5. GENERAL POLICY and PROCEDURAL REQUIREMENTS

5.1 Permit Required
No land owner or land operator shall receive any of the building; grading or other land development permits required for land disturbance activities without first meeting the requirements of this rule prior to commencing the proposed activity.

5.2 Treatment to the Maximum Extent Practicable
The intent and requirements of this rule to reduce the discharge of pollutants from stormwater must be pursued to the maximum extent practicable (MEP).

A proposed plan/permit application has reduced the discharge of pollutants to the MEP when the Board finds that the application has made a good faith effort in meeting all of the following requirements:
1. The proposed plan is capable of being done from an engineering point of view.
2. The proposed plan is in accordance with accepted engineering standards and practices.
3. The proposed plan is consistent with reasonable requirements of the public health safety and welfare.
4. The proposed plan is environmentally preferred based on a review of social, economic and environmental impacts, and
5. The proposed plan creates no unusual problems.

5.3 Pre-Application Meeting
Prior to applying for approval of a permit required under these rules, an applicant may have the application reviewed by the District staff at a pre-application meeting.

5.4 Application
Any person undertaking any activity for which a permit is required by these rules shall, before commencing work, submit to the District a permit application, engineering design data and such other required information so that the District may determine whether the proposed activity is in compliance with the criteria established by these rules.

5.5 Submittals
All applications for a permit shall include the following information, unless the submission requirements are modified or waived:
1. Applicant's name, address and phone number; and his/her interest in the property (e.g. owner/developer/consultant)
2. The owner's name and address, if different from the applicant.
3. Project Name, address and city
4. Section in which the project is located.
5. Brief description of the proposed project purpose.
Coon Creek Watershed District

RULES  Version Date 3/9/09

6. A $10.00 permit application fee
7. A site plan showing:
   a. Property lines
   b. Delineation of lands in which the applicant has an
      ownership or legal interest
   c. Existing and proposed elevation contours
      including the existing runout elevations and flow
      capacity of all water resource features
8. The required exhibits for addressing each water resources
   identified in Section 9 of these rules

Permit application forms may be obtained from the District office
or at the District’s Internet Web site.

5.6 Timing of Applications and Board Meetings

Complete applications shall be submitted to the District's office
by noon, at least twelve and one half (12 ½) calendar days prior
to the regularly scheduled Board meeting date.

The Board of Managers holds regularly scheduled meetings on
the second and fourth Monday of each month.

5.7 Authorization to Enter and Inspect Property

The application for a permit shall be deemed authorization for
District staff to enter and inspect the property that is subject to
application.