



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, November 6, 2024

### **Agenda Item**

#### **Item 6. C. – Permit Fee Schedule update**

#### **Prepared By**

Linda Loomis, Administrator

#### **Summary**

At the July 17, 2024, Lower Minnesota River Board of Managers meeting, revisions to the LMRWD fee schedule were recommended to the Board of Managers. The Board adopted the recommended revisions to the fees schedule for permit review fees and asked that further revisions be considered to try to equalize the fees collected for permit reviews with the actual cost to review permits.

Details of the steps taken to consider further revisions to the fee schedule are provided in a Technical Memorandum prepared by Young Environmental Consulting Group are attached.

There will be extra expenses for administrative services to implement the recommended revisions, as this will involve additional tracking of permit reviews, that will take time to invoice and refund fees under this program.

#### **Attachments**

Technical Memorandum – Request for Permit Fee Revision Amendment dated October 30, 2024

#### **Recommended Action**

Motion to adopt recommendations made in Technical Memorandum – Request for Permit Fee Revision Amendment dated October 30, 2024

# Technical Memorandum



**To:** Linda Loomis, Administrator  
Lower Minnesota River Watershed District (LMRWD)

**From:** Rachel Kapsch, Water Resources Scientist  
Hannah LeClaire, PE, Project Manager  
Della Schall Young, CPESC, PMP  
John C. Kolb, Attorney

**Date:** October 30, 2024

**Re:** Request for Permit Fee Revision Amendment

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## INTRODUCTION

At the July 17, 2024, Lower Minnesota River Watershed District (LMRWD) Board Meeting, the LMRWD Board of Managers asked Young Environmental Consulting Group, LLC (Young Environmental) to research other water management organizations' fee schedules and produce a recommendation for an updated LMRWD permit application fee schedule to align better with the costs incurred during the review process. The LMRWD Board of Managers approved the recommendation at the August 14, 2024, Board Meeting, and it is included as Attachment 1. Board President Joseph Barisonzi provided additional comments to Young Environmental suggesting permit fee schedule modifications based on research he had conducted. Della Schall Young and Hannah LeClaire (Young Environmental, LMRWD technical consultant), John Kolb (Rinke Noonan, LMRWD legal consultant), and Linda Loomis (LMRWD administrator) met on August 28, 2024, and September 24, 2024, to discuss additional necessary revisions based on Board President Barisonzi's comments. These meetings prompted the revision of the fee schedule enacted on September 1, 2024. If approved, the revised permit fee schedule presented in this memorandum will become effective on December 1, 2024 (Attachment 2).

## DISCUSSION

Discussion and recommendations herein are premised upon the authority that the Minnesota Statute grants the LMRWD. The provisions of Statute Chapter 103D (Watershed Law) limit the Board's authority related to permitting and collection of associated costs.

As it relates to permitting and collection of fees, Section 103D.341 of the Watershed Law provides for a minimal application fee, inspection fees, and financial surety from most applicants.<sup>1</sup> The timing of permit application reviews is tied to Statutes Section 15.99, which requires prompt government action on complete applications related to zoning, septic systems, watershed district review, soil and water conservation district review, or the expansion of the metropolitan urban service area. Section 15.99 requires affirmative approval or denial within 60 days of receiving the complete application unless circumstances warrant an extension of time, not to exceed 120 days in most situations. Section 15.99 gives the government body 15 business days to determine whether an application is complete. If incomplete, the 60-day period is reset if the government body provides the applicant with written notice of an incomplete application and a summary of the missing information.

With an incomplete application, the applicant forfeits any portion of the inspection fee used in reviewing the information. For this reason, it is important that the LMRWD's rules include details of all information required for a complete application. Upon resubmission of an application, the 15-business-day review and 60-day action times are reset. The LMRWD can require additional application and inspection fees as part of the resubmission.

Comments received regarding the fee schedule enacted September 1, 2024, are listed below in Table 1. Our responses indicate how we incorporated the comments into the updates to the permit fee schedule.

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<sup>1</sup> A person applying for a permit required by the Managers under a rule controlling the use and development of land in the floodplain, greenbelt, and open space areas of the watershed district must accompany the application with a permit application fee to defray the cost of recording and processing the application. The Managers may set the fee not to exceed \$10.

The Managers may charge, in addition, a field inspection fee of at least \$35. The inspection fee must be used to cover actual costs related to a field inspection. Inspection costs include investigation of the area affected by the proposed activity, analysis of the proposed activity, services of a consultant, and any required subsequent monitoring of the proposed activity. Costs of monitoring an activity authorized by permit may be charged and collected as necessary after issuance of the permit.

The fees above may not be charged to the federal government, the state, or a political subdivision.

The Managers may require a permit applicant to file a bond or other form of financial assurance with the Managers in an amount set by the Managers and conditioned on performance by the applicant of authorized activities in conformance with the terms of the permit.

Table 1. Comments received on permit fee schedule approved August 21, 2024; effective September 1, 2024

Comment	Response
<p><b>Resubmission or Correction Fees:</b> Charge an additional fee for each resubmission or correction that is required due to errors, omissions, or incomplete information in the initial application.</p>	<p>Resubmission or correction fees will not be included as part of the fee schedule amendment. However, applicants will be required to pay additional inspection fees for permit applications deemed incomplete after two (2) consecutive reviews by LMRWD permitting staff. Inspection fees cover the cost the LMRWD incurs to review resubmitted permit materials.</p> <p>Please see the <b>Penalty for Repeated Errors</b> section for additional information.</p>
<p><b>Hourly Review Fees:</b> Implement an hourly review fee for any time spent on applications that exceed the standard review time due to issues caused by the applicant’s submission. This fee is in addition to the standard permit fee.</p>	<p>Permit applicants are charged an inspection fee dependent upon the LMRWD rule(s) the project triggers and the size of the project. Services provided as part of the inspection fee include reviewing the permit application and materials, correspondence and any meetings with the permit applicant, and field inspection(s). In the September 1, 2024, fee schedule update, permit applicants would not be charged additional fees until the actual cost to conduct a permit review reached or exceeded \$5,000. For the permit fee schedule amendment, we propose that applicants be charged an initial inspection fee based upon project size and LMRWD rules triggered. After we receive and process a permit application, we will track the cost to perform the permit application review based upon the District Engineer’s hourly rate. Applicants will not be charged additional fees until the tracked cost to perform the permit review has exceeded the initial inspection fee. At this time, applicants will be charged additional fees based on District Engineer’s hourly rate.</p> <p>Hourly rates are based on the service fees of the LMRWD District Engineer. With this modification, the LMRWD will recoup all costs incurred while reviewing private individual permit applications.</p>

<p><b>Expedited Review Premium:</b> Offer a premium fee option for expedited processing. However, if the applicant chooses this option and the application is incomplete or sloppy, the expedited fee is forfeited or increased.</p>	<p>The timeline for permit reviews is established in Minnesota Statute 15.99, Subd. 2 and 3. Per Statute, agencies are granted 15 business days upon receipt of an application to respond to applicants. If the application is sufficient and complete, the agency must approve or deny the permit within 60 days. LMRWD Rule A (Administrative and Procedural Requirements) indicates that LMRWD permitting staff must determine that a permit application is complete at least 20 business days prior to the next Board Meeting to be considered for approval at that Board Meeting. Applicants can find review timelines and deadlines on the LMRWD website.</p> <p>The completeness of applications and the timing of monthly Board Meetings influence project review schedules. Only complete and sufficient applications will be eligible for an expedited review. Implementing expedited reviews would require additional resources from the LMRWD engineering pool to aid in reviewing the permit applications on an expedited schedule. Conducting more frequent, special Board Meetings to approve expedited permits would also be required.</p> <p>Applicants can also request a special meeting for consideration of their application. The applicant would be required to pay all costs associated with the special meeting (i.e., Manager per diem, administrative costs, and costs of consultants attending the special meeting, etc.).</p> <p>Currently, if permit applications are complete and sufficient, LMRWD staff can recommend approval or conditional approval within 30 days of notice of completeness. Quality permit applications naturally expedite the review process without an additional fee.</p>
<p><b>Tiered Fee Structure:</b> Create a tiered fee structure where the base fee covers a standard number of review hours, and additional hours due to applicant errors are billed at a higher rate.</p>	<p>A tiered fee structure was enacted as part of the September 1, 2024, fee schedule update. Rule B reviews have lower inspection fees because applications are limited in complexity, ultimately shortening review times. All other projects (Rules C, D, and F) have higher inspection fees because of project complexity. Additionally, the fee schedule designates inspection fees by land disturbance, creating another tier.</p>

<p><b>Penalty for Repeated Errors:</b> Introduce a penalty fee for repeated errors in the application. For example, the first resubmission might be free, but subsequent resubmissions incur increasing fees.</p>	<p>If a permit applicant submits an insufficient application, the LMRWD will provide comments on areas of insufficiency. After the LMRWD has performed an initial review and provided comments, applicants will have an opportunity to revise and submit a complete application. If the applicant's second submittal still does not include all necessary materials and information for a complete permit application, the LMRWD will prepare a technical memorandum on the project and recommend that the Board of Managers deny the permit request, including the reason for denial. Upon denial, the applicant forfeits any portion of the inspection fee charged as part of permit review. If the Board of Managers denies the application, the permit review process will start again from the beginning, meaning the applicant will be required to submit a new application and inspection fee. This cycle will repeat until the applicant has submitted sufficient information. This process follows <a href="#">Minnesota Statute 103D.345</a> and <a href="#">Minnesota Statute 15.99, Subd. 2 and 3</a> while encouraging accurate and complete applications to avoid resubmittal of an inspection fee.</p>
<p><b>Education or Training Requirement:</b> Implement a mandatory training or workshop for applicants who submit sloppy applications, with a fee attached to this training.</p>	<p>Permit applicants are encouraged to set up pre-application meetings with permitting staff to learn about LMRWD rules as they relate to their project and required submittal items for each rule. Any meetings set up during the review process to help the applicant with their submittals will be charged to the applicant based on the new fee schedule.</p>
<p><b>Detailed Documentation and Transparency:</b> Clearly document and communicate the criteria that define what constitutes a "sloppy" or incomplete application, and outline the additional fees that will be incurred</p>	<p>Cover pages (Attachments 3–6) have been created for each rule. The first column details the exhibit and submittal requirements as they are written in the LMRWD rules, the second column allows permit applicants to check YES or NO to indicate whether the item is included, and the third column allows the applicant to indicate where in their application the information is provided. Cover pages were created to minimize insufficient applications and increase transparency on required submittal items, with the goal of making each permit review more efficient for both the applicant and permitting staff.</p>

## Recommendations

Young Environmental recommends that the Board of Managers approve the following changes to the permit fee schedule enacted on September 1, 2024. See Attachment 2 for changes highlighted in red.

- A new paragraph was included to highlight that an inspection fee must be resubmitted if the Board dismisses an application because of insufficient information. The applicant forfeits any portion of the inspection fee if the application is deemed incomplete or is denied. This informs applicants of the potential costs associated with incomplete applications.
- The footnote for all project inspection fees has been updated to indicate that applicants will be charged at an hourly rate, based on the service fees of the LMRWD District Engineer once the actual cost to conduct a permit review exceeds the base inspection fee. This differs from the August 14 recommendation for fees to be incurred on an hourly rate only after total permit review fees exceeded \$5,000.
- An enhanced, After-the-Fact inspection fee of \$500 has also been added for all After-the-Fact permits, in addition to all applicable inspection fees required for the project review. This enhanced fee was added in an effort to deter After-the-Fact permitting and to cover the cost of the initial site inspection for an After-the-Fact permit.
- Cover pages (Attachments 3–6) have been created for each rule to promote complete permit applications.

The recommended fee schedule reflects the Board's continued commitment to the following:

- **Promote Public Awareness:** Application fees encourage public familiarity with permit requirements, increasing compliance and reducing the need for extensive enforcement actions.
- **Protect Water Resources:** The LMRWD Watershed Management Plan prioritizes review and inspection of development projects with potential risk to water resources. The cost of these reviews and inspections exceeds what can be reasonably funded through the annual tax levy. The proposed fee schedule supports this crucial element of water resource protection within the district.
- **Shift Costs to Responsible Parties:** Unfortunately, instances occur where work is undertaken without the required permits or in violation of issued permits. The LMRWD incurs inspection and analysis costs in such cases. The enforcement portion of this fee schedule for After-the-Fact permits shifts these costs to the responsible parties instead of the LMRWD general tax levy.

*Attachments*

- Attachment 1—Lower Minnesota River Watershed District Individual Project Review Fee Schedule (Effective September 1, 2024)
- Attachment 2—Lower Minnesota River Watershed District Individual Project Review Fee Schedule (Effective December 1, 2024) Markup
- Attachment 3—Rule B (Erosion and Sediment Control) Cover Page
- Attachment 4—Rule C (Floodplain and Drainage Alteration) Cover Page
- Attachment 5—Rule D (Stormwater Management) Cover Page
- Attachment 6—Rule F (Steep Slopes) Cover Page



**Lower Minnesota River Watershed District Individual Project Review Fee Schedule  
(Effective September 1, 2024)**

Review the appropriate table for your project to determine the total review fee.

**Table 1. Individual Single Family Residential Lot Project Review Fees Only**

Land-disturbing activities on one (1) single family residential parcel only	
All LMRWD Rules	\$150*

**Table 2. Project Review Fees for All Other Projects**

For all other projects, the project review fee is based on the LMRWD Rules triggered and amount of land disturbance		
Rule B <b>ONLY</b>	Less than 5 Acres of Land Disturbance	\$1,000*
All other projects	Less than 5 Acres of Land Disturbance	\$2,000*
Rule B <b>ONLY</b>	Greater than 5 Acres of Land Disturbance	\$1,500*
All other projects	Greater than 5 Acres of Land Disturbance	\$2,500*

\* If the actual cost to conduct a review reaches \$5,000, the applicant shall be required to reimburse the LMRWD for all costs it incurs in excess of \$5,000, in addition to base and add-on fees. The LMRWD shall bill the applicant for the additional costs. If an applicant fails to fully reimburse LMRWD for the additional costs, any future requests for a review from the applicant shall be deemed incomplete, and the LMRWD will not conduct a review until all outstanding amounts have been paid.

**After-the-Fact Permit Fees will be incurred at an hourly rate based on service fees of the LMRWD District Engineer.**

The fee provided by this rule will not be charged to any agency of the United States or any governmental unit or political subdivision of the State of Minnesota.

**Please mail permit fees to the LMRWD office at:**

Lower Minnesota River Watershed District  
Attn: Linda Loomis, Administrator  
112 E. 5<sup>th</sup> Street, #102  
Chaska, Minnesota 55318

**Lower Minnesota River Watershed District (LMRWD) Permit Fee Schedule**  
**(Effective December 1, 2024)**

An inspection fee (Tables 1 and 2) is due at the time of application. If the LMRWD Board of Managers dismisses an incomplete application, applicants will be required to resubmit their application. Permit applications resubmitted following Board dismissal are treated as new applications and must be accompanied by another inspection fee.

Inspection fees include services such as permit application review, correspondence and meetings with applicants, and inspection(s). Services are partitioned as refundable and nonrefundable, with permit application review being nonrefundable. Tables 1 and 2 outline total cost and partitioning of inspection fees.

Review the appropriate table for your project to determine the **inspection** fee.

**Table 1. Individual Single-Family Residential Lot Project *Inspection* Fee**

Land-disturbing activities on one (1) single-family residential parcel	
All LMRWD Rules	\$150*

**Table 2. *Inspection* Fees for All Other Projects**

For all other projects, the <b>inspection</b> fee is based on the LMRWD Rules triggered and amount of land disturbance		
Rule B <b>ONLY</b>	Less than 5 acres of land disturbance	\$1,500*
Rule B <b>ONLY</b>	Greater than 5 acres of land disturbance	\$2,000*
All other projects	Less than 5 acres of land disturbance	\$2,500*
All other projects	Greater than 5 acres of land disturbance	\$3,000*

\* If the actual cost to conduct a permit review **exceeds the inspection fee**, fees will be incurred at an hourly rate based on the service fees of the LMRWD District Engineer, which the LMRWD will publish annually. Fees are the responsibility of the applicant and are due to the LMRWD before the issuance of a permit. If an applicant fails to fully reimburse the LMRWD for the review costs, any future requests for a review from the applicant shall be deemed incomplete, and the LMRWD will not conduct a review until all outstanding amounts have been paid.

**After-the-Fact Permits are subject to the inspection fees as shown in Table 2 and an additional \$500 enhanced After-the-Fact inspection fee for an initial field site condition assessment. If the actual cost to conduct a review exceeds the inspection fee, excluding the \$500 enhanced fee, fees will be incurred at an hourly rate based on the service fees of the LMRWD District Engineer. Fees are the responsibility of the applicant and are due to the LMRWD before the issuance of a permit.**

The fee provided by this Rule will not be charged to any agency of the United States or any governmental unit or political subdivision of the State of Minnesota.

**Please mail permit fees to the LMRWD office at the following:**

Lower Minnesota River Watershed District  
 Attn: Linda Loomis, Administrator  
 112 E. 5th Street, #102  
 Chaska, MN 55318



## LMRWD Rule B (Erosion and Sediment Control) Cover Page

Required Exhibit/Information	Included? (Y/N)	If included, where in the submittal materials is the requirement met? If not, why was the exhibit/information not included?
<b>Narrative</b>		
Total project area and area of proposed disturbance; if within the HVRA, the narrative must include the excavated volume in addition to the total area disturbed		
Explanation of existing and proposed conditions		
Name, address, and telephone number(s) of all property owners		
Name, address, and telephone number(s) of all contractors undertaking land-disturbing activities as part of the proposed project		
Property owner's signature		
Statement granting the District and its authorized representatives' access to the site for inspection purposes		
Designation of an individual who will remain liable to the District for performance under this Rule from the time the permitted activities commence until vegetative cover is established and the District has certified satisfaction with erosion and sediment control requirements		
<b>Erosion and Sediment Control Plan</b>		
Topographic maps of existing and proposed conditions that clearly indicate all hydrologic features and areas where grading will expose soils to erosive conditions as well as the flow direction of all runoff (Single-family home construction or reconstruction projects may comply with this provision by providing satellite imagery or an oblique map acceptable to the District.)		
Tabulation of the construction implementation schedule for all projects except construction or reconstruction of a single-family home		
Name, address, and phone number(s) of the individual responsible for inspection and maintenance of all erosion and sediment control measures		



Temporary erosion and sediment control measures that will remain in place until vegetation is established		
All final erosion control measures and their locations		
Staging areas, as applicable		
Delineation of any floodplain and/or wetland area changes		
Documentation of the project's NPDES Construction Stormwater Permit status, if applicable		
<b>Authorization of Agent Form</b>		
If the applicant for the project is NOT the landowner for where the project is located, please include <a href="#">Authorization of Agent</a> form.		

## Signature

By signing this document, I certify that the associated permit application is complete and includes all required information and exhibits.

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*Name (Authorized Agent or Landowner)*

*Date*



## LMRWD Rule C (Floodplain and Drainage Alteration) Cover Page

Required Exhibit/Information	Included? (Y/N)	If included, where in the submittal materials is the requirement met? If not, why was the exhibit/information not included?
<b>Narrative</b>		
Total project area and locations of proposed floodplain or drainage alterations		
Explanation of existing and proposed conditions		
Name, address, and telephone number(s) of all property owners		
Name, address, and telephone number(s) of all contractors undertaking land-disturbing activities as part of the proposed project		
Property owner's signature		
Statement granting the District and its authorized representatives' access to the site for inspection purposes		
<b>Site Plan</b>		
Property lines		
Delineation of the work area		
Existing elevation contours of the work area		
Proposed elevation contours		
Ordinary high water level or normal water elevation and existing and proposed 100-year flood elevations determined by a professional engineer (All elevations must reference the North American Vertical Datum of 1988 [NAVD88])		
<b>Floodplain Fill Calculations</b>		
Tabulation of cut, fill, and compensatory storage resulting from the proposed activity		
Tabulation and documentation of the change in water storage capacity and conveyance resulting from proposed activity in a format acceptable to the District		
No-rise certification, including supporting hydraulic modeling files or calculations, work maps, and reports		



<b>Erosion and Sediment Control Plan</b>		
Topographic maps of existing and proposed conditions that clearly indicate all hydrologic features and areas where grading will expose soils to erosive conditions as well as the flow direction of all runoff (Single-family home construction or reconstruction projects may comply with this provision by providing satellite imagery or an oblique map acceptable to the District.)		
Tabulation of the construction implementation schedule for all projects except construction or reconstruction of a single-family home		
Name, address, and phone number(s) of the individual responsible for inspection and maintenance of all erosion and sediment control measures		
Temporary erosion and sediment control measures that will remain in place until vegetation is established		
All final erosion control measures and their locations		
Staging areas, as applicable		
Delineation of any floodplain and/or wetland area changes		
Documentation of the project's NPDES Construction Stormwater Permit status, if applicable		
<b>Easements</b>		
Documentation that drainage and flowage easements over all land and facilities below the 100-year flood elevation, if required by the municipality with jurisdiction, have been conveyed and recorded (For public entities, this requirement may be satisfied by a written agreement executed with the District in lieu of a recorded document. The agreement must state that, if the land within the 100-year floodplain is conveyed, the public body will require the buyer to comply with this subsection.)		
<b>Authorization of Agent Form</b>		
If applicant for the project is NOT the landowner for where the project is located, please include <a href="#">Authorization of Agent</a> form.		



## Signature

By signing this document, I certify that the associated permit application is complete and includes all required information and exhibits.

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*Name (Authorized Agent or Landowner)*

*Date*



## LMRWD Rule D (Stormwater Management) Cover Page

Required Exhibit/Information	Included? (Y/N)	If included, where in the submittal materials is the requirement met? If not, why was the exhibit/information not included?
<b>Narrative</b>		
Total amount of disturbance proposed by project both in terms of surface area (square feet) and volume (cubic feet)		
Total amount of existing impervious surfaces, proposed new impervious surfaces, and fully reconstructed impervious surfaces proposed by the project		
Name, address, and telephone number(s) of all property owners		
Name, address, and telephone number(s) for all contractors undertaking land-disturbing activities as part of the proposed project		
Property owner's signature		
Statement granting the District and its authorized representatives' access to the site for inspection purposes		
Designation of an individual who will remain liable to the District for performance under this Rule from the time the permitted activities commence until vegetative cover is established and the District has certified satisfaction with erosion and sediment control requirements		
<b>Stormwater Modeling</b>		
Stormwater management system modeling in a form acceptable to the District that uses the most recent applicable precipitation reference data (e.g., Atlas 14) such as HydroCAD, SWMM, MIDS calculator, or P8  <b>NOTE:</b> Modeling file must be submitted. Submission of PDF results do not serve as a substitution for modeling files.		
Existing and proposed drainage area maps including existing and proposed impervious area		
<b>Site Plan</b>		
Property lines and delineation of lands under ownership of the applicant		
Existing and proposed elevation contours		





<p>Identification of existing and proposed normal and ordinary high and 100-year water elevations on-site</p>		
<p><b>Stormwater Management Plan</b></p>		
<p>Proposed and existing stormwater facility locations, alignment, and elevation</p>		
<p>Delineation of existing wetlands, marshes, shoreland, and/or floodplain areas on-site or to which any portion of the project parcel drains except where a project will not alter or change the hydrology of a wetland, the plan need only identify the wetland</p>		
<p>Geotechnical analysis, including soil borings, at all proposed stormwater management facility locations</p>		
<p>If infiltration of runoff is proposed, data must be submitted showing the following:</p> <ol style="list-style-type: none"> <li>1. No evidence of groundwater or redoximorphic soil conditions within three (3) feet of the bottom of the facility, practice, or system;</li> <li>2. Soil conditions within five (5) feet of the bottom of any stormwater treatment facility, practice, or system; and</li> <li>3. If requested by the engineer, site-specific infiltration capacity of soils at the bottom of the facility, practice, or system (In addition, the District engineer may require submission of a phase I environmental site assessment and/or other documentation to facilitate analysis by the District of the suitability of the site for infiltration.)</li> </ol>		
<p>If filtration of runoff is proposed due to the site constraints listed in Section 5.4.2.C, the application must include a discussion of why filtration was selected and provide an exhibit documenting all active karst features, DWSMA, contamination, soils, and any other infiltration-limiting features.</p>		
<p>Construction plans and specifications for all proposed stormwater management facilities, including design details for outlet control structures</p>		



Stormwater runoff volume and rate analyses for the 2-, 10-, and 100-year 24-hour critical events and existing and proposed conditions using Atlas 14 nested distribution		
All hydrologic, water quality, and hydraulic computations completed to design the proposed stormwater management facilities		
Narrative addressing incorporation of retention BMPs		
Platting or easement documents showing sufficient drainage and ponding/flowage easements over hydrologic features, such as floodplains, storm sewers, ponds, ditches, swales, wetlands, and waterways, if required by the municipality with jurisdiction		
Documentation of the project's NPDES Construction Stormwater Permit status, if applicable		
If a stormwater harvest and reuse practice is proposed to meet applicable requirements, the following materials must be submitted: <ol style="list-style-type: none"><li>1. An analysis using a stormwater reuse calculator or equivalent methodology approved by the District engineer;</li><li>2. Documentation of the adequacy of soils, storage capacity, and delivery systems;</li><li>3. Delineation of green space area to be irrigated, if applicable; and</li><li>4. A detailed irrigation or usage plan showing compliance with the District's volume retention requirements</li></ol>		
<b>Off-Site Stormwater Facilities</b>		
If off-site stormwater or regional conveyance systems are proposed, the applicant must provide documentation demonstrating that the applicant holds the legal rights necessary to discharge to any off-site stormwater facility/facilities used for compliance, that the proposed design is in compliance with the original off-site stormwater facility design assumptions and capacity, and that the facility/facilities are subject to a maintenance document satisfying the requirements of this Rule.		



<b>Erosion and Sediment Control Plan</b>		
Topographic maps of existing and proposed conditions that clearly indicate all hydrologic features and areas where grading will expose soils to erosive conditions as well as the flow direction of all runoff (Single family home construction or reconstruction projects may comply with this provision by providing satellite imagery or an oblique map acceptable to the District.)		
Tabulation of the construction implementation schedule for all projects except construction or reconstruction of a single-family home		
Name, address, and phone number(s) of the individual responsible for inspection and maintenance of all erosion and sediment control measures		
Temporary erosion and sediment control measures that will remain in place until vegetation is established		
All final erosion control measures and their locations		
Staging areas, as applicable		
Delineation of any floodplain and/or wetland area changes		
<b>Maintenance</b>		
Maintenance plan and applicable maintenance agreements (Note that in many cases a municipal stormwater agreement may be acceptable in lieu of a separate agreement with the District.)		
<b>Authorization of Agent Form</b>		
If applicant for the project is NOT the landowner for where the project is located, please include <a href="#">Authorization of Agent</a> form.		

## Signature

By signing this document, I certify that the associated permit application is complete and includes all required information and exhibits.

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Name (Authorized Agent or Landowner)

Date



## LMRWD Rule F (Steep Slopes) Cover Page

Required Exhibit/Information	Included? (Y/N)	If included, where in the submittal materials is the requirement met? If not, why was the exhibit/information not included?
<b>Narrative</b>		
Total amount of disturbance proposed by project, both in terms of surface area (SF) and volume (CY)		
Explanation of existing and proposed conditions		
Name, address, and telephone number(s) of all property owners		
Name, address, and telephone number(s) for all contractors undertaking land-disturbing activities as part of the proposed project		
Property owner's signature		
Statement granting the District and its authorized representatives' access to the site for inspection purposes		
Designation of an individual who will remain liable to the District for performance under this Rule from the time the permitted activities commence until vegetative cover is established and the District has certified satisfaction with erosion and sediment control requirements		
<b>Erosion and Sediment Control Plan</b>		
Topographic maps of existing and proposed conditions that clearly indicate all hydrologic features and areas where grading will expose soils to erosive conditions as well as the flow direction of all runoff (Single-family home construction or reconstruction projects may comply with this provision by providing satellite imagery or an oblique map acceptable to the District.)		
Tabulation of the construction implementation schedule for all projects except construction or reconstruction of a single-family home		
Name, address, and phone number of the individual responsible for inspection and maintenance of all erosion and sediment control measures		
Temporary erosion and sediment control measures that will remain in place until vegetation is established		



All final erosion control measures and their locations		
Staging areas, as applicable		
Delineation of any floodplain and/or wetland area changes		
Documentation of the project's NPDES Construction Stormwater Permit status, if applicable		
<b>Stormwater Modeling</b>		
Stormwater management system modeling in a form acceptable to the District and that uses the most recent applicable precipitation reference data (e.g., Atlas 14), such as HydroCAD, SWMM, MIDS calculator, or P8 for all discharge locations and clearly demonstrates no changes to existing drainage patterns, rates, and volumes		
<b>Site Plan</b>		
Property lines and delineation of lands under ownership of the applicant		
Existing and proposed elevation contours		
Identification of existing and proposed normal and ordinary 100-year and high water elevations on-site		
<b>Stormwater Management Plan</b>		
Proposed and existing stormwater facilities location, alignment, and elevation		
Delineation of existing wetlands, marshes, shoreland, and/or floodplain areas on-site or to which any portion of the project parcel drains except when a project will not alter or change the hydrology of a wetland, and the wetland need only be identified on the plan		
Geotechnical analysis, including soil borings, at all proposed stormwater management facility locations		



<p>If infiltration of runoff is proposed, data must be submitted showing the following:</p> <ol style="list-style-type: none"><li>1. No evidence of groundwater or redoximorphic soil conditions within three (3) feet of the bottom of the facility, practice, or system</li><li>2. Soil conditions within five (5) feet of the bottom of any stormwater treatment facility, practice, or system</li><li>3. If requested by the engineer, site-specific infiltration capacity of soils at the bottom of the facility, practice, or system. In addition, the District engineer may require submission of a phase I environmental site assessment and/or other documentation to facilitate analysis by the District of the suitability of the site for infiltration</li></ol>		
<p>Construction plans and specifications for all proposed stormwater management facilities, including design details for outlet control structures</p>		
<p>Stormwater runoff volume and rate analyses for the 2-, 10-, and 100-year 24-hour critical events and existing and proposed conditions using Atlas 14 nested distribution</p>		
<p>All hydrologic, water quality, and hydraulic computations completed to design the proposed stormwater management facilities</p>		
<p>Narrative addressing incorporation of retention BMPs</p>		
<p>Platting or easement documents showing sufficient drainage and ponding/flowage easements over hydrologic features, such as floodplains, storm sewers, ponds, ditches, swales, wetlands, and waterways, if required by the municipality with jurisdiction</p>		
<p>Documentation of the project's NPDES Construction Stormwater Permit status, if applicable</p>		



<p>If a stormwater harvest and reuse practice is proposed to meet applicable requirements, submission of the following:</p> <ol style="list-style-type: none"><li>1. An analysis using a stormwater reuse calculator or equivalent methodology approved by the District engineer</li><li>2. Documentation of the adequacy of soils, storage capacity, and delivery systems</li><li>3. Delineation of green space area to be irrigated, if applicable</li><li>4. A detailed irrigation or usage plan showing compliance with the District volume-retention requirements</li></ol>		
<b>Off-Site Stormwater Facilities</b>		
<p>If off-site stormwater or regional conveyance systems are proposed, the applicant must provide documentation that the applicant holds the legal rights necessary to discharge to any off-site stormwater facility/facilities used for compliance, that the proposed design is in compliance with the original off-site stormwater facility design assumptions and capacity constraints, and that the facility/facilities are subject to a maintenance document satisfying the requirements of this rule.</p>		
<b>Maintenance</b>		
<p>For any structural stormwater BMPs that may be constructed as part of the proposed activities, the applicant must provide a maintenance plan and applicable maintenance agreements (Note that in many cases a municipal stormwater agreement may be acceptable in lieu of a separate agreement with the District.)</p>		
<b>Certification</b>		
<p>Construction plans and specifications certifying construction on the steep slope by a registered professional engineer; the certification must indicate that the slope is suitable to withstand proposed construction.</p>		
<b>Authorization of Agent Form</b>		
<p>If applicant for the project is NOT the landowner for where the project is located, please include <a href="#">Authorization of Agent</a> form.</p>		



## Signature

By signing this document, I certify that the associated permit application is complete and includes all required information and exhibits.

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*Name (Authorized Agent or Landowner)*

*Date*