### 7.0 PERMIT APPLICATION REVIEW PROCEDURE

#### 7.1 Policy
Permit applications meeting the requirements of Section 5 shall be submitted by the Watershed District Staff to the Board of Managers for public review in accordance with the standards of Section 9.

#### 7.2 Determination of Whether the Application is Complete
Within 15 days following receipt of any permit application, the District Administrator shall determine whether such application is complete. An application is complete if:

1. All of the information required on the permit application and by these rules has been submitted.
2. The required information is free of significant material errors or omissions.
3. The applicant or the applicant’s agent has made a good faith effort to comply with the rules, regulations and standards of the District.

If the District Administrator determines that the application is not complete, the Administrator or Engineer shall notify the applicant in writing via a notice of application status specifying the deficiencies of the application. The Board, Administrator and staff may take no further action on the application until the deficiencies are remedied.

#### 7.3 Remedy of Deficiencies
Following receipt of the notice of application deficiencies from the administrator, the applicant shall have 60 days to submit the information requested by the District. The failure of the applicant to submit such information shall be deemed as a withdrawal of the permit application.

#### 7.4 Timing of Board Review and Board Actions
All complete permit applications shall be reviewed and acted upon by the Board of Managers at its next regularly scheduled meeting.

The Board may approve, deny, or table an application. The Board of Managers will review applications that have been tabled after all stipulations have been addressed, unless a significant material change to the application is proposed. If a significant material change has occurred to the proposed project and plans, the application may be forwarded to the Board for review.

#### 7.5 Stipulations and Variances
The Board may also make the permit conditional on specific stipulations, or grant variances to the provisions of the District rules, regulations and policies.

- Stipulations are intended to be site-specific requirements for meeting the policies and goals of the District.
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- Variances are intended to provide relief where strict compliance with the rules, regulations and policies of the District create an undue hardship.

7.6 Staff Report- Findings and Conclusions
Prior to the public review, the staff shall file a staff report with the Board of Managers and make a copy available to the applicant or applicant’s contact. The staff report shall include findings and conclusions of the application’s consistency with the District’s approval standards (Section 9).

7.7 Presentation of Information
At the public review of the permit application, the District staff shall present information concerning pertinent application considerations and the standards set out in the District’s Comprehensive Management Plan, rules and regulations, and associated policy and guidance documents.

7.8 Record of Review
The District Administrator shall ensure that the proceedings of the review are recorded. A copy of the review record may be requested of any person upon application to the District and payment of a fee for transcription, or on order of the Board of Managers. The record shall consist of:
1. The portion of the minutes approved by the Board of Managers addressing the application;
2. All applications, exhibits and papers submitted;
3. All staff reports prepared.

7.9 Notice of Application Status
Pursuant to determination of an application’s incompleteness (section 7.2) or Board action (section 7.4) the applicant shall be notified of the status of his or her permit application and the requirements for further action or review.

The Notice of Permit Application Status shall contain:
1. The name and address of the owner or applicant
2. The address of the owner or applicant as it appears on the permit application
3. The Permit Application Number (PAN) given to the project by the District
4. A statement specifying the action taken by the Board of Managers (Approve, Tabled, Denied) and the date on which that action was taken
5. A listing of the issues or concerns that led to the Board action
6. A statement specifying the information, material and or actions which the applicant must provide to the District to proceed with the permit review and potentially obtain a permit.