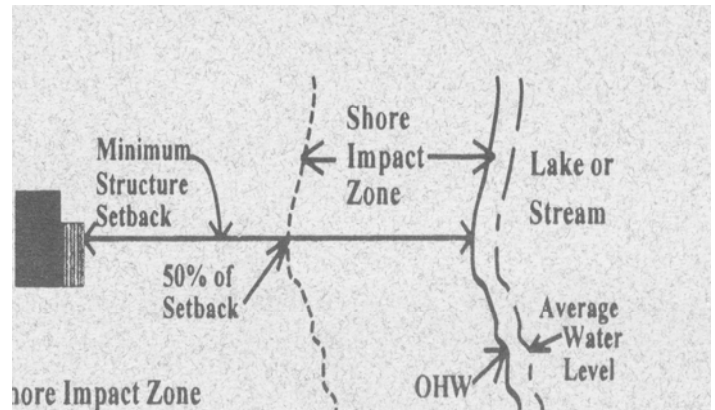
Shoreland District or Zone: land located within 1,000 feet of the ordinary high water mark of a lake, pond or 300 feet from a river or stream, as defined in the Becker County Zoning Ordinance.

Steep slope: steep slopes, that are not bluffs are lands having average slopes more than 12 percent, as measured over distances of 50 feet measured on the ground.

Impervious Surface—a constructed hard surface that either prevents or retards the entry of water into the soil and causes water to run off the surface in great quantities and at an increased rate of flow than prior to development.

Pervious Surface—a constructed surface that provides a large measure of infiltration into the ground.

Waterbody	Shore Impact Zone
Detroit, Floyd, North Floyd (Mud) Little Floyd, Melissa, Sallie	37.5 Feet
Curfman (Deadshot), Fox, Long, Monson, Muskrat, Pearl	50 Feet
All other lakes	75 Feet
Rivers, streams - UNSEWERED	50 Feet
Rivers, streams - SEWERED	37.5 Feet



OHW Elevations (mean sea level) for Selected District Lakes

Detroit—1334.30
 Floyd—1354.80
 Long—1351.20
 Melissa—1328.60
 Sallie—1329.30



*To protect and enhance the quality of water in the lakes within its jurisdiction and to ensure that wise decisions are made concerning the management of streams, wetlands, lakes, groundwater and related land resources which impact these lakes—
 PRWD Mission Statement*

Return completed permit application, including two sets of required exhibits, and appropriate fees to:

Pelican River Watershed District

211 Holmes St West, Suite 201
PO Box 1043
Detroit Lakes, MN 56502
PH (218) 846-0436 FAX (218) 846-0778
www.prwd.org

(For office use only)

PERMIT APPLICATION NO. _____
REC'D OFFICE _____ REC'DENGR/SWCD _____
PERMIT & FIELD INSPECTION FEES \$ _____
CASH OR CHECK NO. _____

PERMIT APPLICATION

TO BE COMPLETED BY APPLICANT (Property Owner OR by Governmental Entity if a public project)
PLEASE PRINT WITH INK

I. PROPERTY OWNERS *List all. (Last, First, M.I.)*

Address (Street, Box #, City, State, Zip)

Day Telephone

Cellular Phone

E-mail

2. PROJECT LOCATION (Attach drawing with directions to site):

LAKE (if applicable) TOWNSHIP(S) TWP NO. RANGE SECTION (1/4) LOT, BLOCK, SUBDIVISION
N W

PROJECT ADDRESS:

CITY:

3. PERMIT APPLICATION FOR:

_____ **A. alterations to land, vegetation, impervious surface in shore impact zone**

_____ **B. rip-rap or beach sand blanket**
(installation, repair, replacement)

_____ **C. alterations to land, vegetation, impervious surface in bluff impact zone or on steep slopes in shoreland district**

_____ **D. retaining wall** (installation, repair, replacement within shore impact or bluff impact zones)

_____ **E. impervious surface** (total cumulative coverage)

_____ more than 25% of lot coverage

_____ 1 acre (43,560 sq. ft.) or greater

_____ more than 10,000 sq. ft. in Shoreland District

_____ **F. subdivisions, plats, or planned unit developments (PUD's)**

_____ **G. highway, road, street, parking lot, or public water access**
(construction or reconstruction)

_____ **H. bridges, culverts, inlets to waters of the state; storm sewers**
(new or changes to existing structures)

_____ **I. groundwater dewatering**
(discharges to Waters of the State)

3.a PROJECT PLAN DESIGN CONTACT

(COMPANY, NAME, ADDRESS, DAY PHONE, CELL NUMBER, EMAIL)

3.b EROSION CONTROL?GRADING CONTACT for our Inspector:

(COMPANY, NAME, PHONE, CELL PHONE, FAX and EMAIL)

4. PROJECT DESCRIPTION

5. DATES Proposed start of activity:
(identify any completed work on attached drawing)

Proposed Completion Date:

Submittal Requirements

Applicants must submit all of the following items:

1. Completed permit application (application must be signed by the PROPERTY OWNER or Governmental Entity)
2. 2 copies of drawings, plans and other data as outlined in "Pelican River Watershed District Permit Information Sheets"
3. The application/field inspection fees according to the most recent schedule set by the Board of Managers
4. Street location map

Applying for the permit does not preclude your applying for any necessary permit that may be required from OTHER governmental agencies. Any work performed prior to obtaining all required authorizations may be subject to Federal, State, and/or local administrative, civil and/or criminal penalties. No liability shall be imposed on the district or any of its officers, agents, or employees, officially or personally, on account of the granting of this permit, on an account of any damage to any person or property resulting from any act or omission of the permittee or any of its agents, employees or contractors relating to any matter hereunder. This permit shall not be construed as limiting any legal claim or right of action of the District against the permittee, its agents, employees, or contractors for the violation of or failure to comply with the provisions of the permit or

When all items have been satisfactorily completed and the District determines the project meets the District's Rule requirement, this permit will be issued. The permit may be picked up at the office or it will be mailed out. A copy will be faxed to the applicable governmental entity (Becker County or City of DL Zoning Departments).

The permit will be valid for 18 months from date of issuance unless otherwise suspended or revoked. A permit may be extended at no charge provided the property owner notifies the District in writing stating the reasons for extension. Any plan changes, and related project documents must also be included in the extension application. The District must receive the extension application at least 30 days prior to the permit's expiration date.

If changes are made to the permitted plans for this project, changes must be submitted to the District (in duplicate) for review. If approved, an amended permit will be issued.

When the project is complete, please call the District office at (218) 846-0436 to request final inspection.

This permit may be terminated by the Board of Managers without notice at any time deemed necessary for the management of the water resources of the District, or in the interest of the public health and welfare, or for violation of any of the provisions of this permit.

'I understand that, as a Permittee, I am legally accountable to ensure compliance with the terms and conditions of the permit. I understand that I am not authorized to begin the project until I receive the permit and the permit sign is posted on the site. If the project is modified, I will obtain approval by the District before I continue with the project. I authorize the District, and its agents, employees, officers and contractors, to enter the project site to perform any inspection or work authorized by the permit or any applicable law.'

"I certify that I have thoroughly read and understand the information on this permit application, including submittal requirements."

SIGNATURE: _____ DATE: _____
Property Owner or Authorized Signature of Governmental Entity

APPROVED PERMIT MUST BE POSTED PROMINENTLY ON THE SITE BEFORE ANY WORK CAN BEGIN. THE PELICAN WATERSHED DISTRICT MAY ISSUE STOP-WORK ORDERS ON SITES WITHOUT APPROVED PERMITS. IF A PERMITTED SITE IS OUT OF COMPLIANCE WITH ITS PLAN, AS DETERMINED BY INSPECTION, A STOP WORK ORDER MAY BE ISSUED AND PENALTIES APPLIED. VIOLATION OF DISTRICT WATER MANAGEMENT RULES IS A MISDEMEANOR SUBJECT TO A PENALTY AS PROVIDED BY LAW.

ACTION BY PELICAN RIVER WATERSHED DISTRICT

PERMIT NO. _____ — _____

The above application for permit is **APPROVED / DISAPPROVED** this _____ day of _____, 20__
Pelican River Watershed District

BY _____

Its _____

PERMIT
INFORMATION
PACKET

Pelican River Watershed District

211 Holmes St W, Suite 201, P.O. Box 1043, Detroit Lakes, MN 56502
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FEE SCHEDULE

PERMIT APPLICATION/INSPECTION FEES

Effective May 1, 2003

Permit application must accompany application and field inspection fees. If the project involves more than one action, only one field inspection fee will be charged for the project. The higher inspection fee will apply. Field inspection/plan review fees includes initial site and final inspection site visits.

Permit Application Fee: \$10
AND

Field Inspection Fee Rates

- Shore Impact Zone\$65
- Bluff Impact Zone..... \$165
- Steep Slope w/in Shoreland Zone..... \$165
- Rip-rap or beach sand blanket..... \$65
- Retaining walls..... \$165

- Impervious surface coverage
 - More that 25% lot coverage..... \$65
 - One acre (43,560 sq ft)..... \$165
 - >10,000 sq. ft. in Shoreland Zone.....\$165

- Subdivisions, plats, or planned unit developments.....\$165
- Highway, road, street, parking lot, or public water access..... \$165
- Bridge, culverts, stormsewer, inlet to water.....\$165
- Driveway culvert.....\$65
- Groundwater de-watering \$65

For violations or changes to plans actual hourly rates of employees, consultants (engineers, attorneys, inspection staff etc.), and District Managers will apply.

Example: permit application	\$10
field inspection fee	\$65
Total Fee Charged.....	\$75