



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): _____

Contractor Information

Name: _____
Company: _____
Address: _____

Email: _____
Phone/Cell: _____

Permit Mailed to: _____ Owner _____ Contractor _____ Arrange for pickup with: _____

PERMIT APPLICATION PURPOSE (indicate all which apply)

Which is your project Located in: _____ City of Detroit Lakes (City Limits) OR _____ Becker County (Outside City Limits)
City Lot Type: _____ Conforming Riparian Lot OR _____ Non-Conforming Riparian Lot (contact The City of Detroit Lakes for this information)

Near Shore Alterations

_____ Shore Impact Zone Alterations ((including land, impervious surface, and vegetation alterations including Sand Blanket, Rip-Rap, Sidewalk, buildings, tree removal, shoreline plantings or changes, Ice Ridge repair)

_____ Bluff Impact Zone/Steep Slope alterations within Shoreland District (Including land, impervious surface, and vegetation)

_____ Retaining Walls within Shore/Bluff Impact Zone

Other Actions

_____ Temporary Groundwater Dewatering Plan

_____ Driveway Culverts

Impervious Surface / Stormwater Management

_____ Residential— > 25% impervious lot coverage and less than 10,000 ft² within Shoreland District
_____ Residential—> 10,000 ft² impervious within Shoreland District
_____ Commercial—> 25% impervious lot coverage or > 10,000 ft²)
_____ > 1 acre impervious surface within PRWD
_____ Subdivision, Planned Unit Developments (PUD's), Plats, Storage Condos, Developments based upon certified surveys
_____ Changes to, including construction or re-construction, of stormwater Infrastructure, private or public highways, roads, streets, parking lots, Public Water Access, bridges, culverts, and inlets to Waters of the State.

_____ **Public Drainage - Becker County Ditch 11-12; 13, 14** - Dredging, filling, diking ; culvert, bridge crossings; bank stabilization; channelization; lateral construction or repair; grass, shrub or tree removal within 16.5 feet; snow storage within 50 ft of ditch or lateral.

Project Description (Please be specific):

Lake Name (If applicable) _____

proposed start date: _____ Proposed completion date: _____ Lake Name (If applicable)

**Identify any work already completed on drawings*

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

City of Detroit Lakes

Permit REQ'D _____ RECD _____
Variance REQ'D _____ RECD _____
Mitigation REQ'D _____ RECD _____

Becker County

Permit REQ'D _____ RECD _____
Variance REQ'D _____ RECD _____
Mitigation REQ'D _____ RECD _____

MN DNR; MN PCA; Becker SWCD

Permit REQ'D _____ RECD _____
NPDES REQ'D _____ RECD _____
Other REQ'D _____ RECD _____

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

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

March 2023

PERMIT APPLICATION SUBMISSION CHECKLIST

- _____ Completed permit application, **signed** by the Property Owner, or **notarized Authorized Agent**
- _____ Site plan, erosion prevention and sediment control plan, maintenance plans, and other information and calculations (soil borings percolation test results, etc.) as per the District Engineer Technical Memo revised November 7, 2018
- _____ Application and applicable fees according to the most recent schedule

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 sent 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.

A permit surety may be required of the permit holder or applicant. A surety is a monetary sum (an amount set by the Board of Managers, District staff and/or the District engineer after review of the project application or approved permit) provided by the applicant/permittee to the District to ensure the project is completed as designed and in compliance with District Rules. The District returns the money to the applicant/permittee after all permit conditions are met and the project is complete. If the District requires a surety, the applicant/permittee must provide the District the surety amount in the form of a check made out to the Pelican River Watershed District, or a Performance Bond, or Letter of Credit.

Project Description (Please be specific):

"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:** _____

Print Name: _____ **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: _____