



211 Holmes St. W. Suite 201 | Detroit Lakes MN 56501

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For Office Use Only

Permit App. # _____ — _____
 Date Rec'd. _____
 Permit/Inspection Fees _____
 Cash/Check # _____
 Parcel # _____

PERMIT APPLICATION FORM

Property Owner(s): _____
 Mailing Address: _____
 Phone: _____ Cell: _____
 Email: _____
 Project Address: _____
 Parcel ID Number(s): _____

Contractor Information (list all)
 Name: _____
 Company: _____
 Address: _____
 Phone: _____
 Cell: _____

Permit should be sent to: _____ Mailing Address _____ Contractor _____ Call to pick up Phone: _____

PROJECT INFORMATION

PERMIT APPLICATION PURPOSE (indicate all which apply)

- _____ A. Alteration to land, vegetation, and/or impervious surface within the Shore Impact Zone
- _____ B. Rip-rap or beach sand blanket (installation, repair, replacement)
- _____ C. Alteration to land, vegetation, and/or impervious surface within bluff impact zone or on steep slopes within the Shoreland District.
- _____ D. Retaining wall (installation, repair or replacement within the Shore and/or Bluff Impact Zones
- _____ E. Impervious surface (cumulative coverage)
 - _____ more than 25% of lot area
 - _____ 1 acre or greater
 - _____ > 10,000 sq. ft. within the Shoreland District
- _____ F. Subdivisions, plats, or Planned Unit Developments (PUD's)
- _____ G. Highway, road, street, parking lot or public water access (new or reconstruction)
- _____ H. Bridges, culverts, inlets to waters of the state; storm sewers (new or replacement)
- _____ I. Groundwater Dewatering

Project Purpose/Description: (Please be specific)

Lake Name (if applicable): _____

Proposed start date: _____ Proposed completion date: _____

ADDITIONAL PERMITS

<u>City of Detroit Lakes</u>	<u>Becker County</u>	<u>Minnesota DNR</u>	<u>Minnesota PCA</u>
Permit Required _____	Permit Required _____	Permit Required _____	Permit Required _____
Permit Received _____	Permit Received _____	Permit Received _____	Permit Received _____
Variance needed _____	Variance needed _____		

If variances are required, the approved conditions need to be included for permit approval.

**Additional permits may be required in addition to Pelican River Watershed District Permit
 Please attach copies of all permits and variances received*

PERMIT APPLICATION SUBMISSION REQUIREMENTS

1. Completed permit application, **signed** by the **Property Owner**, or authorized signatory
2. Duplicates of all drawings, site plans, and other required documents.
3. Application and Field inspection fees according to the most recent schedule
4. Street map indicating project location

TERMS OF THE PERMIT

Applying for a permit issued through the Pelican River Watershed District (PRWD) in no way precludes obligation for permit application that may be required through OTHER governmental agencies. Any work performed prior to obtaining all required authorizations may be subject to Federal, State and/or administrative, civil, and/or criminal penalties. No liability shall be imposed on the District or any of its officers, agents or employees on official or personal grounds, on account of the granting of this permit, on account of any damage to any person or property resulting from any act or omission of the Permittee or any of its agents, employees or contractors relating to any matter hereunder. This permit shall not be construed as limiting any legal claim or right of action of the District against the Permittee, its agents, employees or contractors for the violation of, or failure to comply, with the provisions of the permit or applicable provisions of law.

When all items have been satisfactorily completed and the District determines the project meets the District’s Rule requirement, this permit will be issued. The permit may be picked up at the District office, or it will be mailed to the designated address. A copy of the approved permit will be faxed to the applicable local governmental entity (Becker or Ottertail County, City of Detroit Lakes Zoning departments).

The permit will be valid for eighteen (18) months from the date of issuance, unless otherwise suspended or revoked. A permit may be extended at no charge, provided the property owner notifies the District in writing stating the reasons for extension. Any plan changes, and related project documents must also be included in the extension application. The District must receive the extension application at least thirty (30) day prior to the permit’s expiration date as issued.

If changes are made to the permitted plans for this project, changes must be submitted to the District (in duplicate form) for review prior to installation or completion occurs. If changes to the original (permitted) plans are approved, an amended permit will then be issued.

This permit may be terminated by the Board of Managers without notice at any time deemed necessary for the management of the water resources of the District, or in the interest of public health and welfare, or for violation of any of the provision of this permit.

PERMIT APPLICATION AGREEMENT

“I understand that, as a 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 project until I received the permit and the permit is posted as directed on the project site. If the project is modified, I will obtain approval by the 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 inspection or work authorized by the permit or any applicable law.”

“I certify that I have thoroughly read and understand the information on this permit application, including submittal requirements.”

Signature: _____ Date: _____

(Property owner, or authorized signature through letter of authority)

ACTION BY THE PELICAN RIVER WATERSHED DISTRICT	Permit Number _____ - _____
The above application is APPROVED / DISAPPROVED this _____ day of _____, 20____, by the Pelican River Watershed District	
By: _____	
Its: _____	