



COON CREEK
WATERSHED DISTRICT

13632 Van Buren Street NE | Ham Lake, MN 55304
Phone (763) 755-0975

For Office Use Only

Permit App. #: _____
Date Received: _____
Amount/Payer: _____
Check Number: _____

Permit Application Form

Project Information

Project Name: _____
Project Location: _____
City or Township: _____ County: _____
Quarter: _____ Section: _____ Township: _____ Range: _____
Project Purpose: _____
Area of Land Disturbance: _____ acres Area of New and/or Reconstructed Impervious Surface: _____ acres

Contact Information

(All contacts will receive permit status updates)

Applicant/Landowner *(must be landowner or easement holder of record, and must sign application on reverse).*

Name: _____
Address: _____ Phone: _____
City: _____ State: _____ Email: _____
Zip: _____

Official Representative *(do not complete if same as above).*

Name: _____ Official Representative: Yes No
Address: _____ Phone: _____
City: _____ State: _____ Email: _____
Zip: _____

Permitting Contact *(developer, engineer, architect, wetland consultant, etc.).*

Name: _____ Official Representative: Yes No
Address: _____ Phone: _____
City: _____ State: _____ Email: _____
Zip: _____

Submittal Requirements

Applications submitted to the CCWD must be complete and contain all required materials for each applicable CCWD Rule. Applications can be submitted electronically to permitsubmittals@cooncreekwd.org. See the www.cooncreekwd.org website for additional guidance and complete rules. CCWD Staff will communicate an incomplete application status to the applicant and no further action will be taken until additional submittals are received. Projects involving a Wetland Replacement Plan have special noticing requirements and require the submittal of a separate Wetland Application.

IMPORTANT (PLEASE READ):

Review and Inspection fee deposit will be cumulative for the fields below. Prior to permit approval and issuance by the Coon Creek Watershed District (CCWD) Board, the applicant must submit a permit and field inspection fee deposit to cover CCWD costs of reviewing application materials, monitoring permit

compliance, and addressing non-compliance. **Costs incurred by the CCWD greater than the deposit balance will be billed to the applicant.** Unused portions of the deposit balance will be returned to the party designated below when CCWD staff confirm that the permit closeout requirements have been met. On permit issuance, the Applicant becomes the permittee and is legally responsible for permit violations. A co-applicant or contractor may share responsibility for a violation. However, any CCWD costs incurred will be assessed against the fee deposit.

Name of party to receive remainder of permit fee deposit upon closeout: _____

Address of party receiving remainder of permit fee deposit: _____

Permit Application Fees (check all that apply)

Permit Application Fee		
X	Application Fee (<i>required for all projects, nonrefundable</i>)	\$10
Review and Inspection Fee Deposit (cost of inspection, analysis, and compliance monitoring)		Project Type Base Fee
Single Family		
<input type="checkbox"/>	Single Family	\$750
Single Family & Multifamily Residential Development		
<input type="checkbox"/>	Total Project Site <10 acres	\$7,000
<input type="checkbox"/>	Total Project Site 10-20 acres	\$9,700
<input type="checkbox"/>	Total Project Site >20 acres	\$10,000
Industrial & Commercial Development		
<input type="checkbox"/>	Total Project Site <2 acres	\$3,300
<input type="checkbox"/>	Total Project Site 2-4 acres	\$4,000
<input type="checkbox"/>	Total Project Site >4 acres	\$4,500
Streets & Utilities		
<input type="checkbox"/>	Private Street & Utility Project	\$1,750
<input type="checkbox"/>	Directional Bore of Cable or Other	\$750
Additions to Base Fee (if your project includes the following, add amount to base fee indicated above)		
<input type="checkbox"/>	Projects with Floodplain Impact	\$300
<input type="checkbox"/>	Projects with Ditch & Stream Crossing	\$1,040

Total Fees Due: \$ _____

Please make checks payable to **Coon Creek Watershed District**. Payment can be mailed or dropped off to our office address: 13632 Van Buren St NE, Ham Lake, MN 55304.

Applicant Signature

"I understand that, as the permittee, I am legally accountable to ensure compliance with terms and conditions of the permit. I understand that I am not authorized to begin the project until I receive the permit. If the project is modified, I will obtain approval by the Coon Creek Watershed District (CCWD) before I continue with the project. I authorize the CCWD, and its agents, employees, officers and contractors, to enter the worksite at

all reasonable times until permit closure to inspect the work authorized hereunder, and to take any reasonable action to address existing or threatened discharge of sediments or other pollutants into waters or offsite."

"I recognize that as the permittee, I will be responsible for site conditions and permit compliance until the permit is closed or transferred by written CCWD approval to a subsequent property owner. I confirm that the Applicant address stated on the front of this form is the official address to which all notices and correspondence relating to this application are to be addressed unless the address of an authorized agent appears below. I certify that I have thoroughly read and understand the above information."

Signature of landowner

Date

Print signer's name

Company (if applicable)

Title