

## GRADING, STORMWATER MANAGEMENT AND EROSION/ SEDIMENT CONTROL PERMIT APPLICATION

A \$250.00 application fee and additional \$1500.00 (all unused escrows are returned) escrow deposit must accompany this permit application.

Permits are to be processed at the same time as the site plan, preliminary plat or other city land use or building application submitted to the city in which the work or project is located.

The permit application and supporting documentation must be submitted to the LRRWMO by the THIRD THURSDAY OF THE MONTH TO BE ON THE FOLLOWING REGULARLY SCHEDULED MONTHLY LRRWMO MEETING AGENDA. A PERMIT NUMBER WILL NOT BE ASSIGNED UNTIL CITY AUTHORIZATION IS RECEIVED.

**Project Name:** \_\_\_\_\_

**Address/Location:** \_\_\_\_\_

**Project Description/Purpose:** \_\_\_\_\_

_____ <b>Name of Applicant (Site Owner or Property Owner)</b>		_____ <b>Applicant's Contact</b>		_____ <b>Organization Name</b>	
_____ <b>Address</b>		_____ <b>Address</b>			
_____ <b>City, State, Zip</b>		_____ <b>City, State, Zip</b>			
_____ <b>Phone</b>		_____ <b>Phone</b>		_____ <b>Fax</b>	
_____ <b>Fax</b>					
_____ <b>Email</b>		_____ <b>Email</b>			

### Submittal Requirements

Completed Grading, Stormwater Management and Erosion/ Sediment Control permit applications are to be submitted as per LRRWMO attachments G1 (Permit Requirements) and G2 (Office Procedure) included with this application. Note that projects involving potential wetland impacts and/or involving a Wetland Replacement Plan require a separate permit application and are subject to additional requirements.

### **PROJECT SUBMITTALS (check all that apply):**

<input type="checkbox"/> <b>GRADING PLAN:</b> Including existing and proposed contours and boundaries of all wetlands and surface waters.
<input type="checkbox"/> <b>STORM SEWER/ DRAINAGE PLAN:</b> Including all permanent drainage features and all permanent water quality features.
<input type="checkbox"/> <b>STORM DRAINAGE CALCULATIONS:</b> Design computations as required by the LRRWMO.
<input type="checkbox"/> <b>EROSION CONTROL PLAN:</b> Including all temporary and permanent measures proposed to retain all sediment on site.
<input type="checkbox"/> <b>OTHER</b>

START OF PROJECT: \_\_\_\_\_

EST. COMPLETION DATE: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_

**By signing this Permit Application, the undersigned consents and agrees on behalf of the Applicant that:**

1. The permit application fee is non-refundable. Escrow deposits will be held by the LRRWMO until the project has been completed and all conditions of issuance of the permit are satisfied. The Applicant is responsible for all expenses incurred by the LRRWMO in the processing, administration and enforcement of the permit application and permit. The escrow deposit will be used to reimburse the LRRWMO for all expenses incurred by the LRRWMO in processing, administering and enforcing the permit application and permit, including engineering, legal and other consultant costs. If such expenses exceed the escrow deposit, the LRRWMO will bill the Applicant or Permittee for such excess amount and payment will be due within twenty (20) days of mailing the invoice. Timely payment of such invoices is a condition of all permits and work may be stopped on the project for failure to make payments when due.
2. The undersigned, its agents, principal, assigns and/or representatives (hereinafter "Permittee") shall abide by all the standard conditions and special terms and conditions of the LRRWMO.
3. Any work that violates the terms of the permit may result in the LRRWMO or the City in which the work is being done immediately causing the work on the project relating to the permit to cease and desist. All work on the project shall cease until the permit conditions are met and approved by the LRRWMO and/or the City in which the work is being done.
4. The Permittee agrees to be bound by the terms of the LRRWMO permit requirements, final permit, standard conditions, and special conditions required by the LRRWMO for approval of the permit. The undersigned has the authority to bind the permit holder, the owner of the property and/or any entity performing work on the property pursuant to the terms of LRRWMO permit, and shall be responsible for complying with terms of the LRRWMO permit.

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

Signature of property owner or designated Agent (no agent without a letter of authority)	Date	Signature of applicant if different from property owner	Date
Print Signer's name		Print Signer's name	

**Application Acknowledged by City:**

Name of City Official	City	Date
-----------------------	------	------

SIGNATURE OF LRRWMO CHAIRMAN: \*\* \_\_\_\_\_  
**\*\*NOTE: Subject to conditions recommended by Barr Engineering (see attached)**  
 PERMIT IS NOT VALID IF PROJECT HAS NOT STARTED WITHIN ONE YEAR FROM DATE OF APPROVAL

---

**LRRWMO Attachment G1****PERMIT REQUIREMENTS**

APPLICATION DEADLINE: Third Thursday of the month for consideration at the following regularly scheduled monthly LRRWMO board meeting on third Thursday of month.

REQUIRED SUBMITTALS:

1. Completed Permit Application Form (attached)
2. \$250 Application Fee plus an escrow deposit of \$1500 (as described on Permit Application Form)
3. A Stormwater Management Plan and supporting computations as identified in Appendix E of the LRRWMO Watershed Management Plan.

Submittals shall be provided in electronic (e.g., PDF) or other easily reproduced format and must be signed by a registered professional engineer in the State of Minnesota.

---

LRRWMO Attachment G2

OFFICE PROCEDURE

**Procedure to Accept LRRWMO Permit:**

1. Complete LRRWMO Permit Application and all supporting supplemental documents for review.  
**Requires signature of acknowledgement on application form from City official prior to submittal to LRRWMO. For the appropriate City contact information refer to the LRRWMO website at [www.lrrwmo.org/](http://www.lrrwmo.org/)**

**NOTE:** See “PROJECT SUBMITTALS” section of Application.

2. Submit Application, \$250 application fee plus a \$1500 escrow deposit\* payable to the Lower Rum River WMO, and electronic plans submittals (thumb drive) to:

Lower Rum River WMO  
City of Anoka  
2015 First Street N.  
Anoka, MN 55303  
763-576-2773

*(This set of plans is for LRRWMO file copy.) \*\$1500 escrow deposits: The LRRWMO costs related to the project will be charged to permit escrow fund. Funds remaining in the permit escrow account when the project is closed will be returned to the applicant.*

3. Email a copy of Application and one (1) set of the project submittals (**electronic**) to:

Stephanie Johnson  
Barr Engineering Co. 4300  
MarketPointe Drive Suite 200  
Minneapolis, MN 55435  
[Stephanie.Johnson@barr.com](mailto:Stephanie.Johnson@barr.com)

4. Agenda deadline is the third Thursday of each month to be on the following regularly scheduled LRRWMO monthly meeting.

**Procedure to Request Return of Permit Fund Balance:**

1. When project reaches status of 100% completion (as contained in Quarterly Report), the respective City prepares a written request to LRRWMO for return of escrow deposit balance with copy to Anoka’s Finance Department. The request must be submitted prior to the third Thursday of each month to meet the next month regular meeting agenda deadline.