

## D. Permitting Process

Coon Creek Watershed District (CCWD) is a special unit of government in Anoka County that manages local water resources. One way to prevent negative impacts to properties 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 the process for CCWD Permits. If you are unsure if you need a permit, please fill out a Technical Assistance application or see our A. Getting Started document. For information on what application documents to submit, please see our C. Application Checklist document.

### Applications

- 1) Once an application, check and applicable materials have been submitted, staff will check for all needed information for a full review. If everything is in order, your application is considered "Complete."
  - a) If Complete, our engineering staff will review your materials for the next board meeting per the date of your submittal.
  - b) If Not Complete, you will receive a Notice of Incomplete Status letter by email. This letter explains what information is missing and instructions on how to re-submit your application materials.
- 2) Board meetings are held on the 2nd and 4th Mondays each month. Permit reviews of Complete projects are posted to our website Board packet webpage on the Friday prior to the Board meeting. There, you will find Review comments and staff recommendation to the Board: Approve, Table, or Deny.
- 3) The Board will act (Approve, Table, or Deny) on the project at the Board meeting. You may, but are not required to, attend the Board meeting.
- 4) The day after the Board meeting you will be emailed a Status Update Letter notifying you of the Board's decision and any Conditions and Stipulations.
  - a) If Approved, a permit can be issued when all Conditions have been met:
    - i) A Performance Escrow is required for all projects to ensure the project is done according to the Approved permit Plan: \$2000 + (\$500 per acre of graded area). Escrow must be paid before you receive your permit.
  - b) If Tabled, you will need to submit additional items or revised items as outlined in the Status Letter. The application can be submitted to our Board again per the due date of your re-submittal.
  - c) If Denied, the Board has officially denied your application and you cannot get a permit from CCWD.

### Permit Issuance

- 5) When you have received Board Approval plus all Conditions have been met, a permit is issued by email.
  - a) The permit is valid for **1 year**. Before the one-year is up, you may request a permit extension by written request emailed to [permitsubmittals@cooncreekwd.org](mailto:permitsubmittals@cooncreekwd.org) with an explanation as to why the project was not completed within that year. If there are any changes to the Approved plans, included a set of updated plans.
- 6) CCWD does site inspections during the project to verify the erosion and sediment control practices are maintained and that the project is being built to Approved plans. The cost for inspections is subtracted from the Review fee. There will be additional cost involved if site issues require more inspections. Keeping the site 'clean' reduces your cost!

### Permit Closeout

- 7) When the project is completed and all permit Stipulations are fulfilled and the project site is fully stabilized with over 70% vegetation growth, fill out a Return of Escrow form. This will begin the Escrow Return process. Once staff verifies that the project site vegetation is stabilized and your site is built according to the Board-Approved plans, we will return the entire escrow amount and any remaining funds from Review and Inspection fees.