Permit Application Submittal Requirements

Rule 4 – Stormwater Exhibits and Information

The following exhibits and information must accompany the permit application. One set at 11”x17”; and a copy of all submittals in electronic .pdf format.

- A copy of the MPCA NPDES Permit Application
- Stormwater runoff rate analysis for the 2-year, 10-year, 100-year 24-hour rain events and 6.7 inch 100-year 10-day snowmelt, existing and proposed.

  Subd. 3. Standards. a.“The runoff rate from the Impervious Surface Property after development shall not exceed runoff rates for the 2-year, 10-year, and 100-year 24-hour rainfall events, and 6.7 inch 100-yr, 10-day snow melt runoff event for the predominant land use over the last 10 years.”

Rule 5 – Drainage Exhibits and Information

The following exhibits and information must accompany the permit application. One set at 11”x17”; and a copy of all submittals in electronic .pdf format.

- For a “New Ditch” or “New Culvert”
  - Vicinity map.
  - A site map where drainage facilities are labeled in addition to outlet location elevations, slope, and typical cross-section.
  - Topographic map showing existing and proposed contours extending at least 100 feet offsite.
  - Identification of existing and proposed drainage features such as ditches, swales, pipes, overflows, catch basins, and water quality ponds.
  - Copies of plans and specifications for any drainage project
  - Delineation of existing and proposed subwatersheds.
  - Delineation of wetlands onsite and narrative stating how project will affect these wetlands.
  - Documentation that the drainage project complies with all federal state and local wetland laws.
  - Calculation of flows for existing and proposed conditions for the 2-, 10-, 100-year and 7.2-inch snowmelt.
  - Demonstration from a Minnesota Professional Engineer that there is a no net increase in flowage capacity and stage from the existing conditions or structure.

    - Identification of erosion control BMPs to ensure a stable outlet and channel.
    - As built elevations tied to sea level datum will be required by the District after construction and will be a condition of the permit.
    - Documentation confirming that no illicit discharges are connected to or will be connected to the drainage facility.
    - Ditches require a 16.5 foot buffer be established within a year from the permit
- For "Ditch Maintenance" in excess of 250 linear feet requires:
    - A documentation of original constructed ditch depth, grade, and side slopes.
    - A certificate of survey drawing must show s a pre-existing conditions and proposed final elevations.
    - All vertical datum must be based on a sea level standard
    - Either a signed permission from the downstream landowner(s) or sufficient engineering data demonstrating the "Maintenance Activity" will not have a negative downstream impact.
    - An "as-built" certificate of survey including centerline elevations and ditch cross section descriptions every 500 feet.
    - Ditches require a 16.5 foot buffer be established within a year from the permit
- For "Culvert Maintenance", if replacing same material, size, grade, and depth.
    - A documentation of original culvert material, size, depth, and grade.
    - All vertical datum must be based on a sea level standard
    - An "as-built" certificate of survey of construction
- For "Ditch Improvement" or "Culvert Improvement"
    - Documentation proving there are not negative downstream impacts from the District's hydrologic and hydraulic model or demonstrated by a professional engineer registered in the State of Minnesota.
    - An "as-built" certificate of survey including centerline elevations and ditch cross section descriptions every 500 feet.
    - Ditches require a 16.5 foot buffer be established within a year from the permit

Rule 6 – Floodplain Exhibits and Information

The following exhibits and information must accompany the permit application. One set at 11"x17"; and a copy of all submittals in electronic .pdf format.

- Vicinity map.
- Identification of normal and 100-year water levels for all existing and proposed ponds, wetlands, or other drainage features.
- Delineation of 100-year floodplain and floodway onsite, if present.
- Lowest floor elevations for each structure (if applicable).
- Calculations from a Professional Engineer that indicate the impacts for:
    - Floodplain storage volume
    - Peak discharge rates
    - Water levels
- If the "Impact" is in excess of 250 cubic yards of is needed applicant must

- Demonstrate that the impacts are needed to reasonably complete the project.
- Demonstrate that alternatives have been considered to avoid and minimize the impacts.
- Map of proposed on-site replacement and demonstrate that floodplain benefits are being replaced at a 1:1 ratio(if applicable).
- Map of proposed off- site replacement and demonstrate that floodplain benefits are being replaced at a 1.5:1 ratio (if applicable).
- Mitigation of Impacts through
    1. Acquisition of flood easement on impacted areas
    2. Armoring and stabilizing of areas exposed to increased velocities or elevations compare to pre-existing conditions.

- For the Snow Management Plan the storage area is set back at least 100 feet from the Drainageway, Open Ditch or Public Drainage System. The plan needs to be submitted and approved by October 1st of each year.
    - Plan requirements:
        1. Vicinity map
        2. Design for BMP system for maximum pollutant removal.
        3. Installation, Implementation and Maintenance plan for site

Rule 7 – Waterbody Alterations Exhibits and Information

The following exhibits and information must accompany the permit application. One set at 11”x17”; and a copy of all submittals in electronic .pdf format.

- Vicinity map and site map and site drawing
- Written approval from the owners of property that could potentially be affected by such construction and shall be consistent with the District Engineer or consultant’s recommendation.
- A map of best management practices designed to minimize the increase in suspended solids.
- Demonstrate that adequate measures have been taken to protect adjacent, nearby, upstream, and downstream properties from flooding and the necessary easements have been obtained.
- The maximum and average depth, and the 100 year flood and normal elevation of water in any detention basin, impoundment, wetland, pond, or slough affected by the Waterbody Project.
- Design elevation of any and all proposed dikes, dams, levees, berms, or any area filled higher the original ground.
- The design of dedicated emergency overflow that is designed not to allow for flows to washout the dikes, dam, levee, or berm to convey overflows without causing downstream erosion.
- Computations regarding the capacity and design of any Waterbody Project.

- Identify the location size and capacity of all outlets for water from the waterbody project and elevations of any detention basins, impoundments, ponds, slough, wetlands, or other drainage features.
- An engineered study of the potential affects where improper construction or failure could result in considerable damage (if applicable).
- As built elevations will be required by the District after construction and will be a condition of the permit.

Rule 8 – Erosion Control Exhibits and Information

The following exhibits and information must accompany the permit application. One set at 11”x17”; and a copy of all submittals in electronic .pdf format.

For sites greater than one acre

- Copy of the building permit applications including erosion and storm water runoff plans as well as a timetable for implementations
- Storm water runoff plans must include snow removal, dumping and retention methods

For sites greater than 2500 square feet and less than one acre it is required that

- Down gradient silt fence or other approved method as listed in the Minnesota Storm Water Manual
- Vehicle tracking plan
- Stockpile control
- Turf establishment
- Good housekeeping