

## C. Application Checklist

Coon Creek Watershed District (CCWD) is a special purpose unit of government in Anoka County that manages local water resources. One way to prevent negative impacts to property from flooding or water pollution and also help you meet your home project goals is by requiring permits, balancing growth with protection.

This document gives guidance on what you need to provide CCWD for our Permit. If you are unsure if you need a permit, please see our handout A. Getting Started. For more information about the permitting process please see handout D. Permitting Process.

### Permit Application Form

- 1) Review our website ([www.cooncreekwd.org/deadlines](http://www.cooncreekwd.org/deadlines)) for a list of submittal due dates and Board meeting dates. Your application and fee must be submitted before the submittal deadline for the pertinent Board meeting date. Please plan your submittal early to help meet your project schedule.
- 2) Fill out the Permit Application Form and attach any applicable documents. You can submit a copy of all documents by email to [permitsubmittals@cooncreekwd.org](mailto:permitsubmittals@cooncreekwd.org)

Here is a list of what needs to be submitted:

- a. Permit Application form with the following information:
  - i. Project Name – Your Last Name and type of building or project goal  
Example: Smith new garage, or Smith deck addition
  - ii. Project purpose – Should be the same topic as Project Name  
Examples: building an addition, or, extending a deck
  - iii. Size of proposed project & size of graded area & new/reconstructed impervious surface
  - iv. Contact information – the property owner and an official representative if desired. You may also include contact information for any others, like an engineer or contractor, involved in the project who would like to receive official communications about the project.  
The property owner will be the permittee & signs the permit application.
- b. Permit Review Fee - make check payable to "Coon Creek Watershed District." This also covers inspection fees. A portion of this can be returned if review and inspection is minimal. This fee is separate from a Performance or Wetland Escrow fee.
- c. Plat – Provide a Certificate of Survey or official plat of the property. Plats are online at the Anoka County GIS webpage URL: <https://gis.anokacountymn.gov/propertysearch/>
- d. Grading plan – Show the new contours of the property and extent of grading needed for your project.
- e. Erosion & Sediment Control plan - Include the following:
  - i. A Note stating that all exposed soils and soil stockpiles will be covered to prevent erosion (stabilized) within 7 days of no activity.
  - ii. Indicate on your plans:
    - a. where the entrance to the construction site is located.
    - b. where a double row of perimeter control is placed around any wetlands or waterbodies.
    - c. where a row of perimeter control is placed downslope of all exposed soils.
  - iii. A Note on how you will clean up sediment tracked onto local streets. Provide details for each erosion control method you will use on site.
  - iv. A Note on how you will maintain the erosion and sediment control method.

**NOTE: Please be aware that there may be other documents needed for your application. Those listed above are the most common for small projects. If there are other items required, you will be notified that your application is incomplete within 15 business days.**