

2 Rule A: Administrative and Procedural Requirements Rule

Minnesota Statutes 103D.341 requires the Lower Minnesota River Watershed District (District) to adopt rules. Pursuant to Minnesota Statutes chapter 103D, on October 19, 2022, the District adopted its Board of Water and Soil Resources–approved watershed management plan (Plan). The Plan establishes management standards that form the foundation of these Rules.

These Rules are primarily applied by a local governmental unit (LGU) under a Municipal Permit (Section 1.1) or by the District through an Individual Permit (Section 1.2)

Implementation by municipalities or LGUs of these Rules is required on all projects within their jurisdiction and by the District on projects within unincorporated and ungoverned areas of the Fort Snelling Historic District, on Minnesota Department of Transportation (MnDOT) right-of-way, and within municipalities that have not obtained a Municipal Permit.

2.1 MUNICIPAL PERMIT

The Municipal Permit allows local municipalities to issue permits and manage actions as the primary permitting authority and allows the District to act in the event the LGUs are unable to permit.

2.1.1 Policy

It is the policy of the District to:

- A. Recognize that control and determination of appropriate land use is the responsibility of LGUs;
- B. Hold LGUs to the requirement of Minnesota Statutes section 103G.235, subdivision 1, that each adopt the official controls necessary to bring local water management into conformance with the Plan;
- C. Present minimum threshold requirements and allow LGUs to adopt more restrictive requirements;
- D. Recognize that the authorities and procedures that LGUs use in implementing these Rules will not be identical and that, therefore, some LGUs may occasionally need language and procedures that vary from the language and procedures outlined herein; and
- E. Coordinate with and provide a Municipal Permit to all LGUs with compliant local controls.

2.1.2 Regulation

Those LGUs that wish to obtain a municipal permit must highlight how they intend to implement and enforce these Rules through official controls, in accordance with Minnesota Statutes 103B.235.

2.1.3 Application

The District established these Rules on February 2020 and all LGUs were required to submit their application packets to the District to obtain a Municipal Permit under these Rules on or before February 7, 2020, with the intent of LGUs receiving their Municipal Permits before the implementation deadline of May 1, 2020. All Municipal Permit applications thereafter will follow the timeline below. The submitted permit application must address how the LGU’s official controls adhere to these Rules. LGUs

are encouraged to contact the District before beginning this process; this allows for nonbinding, informal review of the official controls.

- A. The District has up to 60 business days to take action on a submitted permit application that is considered complete.
- B. The Municipal Permit may be applied for using the District website at www.lowermnriverwd.org/.
- C. The Municipal Permit applications must be signed by the City Administrator, a licensed professional engineer under the laws of the state of Minnesota (professional engineer), or designated City staff upon authorizing action of the LGU's governing board or council.
- D. All Municipal Permit application packets must include a completed application form and all required exhibits. These documents must be electronically submitted to the District in .pdf format. Compliance with these specifications will be used to determine whether the municipal permit application is complete. The District will not act on an incomplete Municipal Permit application and will notify LGUs within 15 business days of receiving the application if it is not complete.

2.1.4 Municipal Permit Approval, Renewal and Assignment

- A. Approval. Municipal Permit approval is valid for five calendar years from the approval date, with or without conditions, unless otherwise specified. This does not include suspended or revoked municipal permits. Substantive changes, such as updates to these Rules and LGU official controls that affect the specific standards identified in the Plan, require a new municipal permit application.
- B. Renewal. To renew a municipal permit, the original permittee must notify and provide an explanation to the District, in writing, at least 60 days before the expiration date.
- C. Assignment. When approved by the District, the permittee may assign a municipal permit to another LGU; however the assignment of a permit does not extend the term. Approval may be granted if:
 - i. The current permittee first notifies and provides an explanation to the District, in writing, before the permit expiration date.
 - ii. The proposed assignee agrees in writing to assume responsibility for compliance of all terms and conditions of the municipal permit as issued; and
 - iii. At the time of the request, there are no pending violations of the municipal permit or conditions of approval.
 - iv. If the District finds that the proposed assignee has not demonstrated the ability to fulfill the municipal permit terms, it may impose new or additional conditions or deny the permit renewal or assignment.
- D. Amendments. When approved by the District, the permittee may modify its municipal permit, however amendment of a permit does not extend the term. Approval may be granted if:

- i. The current permittee first notifies and provides an explanation to the District, in writing, before the permit expiration date.
- ii. The proposed assignee agrees in writing to assume responsibility for compliance of all terms and conditions of the municipal permit as issued; and
- iii. At the time of the request, there are no pending violations of the municipal permit or conditions of approval.
- iv. If the District finds that the proposed assignee has not demonstrated the ability to fulfill the municipal permit terms, it may impose new or additional conditions or deny the permit renewal or amendment.

2.1.5 Audit Process

The District reserves the right to conduct periodic audits and/or inspections of LGU programs, project approvals, issued municipal permits, and other processes to assess conformance with the municipal permit, the standards identified in the Plan, and these Rules.

2.1.6 Enforcement

LGUs are responsible for implementing and enforcing local water plans covering their jurisdictions. To avoid unnecessary duplication of permitted programs, the District anticipates providing oversight to confirm that LWPs, including these Rules and local controls, are properly implemented and enforced. Oversight will include spot checks of municipal projects and program audits. If the LGU is found noncompliant, the District will work with the LGU to correct the issue. However, if problems persist, the District may revoke or suspend the municipal permit and require individual permits, issued by the District, for all activities covered by these Rules. The District may also pursue remedies as provided by law to ensure compliance with these Rules.

The District will not be responsible for liabilities, costs, and damages caused by the LGU's lack of proper implementation.

2.1.7 Suspension or Revocation

The District may revoke or suspend an issued municipal permit if it was issued based upon inaccurate information provided by the permittee, the permittee has not demonstrated the ability to fulfill the terms, or the permittee fails an audit.

2.1.8 Variance

It is the District's policy to allow LGUs to grant variances and issue conditional use permits according to processes for such actions contained in existing local controls, except for the professional certification requirement for steep slopes. At least thirty days before municipal consideration of a variance or conditional use permit request, the District shall be notified of the requested action and be allowed to provide comment on the requested action. Variances that would circumvent the intent and purposes of these Rules shall not be granted.

2.1.9 Permits Subject to Rule F: Steep Slope Rule

Upon showing, to the satisfaction of the District, that the LGU has enacted and is following official controls necessary to meet the intent of these Rules, the District may issue an exception to the rule for projects with land-disturbing activities that require a municipal grading, building, parking lot, or foundation permit that impact less than 50 cubic yards or less than 5,000 square feet of surface area or vegetation. The exception, if issued, will be documented in the Municipal Permit, wherein the LGU must agree: (1) that it will enforce its official controls; (2) that the exception will terminate if the LGU amends its official controls such that they no longer meet the intent of these Rules; and (3) that the LGU will provide notice to the District of all permits issued under the exception.

2.2 INDIVIDUAL PERMIT

The Individual Permit allows the District to act as regulatory body in those areas not regulated by a municipality with an approved Municipal Permit. These generally include unincorporated and ungoverned areas of the Fort Snelling Historic District, Minneapolis-St. Paul International Airport, and on MnDOT right-of-way.

2.2.1 Policy

An individual permit is required for projects proposed by the MnDOT and all projects occurring in the Fort Snelling Historic District unincorporated area of the District (i.e., where there is no LGU exercising official controls).

Except where a Municipal Permit has been issued and remains in effect (i.e., has not been revoked or suspended), a person undertaking an activity for which these Rules require a permit must obtain the required permit from the District before commencing the regulated activity.

2.2.2 Application

An application must be submitted to the District to obtain a permit for all projects subject to these Rules. Applicants are strongly advised to contact the District early in the project development process. This will allow for a nonbinding, informal review to assess conformity with District rules.

Complete permit applications are due 20 business days before the monthly board meeting to be considered at that board meeting. The District will act on permit applications in a manner consistent with Minnesota Statutes section 15.99.

- A. Application forms can be obtained from the District office or downloaded on the District website at www.lowermnriverwd.org/.
- B. The project/property owner must sign all permit applications.
- C. All permit application packets must include a completed application form, all required exhibits, and a check (if applicable). These documents can be electronically submitted to the District in .pdf format. Applicable fees should be mailed to the District office. See the District website for the most current fee schedule. Compliance with the required exhibits outlined in the applicable Rules will be used to determine whether an application is complete.
- D. The District will not act on an incomplete permit application. If the application is not complete, the District will notify applicants within 15 business days of receiving it.

- E. Any entity undertaking emergency activity immediately necessary to protect life or prevent substantial physical harm to persons or property must submit an application within 30 days of commencing the work. The emergency activity must be brought into compliance with District rules in a timely manner.

2.2.3 Administrative Review and Approval

It is administratively burdensome for the Board to review every Individual Permit application. Therefore, the District Administrator and Engineering/Technical Consultant shall review all applications and make recommendations for approval or denial, including proposed conditions. Certain Individual Permit applications may be reviewed and approved administratively by the District Administrator with concurrence of the Engineering/Technical Consultant.

- A. The following Individual Permit applications may be approved administratively, provided all required, local permits have been secured:
 - v. Rule B: Erosion control permit applications under Rule B that involve the disturbance of less than 10,000 square feet of surface area or vegetation or the excavation of less than 100 cubic yards of earth within the HVRA or SSOD Overlay Districts, as shown on the Lower Minnesota River Watershed District Overlay District Maps (Figures 1 and 2).
 - vi. Rule C: No administrative approval authorized.
 - vii. Rule D: Stormwater permit applications under Rule D, including development, redevelopment, and drainage alternations (including roads) creating new impervious areas of less than 20,000 square feet within the HVRA Overlay District, as shown on the Lower Minnesota River Watershed District—High Value Resources Area Overlay District Map (Figure 1).
 - viii. Rule F: Steep Slope area permit applications under Rule F, including land-disturbing activities that involve the excavation of less than 100 cubic yards of earth or displacement or removal of less than 10,000 square feet of surface area or vegetation within the Steep Slopes Overlay District, as shown on the Lower Minnesota River Watershed District—Steep Slopes Overlay District Map (Figure 2)
- B. The District Administrator may work with consultants on the administrative review of a permit.
- C. If a permit meets the administrative approval requirements but the District Administrator determines that administrative approval is inappropriate due to an unusual circumstance, the permit application shall be brought before the Board for approval.
- D. All administratively approved permits shall be deemed issued when signed by the District Administrator, or other Board-designated staff or consultant, and all conditions of the permit have been satisfied.
- E. The District Administrator shall provide reports to the Board of all administratively approved permits.

- F. District Staff may not deny a permit. District Staff must instead bring the permit application before the Board with a recommendation to deny the permit application including proposed written reasons for denial.

2.2.4 Conditional Approval

The District may conditionally approve an application; however, it will not issue the permit until the applicant has met all approval conditions. The applicant must demonstrate clear intent to comply with these Rules and all conditional approval requirements that the District has outlined. All conditions must be met within twelve (12) months from the date conditional approval was granted. If conditions are not satisfied within the specified period, the conditional approval will expire and the applicant will be required to reapply for a permit and pay applicable permit fees. For conditionally approved permits, the permit term does not begin until all conditions have been met and the permit has been issued.

2.2.5 Reconsideration

An applicant aggrieved by the District's decision regarding a permit application may file a notice of reconsideration.

- A. A notice of reconsideration must be filed with the District within 10 business days of the board meeting at which the original decision was made. The notice must include a statement identifying the specific conditions and findings to be reconsidered.
- B. The District will schedule a reconsideration of the matter by the Board of Managers. The applicant will receive a notice of the reconsideration date at least 20 business days in advance.
- C. The applicant may supplement existing permit exhibits with additional documentation and submit all additional exhibits to the District no later than 10 business days before the date of the reconsideration.
- D. In accordance with Minnesota Statutes section 103D.345, subdivision 2, an applicant will assume the analytical costs incurred by the District while conducting a reconsideration. Costs will not be recovered when the applicant is a local, state, or federal governmental body.
- E. Once an applicant has filed a notice for reconsideration, the underlying permit decision will be suspended until the Board of Managers issues a final decision on the reconsideration.
- F. The District's decision on the reconsideration constitutes the final decision on the application.

2.2.6 Appeal

Pursuant to Minnesota Statutes section 103D.537, an applicant may appeal a permit decision or order made by the Board of Managers by a declaratory judgment action brought under Minnesota Statutes chapter 555. An applicant must file an appeal of a permit decision or order within 30 days of the Board of Managers' decision. An applicant may request a meeting with the dispute resolution committee of the Board of Water and Soil Resources to informally resolve a dispute before initiating a declaratory judgment action.

2.2.7 Permit Renewal

Permit approval is valid for one calendar year from the date the permit was approved, with or without conditions, unless otherwise specified. This does not include suspended or revoked permits. To renew or assign permit approval, the original permittee must provide notification, an explanation of the requested action, documentation of plan changes, and supporting information to the District, in writing, at least sixty (60) days prior to the permit expiration date. The District may impose different or additional conditions on the permit renewal or deny the renewal in the event of a material change in circumstances. The first renewal request will not be subject to new or additional requirements solely because of a change in the District's rules where substantial progress has been made toward the completion of the permitted project.

Applicants wishing to continue projects for which permit approval has expired must reapply for a permit and pay associated fees. All District rules in effect at the time of the reapplication will apply.

2.2.8 Permit Assignment

When approved by the District, the permittee may assign a permit to another party. Approval may be granted if, all of the following conditions are met:

- A. The proposed assignee agrees in writing to assume responsibility for compliance with all terms, conditions and obligations of the permit as originally issued to the permittee;
- B. The proposed assignee has the ability to satisfy the terms and conditions of the permit as originally issued;
- C. At the time of the request, there are no current or pending violations of the permit or conditions of approval as originally issued; and
- D. The proposed assignee has provided any required financial assurance necessary to complete the permitted project.

If the District finds that the proposed assignee has not demonstrated the ability to fulfill the permit terms, it may impose new or additional conditions or deny the permit assignment. The assignment of a permit does not extend the term of the permit.

2.2.9 Permit Amendments

Permits may be amended after approval but before the initiation of work or construction activities. The permittee must notify the District of proposed amendments as soon as possible. The District reserves the right to review and adjust any financial sureties as part of the amendment process. Permits may not be amended after the initiation of work, in this case applicants must reapply for a District permit.

2.2.10 Suspension or Revocation

District staff may suspend an issued permit if the permit was issued based upon inaccurate information provided by the permittee, or the permittee has failed to meet the requirements of a conditional approval. A special meeting of the Board of Managers may be called to revoke an issued permit or recommend other enforcement actions under section 2.2.15.

2.2.11 Variance

The Board of Managers may consider a request for a variance from compliance with these Rules. To grant a variance, the applicant must demonstrate the following:

- A. **Practical Difficulties.** Practical difficulties is a legal standard set forth in Minnesota Statutes Section 462.357, Subdivision 6 that regulatory authorities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied:
 - i. The applicant proposes to use the property in a reasonable manner. This factor means that the applicant would like to use the property in a particular reasonable way but cannot do so under the regulatory rule. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. Activities causing environmental degradation, creating increased risk of damage to property or public or private infrastructure, or unable to be certified as suitable for site conditions may not be considered reasonable.
 - ii. The applicant's problem is caused by circumstances unique to the property and are not caused by the applicant. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not to personal characteristics or preferences of the landowner.
 - iii. The variance, if granted, will not alter the locality's essential character. Under this factor, consider whether the resulting structure or land modification will be out of scale, out of place, or otherwise inconsistent with the surrounding area.
- B. **Additional Considerations**
 - i. The activity for which the variance is sought will not adversely affect water resources, flood levels, or drainage in the District.
 - ii. A better natural resource protection or enhancement can be achieved by the proposed project if a variance is approved.
- C. **Term and Revocation.** A variance granted by the District remains valid as long as the activity for which the variance was granted remains consistent with the conditions of the underlying permit. A variance may be revoked if the activity for which the variance was granted is abandoned.

2.2.12 After-the-Fact Permits

Any work requiring a permit that is performed without a permit is subject to enforcement and restoration under Minnesota Statutes 103D. The District may grant an after-the-fact permit in certain situations. The work sought to be permitted by an after-the-fact permit must have been capable of receiving a permit before the work was performed or must be capable of correction to meet the intent or performance standards of these Rules. Because an after-the-fact permit will require increased investigation of the conditions of the unauthorized work, an increased inspection fee may be required before processing the after-the-fact permit. After-the-fact inspection fees may be incurred and will be the sole responsibility of the applicant.

If the work does not qualify for a permit, no after-the-fact permit shall be issued, and corrective actions may be sought pursuant to Minnesota Statutes 103D.545 and 103D.551. Before considering an after-the-fact permit application, the District may require that the property be returned to the condition that existed before the unpermitted work was performed.

A. Completed Work

If, after inspection, the unauthorized work is found to comply with these Rules or the performance standards herein, the after-the-fact permit shall be issued to the applicant without further cost. If, after inspection, the unauthorized work is found not to comply with these Rules or the performance standards herein, further inspection and permit processing may be required, including additional inspection fees. An after-the-fact permit may require correction work and be subject to additional conditions.

B. Incomplete Work

For work in progress, work must cease and the work site must be stabilized until a permit is issued. Standard administrative procedures shall apply to the application, except for increased inspection fees as described above. For any portion of work completed that does not meet performance standards herein, deficiencies must be corrected as a condition of permit issuance.

C. Emergency Work

An after-the-fact permit may be required after emergency work. If the work is deemed an emergency and otherwise performed in compliance with these Rules or the performance standards herein, the after-the-fact permit shall be issued to the applicant without cost. If the work is deemed an emergency but is not otherwise performed in compliance with these Rules or the performance standards herein, the after-the-fact permit shall be issued to the applicant without any increased cost, rather than that required for a before-the-fact permit. If the work is not deemed an emergency, the standard after-the-fact permit requirements will apply. In all cases, an after-the-fact permit may include conditions to correct any damage caused by the emergency work.

D. Enforcement

The District may pursue remedies as provided by law to ensure compliance with an issued permit, variance, or permit condition.

2.2.13 Permit and Inspection Fees

A. Policy

It is the determination of the Board of Managers that:

- i. charging a minimal permit application fee will increase public awareness of and compliance with District permitting requirements and will reduce enforcement and inspection costs;
- ii. the public interest will benefit from inspection by District staff of certain large-scale projects in locations presenting particular risk to water resources to provide the Board of

Managers with sufficient information to evaluate compliance with District rules and applicable law; and

- iii. from time to time, persons perform work requiring a permit from the District without a permit, and persons perform work in violation of an issued District permit. The Board of Managers determines that its costs of inspection and analysis in such cases will exceed costs incurred where an applicant has complied with District requirements.

B. Requirement

The District will charge applicants permit and inspection fees in accordance with a schedule that will be maintained and revised from time to time by resolution of the Board of Managers to ensure that permit fees cover the District's actual costs of administering and enforcing permits and the actual costs related to field inspections of permitted projects, such as investigation of the area affected by the proposed activity, analysis of the proposed activity, services of a consultant, and any required subsequent monitoring of the proposed activity. Costs of monitoring an activity authorized by permit may be charged and collected as necessary after permit issuance. The fee schedule may be obtained from the District office or the District's website at <http://lowermnriverwd.org/>. A permit applicant must submit the required permit fee to the District at the time it submits the relevant permit application. 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.

2.2.14 Financial Assurances

A. Policy

It is the District's policy to protect and preserve the water resources within the District by requiring financial performance assurances with a permit application. Such assurances will ensure adequate adherence to District rules when performing authorized activities.

B. Requirement

The District may require a performance bond, letter of credit, or other financial assurance in a form approved by the District for an activity permitted under these Rules. A financial assurance will not be required of any agency of the United States or any governmental unit of the State of Minnesota.

C. Criteria

Financial assurances required pursuant to this rule must be issued in compliance with the following District criteria:

- i. The financial assurance must be a performance bond, letter of credit, cash deposit, or other form acceptable to the District. Commercial financial assurances must be from an issuer licensed and doing business in the State of Minnesota.
- ii. Any bond issued under this section shall be executed by such sureties as are named in the list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies," as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, US Department of the Treasury. All bonds signed by an agent or attorney-in-fact must be accompanied by

- a certified copy of that individual’s authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond.
- iii. Financial assurances must be issued in favor of the District and are contingent upon the applicant’s compliance with the issued permit and payment of District fees. The financial assurance must state that, in the event of financial assurance conditions not being met, the District may make a claim against it. If the District makes a claim against a financial assurance, the full amount of the financial assurance required must be restored within 20 business days.
 - iv. The financial assurance must be effective for a minimum of three years from the date it was issued. The District may require the financial assurance to be extended or remain in place until all project components are stabilized and verified to be functioning to permitted specifications. The financial assurance must contain a provision that it may not be released without the District’s consent.
 - v. The permit applicant must submit the financial assurance. The financial assurance principal may be the landowner or the individual or entity undertaking the proposed activity.
 - vi. Financial assurance will be released only under the terms of section 2.2.13.D
 - vii. No interest will be paid on financial assurances held by the District.
 - viii. The District Board of Managers will set the amount of financial assurances by resolution. Financial assurance amounts are set to cover potential liabilities to the District, including but not limited to the following:
 - a. Field inspections and monitoring
 - b. Maintaining and implementing erosion and sediment control and other protections as the permit requires
 - c. Planting and establishing buffer area
 - d. Remediation of damages resulting from noncompliance with the permit or for which the permittee is otherwise responsible

D. Financial Assurance Release

Once the District has received written notification of project completion, it will promptly inspect the project to determine whether the project was constructed in accordance with the issued permit and District rules. If the project is found in compliance, all practices and project components are stabilized, all practices and project components are verified to be functioning to permitted specifications, all required documentation has been submitted and approved by the District, and all permit fees have been paid, the District Board of Managers will authorize the release of the financial assurance.

Further, upon written notice, a portion of the assurance may be released if the District finds that the entire amount is not needed to ensure compliance. After inspection, the District will determine what

portion, if any, of the financial assurance can be released. If a portion of the financial assurance is not released, the District will notify the permittee of the outstanding compliance matters to address.

E. Financial Assurances by Rule

Financial assurance required for a particular permit will include a 10 percent contingency and a 30 percent administrative costs in addition to the amounts calculated according to the criteria found in section 2.2.14.C.viii . No financial assurance is required for a project undertaken by or for a resident owner on a single-family home site requiring only a permit under Erosion and Sediment Control, unless the Board of Managers determines that the project presents a significant risk of damage to water resources from erosion. See the fee schedule policy on the District’s website for additional information.

2.2.15 Enforcement

A. Investigation of Noncompliance

District staff, agents, and contractors may enter and inspect a property within the watershed to determine if a violation of permit conditions or District rules has occurred.

B. Informal Resolution of Noncompliance

Before initiating formal proceedings (see below), the District and its staff shall attempt to informally resolve incidences of noncompliance (i.e., by voluntary corrective actions or after-the-fact permitting).

C. Board Hearing; Administrative Compliance Order

The District will provide the permittee or landowner with reasonable notice when a compliance hearing will take place. An opportunity to be heard by the Board of Managers will be allotted at the compliance hearing, during which the permittee or landowner can address the finding of probable violation. At the hearing’s conclusion, the District may issue a compliance order.

D. District Court Enforcement

The District Board of Managers may seek judicial enforcement of an order and recovery of associated legal costs and fees, as provided by Minnesota Statutes chapter 103D.

E. Liability for Enforcement Costs

The permittee or owner of a property subject to the District’s enforcement action will be liable for associated costs incurred by the District. Such costs include but are not limited to inspection and monitoring, engineering, technical analysis, and legal and administrative expenses.

2.2.16 Permit Close-Out

Upon written notification from permittee of the completion of the permitted project and submittal of actual “as-built” plans for any stormwater management practices or improvements located on site after final construction is completed, the District will inspect the project to determine if it is constructed in accordance with the terms of the permit and District Rules. Final inspection compliance includes, but is not limited to, confirmation that all erosion and sediment control BMPs and stormwater management features have been constructed or installed as designed and are functioning properly. The District may

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return a portion of the surety if it finds that a portion of the surety is no longer warranted to assure compliance with District Rules per section 2.2.14.D. Upon determination that the project is complete, the District will notify the permittee, surety, and municipality that the individual permit has been closed out.