



Wells Fargo Bank Building | Suite 201  
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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): \_\_\_\_\_  
Waterbody (if applicable): \_\_\_\_\_

### Licensed Professional Information

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_

Issued Permit Delivered via \_\_\_\_\_ eMail or \_\_\_\_\_ Mail to: \_\_\_\_\_ Owner \_\_\_\_\_ Contractor

## PERMIT APPLICATION PURPOSE (indicate all which apply)

### PRWD Rules Chapter 6—Stormwater Management

**Non-Linear Projects.** Construction or reconstruction of impervious surface resulting in total impervious surface lot coverage (new and existing) of:

- More than twenty-five percent (25%) on riparian lots
- More than seven thousand (7,000) square feet of lot coverage of riparian lots
- Equal or greater than one (1) acre of impervious surface coverage
- Projects requiring a variance from, or use of allowable mitigation within, the local shoreland zoning ordinance.

### Other Projects

- Residential subdivision or development of four (4) or more lots.
- Construction or reconstruction of a private or public paved trail greater than two hundred (200) linear feet in length.
- Projects or common plans of development or sale disturbing fifty (50) acres or more within one (1) mile of, and flow to, a special water or impaired water.
- Linear projects that create or fully reconstruct more than one (1) acre of impervious surface as part of the same project. (Exemptions. Mill and overlay and full depth reclamation projects where underlying soils are not disturbed.

### PRWD Rules Chapter 8—Regional Conveyance Systems

Construction, improvement, repair, or alteration to the hydraulic characteristics of a regional conveyance system that extends across two (2) or more parcels of record not under common ownership. (Exemptions: Repair or replacement of an element of a regional conveyance system owned by a government entity that does not change the hydraulic capacity of the system.

### PRWD Rules Chapter 9—Public Drainage Systems—Becker County Ditch 11-12; 13, 14 (additional formal procedures or District approvals may be required under Minn. Stat. Chapter 103E or other drainage law)

Temporary or permanent work in or over a public drainage system, including any modification of the system, including installation or replacement of crossings.

A utility placed under a public drainage system.

Pumped dewatering operation which outlets within two hundred feet (200') of a public drainage system.

Proposed start date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_

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

*Please be aware that additional permits may be required from other agencies.*

**\*Continue to page 2 for signature and permit application checklist**

**April 2025**

## PERMIT APPLICATION SUBMISSION CHECKLIST

- ☐ Completed permit application, **signed** by the Property Owner, or **notarized Authorized Agent**
- ☐ Required Application Information and Exhibits (see applicable PRWD Rule Chapter section(s))
- ☐ Applicable Fees

## 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.

The permit will be valid for twelve (12) months from the date of issuance, unless otherwise suspended or revoked. 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 sent to the applicable local governmental entity (Becker or Ottertail County, City of Detroit Lakes Zoning departments).

To extend a permit, the permittee must apply to the District in writing, stating the reasons for the extension. Plan changes, and related project documents, must be included in the extension application. The District must receive this application at least thirty (30) days prior to the permit expiration date. The District may impose different or additional conditions on a renewal or deny the renewal in the event of a material change in circumstances. On the first renewal, a permit will not be subject to change because of a change in the Rules.

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 Agent signature )

Permit Number \_\_\_\_\_ - \_\_\_\_\_

### ACTION BY THE PELICAN RIVER WATERSHED DISTRICT

The above application is **APPROVED / DISAPPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Pelican River Watershed District

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_