

1.0 PROCEDURAL REQUIREMENTS

- 1.1 Application Required.** Any person undertaking any activity for which a permit is required by these Rules shall first submit to the District for review a permit application, engineering design data and such other information as may be required by these Rules to determine whether the improvements are in compliance with the criteria established by these Rules. A permit application must bear the original signature of the landowner as applicant. No application is considered complete unless it is on the District form and includes all required items listed in each applicable rule in a form acceptable to the District.
- 1.2 Forms.** Permit applications shall be submitted using forms provided by the District. Forms are available from the District Office or on the District's website at www.clflwd.org. Permit applications shall be addressed to the District address as indicated on the application.
- 1.3 Action by District.** The District will act on applications in accordance with the time requirements and other terms of Minnesota Statutes §15.99, as amended. No application is considered complete unless it is on the District form and includes all required items listed in each applicable rule in a form acceptable to the District. The District will provide written notice to applicant of any missing items needed to complete the application. Land disturbing activity subject to these rules may not commence until a permit has been both approved and issued by the District. The approval action may impose conditions that the applicant must meet before the permit issues.
- 1.4 Conformity with Local Requirements.** The District encourages the developer to seek District input starting at the concept stage, and to notify the District of any pre-application meetings required by a Local Governing Unit or other regulatory entity.
- 1.5 Notification Process.** A certified list of property owners obtained from Washington County and/or Chisago County who reside adjacent to the subject property, and all property owners within five hundred (500) feet of the property boundary of a proposed project, must be submitted before an application is considered complete. District staff will send notice of the proposed project to the individuals on the mailing list for the applicant at the applicant's expense. A copy of the list will be retained with the application at the District office.

If the project is proposed within the shoreland management area of a lake with a formal lake association known by the District, the District will notify the lake association of the application.

- 1.6 Alternative Notification.** The District, upon written request from the applicant, may approve alternative notification for any of the following projects.
- (a) A linear project, including but not limited to a road, sidewalk or trail, one-half mile or more in length.
 - (b) A project on a parcel or contiguous parcels with an area of one hundred (100) acres or more, where no more than five (5) percent of the area will be disturbed, provided the disturbed area does not include a wetland.

- (c) A project where the applicant proposes to combine notification under this Rule with notification required under the approval procedures of another governmental body.

The applicant must demonstrate that an alternative means of notification will provide adequate notice to residents near the proposed activity.

- 1.7 Permit Term, Renewals and Transfers.** Work must be performed under an active permit. If a permit approval requires conditions to be met before the permit will issue, those conditions must be met within sixty (60) days of approval. A permit expires one year from the date the permit is issued unless the permit states otherwise or the permit is suspended or revoked. To renew or transfer a permit, the permittee must submit a written request to the District prior to the permit expiration date, stating the reason for the renewal or transfer. A renewal after the first may be conditioned on compliance with a District rule that has changed since the original permit approval. The District may impose reasonable conditions on renewal or transfer, including but not limited to requiring that any existing permit non-compliance be addressed.
- 1.8 Permit Decisions.** Permit decisions will be made by the Board of Managers except as the Board, by written resolution, may delegate to the District administrator.