



# Individual Project Permit Application

## Project Information

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_  
*Street Address (or general location if not yet platted)*

City

State

ZIP Code

Project Description:

Please indicate the following:

- This is an application for an individual project permit(s).
- This is a request for a preliminary discussion with the District regarding my project.

## Contact Information

All contacts listed below will receive permit status correspondence. Please complete the LMRWD Authorization of Agent form on Page 4 if the Official Representative and Permitting Contacts are not the landowner or easement holder of record and return with the permit application.

**Landowner Contact** (must be landowner or easement holder of record; if the landowner is a company, list the company as the applicant and include a specific person from the company as the representative.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Agent?

YES

NO

## Rules, Fees, and Signature

Confirm if a LMRWD special review is necessary due to one of the following conditions:

Is the project located within the High Value Resource Area? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is the project in an unincorporated area? YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the project located within a floodplain? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is the project in the MnDOT right-of-way? YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the project located in the Steep Slopes Overlay District? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is this a variance request? YES <input type="checkbox"/> NO <input type="checkbox"/>

Provide the following:

Total project area: \_\_\_\_\_ acres

Area of total land disturbance: \_\_\_\_\_ square feet

Area of existing impervious surface: \_\_\_\_\_ square feet

Area of new and/or reconstructed impervious surface: \_\_\_\_\_ square feet

Volume of proposed excavation/fill: \_\_\_\_\_ cubic yards

**Rule Applicability** (check all that apply, refer to the District's website for additional guidance and complete rules)

Rule B – Erosion and Sediment Control:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Rule C – Floodplain and Drainage Alteration:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Rule D – Stormwater Management:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Rule F – Steep Slopes:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Permit Fee Amount: \$ \_\_\_\_\_ (Refer to the fee schedule on Page 3 or the District website)

**Submittal Requirements**

Completed applications must be submitted and received 20 business days prior to the monthly board meeting. The meeting schedule can be found on the LMRWD website. Applicants must submit a complete application, all required exhibits, and permit fee (if applicable). For more information on required exhibits, see the District's Rules. Permit applications documents can be submitted electronically to the District to [permit@lowermnriverwd.org](mailto:permit@lowermnriverwd.org) or mailed to the District office, with the appropriate permit fee, at:

112 E. 5<sup>th</sup> Street, #102  
Chaska, Minnesota 55318

**Applicant Signature** (Property owner or designated agent)

*"I certify that I own the subject property. I understand that, as the permittee, I am legally accountable to ensure compliance with the terms and conditions of the permit. I understand that I am not authorized to begin the proposed project until I have received the permit. If the project is modified, I will obtain approval by the Lower Minnesota River Watershed District before I continue with the project. I authorize the District, and its agents, employees, officers, and contractors, to enter the project site to perform any inspections of work authorized by the permit or application law."*

**I certify that I have thoroughly read and understand the above information.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Lower Minnesota River Watershed District Individual Project Review Fee Schedule  
(Effective September 1, 2024)**

Review the appropriate table for your project to determine the total review fee.

**Table 1. Individual Single Family Residential Lot Project Review Fees Only**

Land-disturbing activities on one (1) single family residential parcel only	
All LMRWD Rules	\$150*

**Table 2. Project Review Fees for All Other Projects**

For all other projects, the project review fee is based on the LMRWD Rules triggered and amount of land disturbance		
Rule B <b>ONLY</b>	Less than 5 Acres of Land Disturbance	\$1,000*
All other projects	Less than 5 Acres of Land Disturbance	\$2,000*
Rule B <b>ONLY</b>	Greater than 5 Acres of Land Disturbance	\$1,500*
All other projects	Greater than 5 Acres of Land Disturbance	\$2,500*

\* If the actual cost to conduct a review reaches \$5,000, the applicant shall be required to reimburse the LMRWD for all costs it incurs in excess of \$5,000, in addition to base and add-on fees. The LMRWD shall bill the applicant for the additional costs. If an applicant fails to fully reimburse LMRWD for the additional costs, any future requests for a review from the applicant shall be deemed incomplete, and the LMRWD will not conduct a review until all outstanding amounts have been paid.

**After-the-Fact Permit Fees will be incurred at an hourly rate based on service fees of the LMRWD District Engineer.**

The fee provided by this rule will not be charged to any agency of the United States or any governmental unit or political subdivision of the State of Minnesota.

**Please mail permit fees to the LMRWD office at:**

Lower Minnesota River Watershed District  
Attn: Linda Loomis, Administrator  
112 E. 5<sup>th</sup> Street, #102  
Chaska, Minnesota 55318



## Individual Project Permit – Authorization of Agent

### Project Information

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code*

Property Legal Description and/or Parcel Identification Number (PIN):

Project Description:

### Contact Information

All contacts provided will receive permit status updates. If the landowner is a company, list the company and provide a specific person from the company as the official representative.

**Landowner** *(must be landowner or easement holder of record)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Applicant** *(if different from landowner)*

**Authorized Agent?** YES  NO

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Applicant Signature**

**Date**

**Permitting Contact** *(if different from landowner or applicant)* **Authorized Agent?** YES  NO

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Email: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Permitting Contact Signature** **Date**

**Authorization of Agent**

Those individuals checked above are hereby authorized to act as the agent for the record owner of real property on which the project is to occur with respect to application to the Lower Minnesota River Watershed District (LMRWD) for a permit for work within the project location as described above and any contiguous properties under principal's ownership on which the work will occur. The scope of agency includes all matters relating to application for and acceptance and receipt of the LMRWD individual project permit. The agent has authority to take all acts necessary for permit approval and issuance, including but not limited to making commitments to fulfill permit conditions, providing financial assurances and, if an official of the applicant, executing documents for filing on the title of the affected property. The LMRWD may rely on the acts of the agent to the same extent as the acts of the principal. The agent's address listed above is the official address of applicant for all notice and mailing purposes related to the permit application, the performance of the work, and any proceedings related thereto.

\_\_\_\_\_  
*Signature of Landowner* *Date*

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by  
\_\_\_\_\_ as \_\_\_\_\_ of  
\_\_\_\_\_.

[Stamp]

\_\_\_\_\_  
Notary Public