



### PERMIT APPLICATION

Return application to:

**Comfort Lake - Forest Lake Watershed District**  
 44 Lake Street South, Suite A  
 Forest Lake, MN 55025  
 Phone: (651) 395-5850  
 Email: [mike.sandager@clflwd.org](mailto:mike.sandager@clflwd.org)

TO BE COMPLETED BY DISTRICT:

PERMIT NUMBER \_\_\_\_\_

AMNT RECD. (E + F) \_\_\_\_\_

RECD. FROM \_\_\_\_\_

DATE APPLICATION RECD. \_\_\_\_\_

**A.**

|   |              |           |        |
|---|--------------|-----------|--------|
| Name of Project:                                |              | Date:     |        |
| Purpose/Description of Project:                 |              |           |        |
| Location of Project (street address, if known): |              |           |        |
| City or Township:                               |              |           |        |
| Legal description: Section:                     | 1/4 Section: | Township: | Range: |

**B.**

|   |  |
|---|--|
| Total Size of Project Site:                           | Amount of New Impervious Surface Proposed for Project: |
| Resulting Total Percent of Impervious for Whole Site: | Acreage to be Graded:                                  |

**C.**

|   |      |        |
|---|------|--------|
| Name of Authorized Agent:                                     |      |        |
| Authorized Agent's Representative (if applicable):            |      |        |
| Street Address:   |      |        |
| City:   | Zip: | Email: |
| Day Telephone:  | Fax: |        |
| <b>SIGNATURE OF, OR ON BEHALF OF, AUTHORIZED AGENT:</b>       |      |        |
| Print Signers Name and, if in representative capacity, Title: |      |        |

**D.**

|   |              |                |
|---|--------------|----------------|
| Name of Property Owner (Applicant):   |              |                |
| Owner's Street Address:   |              |                |
| Owner's City:   | Owner's Zip: | Owner's Email: |
| Owner's Telephone:  | Owner's Fax: |                |
| <i>I authorize the above-indicated authorized agent, if any, to act as my agent and otherwise represent me in all communications with the CLFLWD concerning this application.</i> |              |                |
| <b>OWNER SIGNATURE (APPLICANT) (REQUIRED):</b>  |              |                |
| Print Signers Name and, if in representative capacity, Title:   |              |                |



## E. Permit Fee Deposit

### IMPORTANT INFORMATION (PLEASE READ):

**Field inspection fee deposit will be cumulative for the categories below.** When a project is approved by the CLFLWD Board, the applicant must replenish the deposit to the deposit amount before the permit will issue, to cover actual CLFLWD costs to review application materials, monitor permit compliance and address non-compliance. **If actual District engineering and legal review costs exceed the fee amount by \$4,500 or more, the amount of the exceedance will be added to the permit fee.** On permit issuance, the applicant becomes the permittee and is legally responsible for a permit violation. A co-applicant or contractor may share responsibility for a violation. However, in the first instance, CLFLWD cost incurred will be assessed against the fee deposit even in this case.

### Permit Fee Deposit (CLFLWD cost of inspection, analysis, and compliance monitoring)

| Rule 2.0 Stormwater Management                       |  |                       |           |
|--|--|-----------------------|-----------|
|  | Rule 2.2.1(a) – Subdivision resulting in 3 lots          | \$1,850               | \$        |
|  | Additional lots greater than above standard              | \$50 / additional lot | \$        |
|  | Rule 2.2.1(b-d) – All other stormwater rule applications | \$3,500.00            | \$        |
| Rule 3.0 Erosion Control                             |  |                       |           |
|  | Activities/Grading less than 1 acre                      | \$1,125.00            | \$        |
|  | 1.0 – 4.99 acres   | \$1,375.00            | \$        |
|  | 5.0 – 19.99 acres  | \$1,625.00            | \$        |
|  | 20.0 or more acres                                       | \$2,125.00            | \$        |
| Rules 4.0 – 7.0                                      |  |                       |           |
|  | Rule 4.0 Lake, Stream, and Wetland Buffer Requirements   | \$2,250.00            | \$        |
|  | Rule 6.0 Stream and Lake Crossings                       | \$1,500.00            | \$        |
|  | Rule 7.0 Floodplain and Drainage Alterations             | \$500.00              | \$        |
| <b>TOTAL PERMIT AND FIELD INSPECTION FEE DEPOSIT</b> |  |                       | <b>\$</b> |

## F. Performance Financial Assurance Deposit

### Additional Project Information (required)

The CLFLWD Board will determine a performance financial assurance amount in addition to the Permit and Field Inspection Fee Deposit. The amount of the financial assurance will be based on the following criteria.

|   |    |
|---|----|
| Total Area of Disturbed Land Surface as a Result of This Project (acres)                      | \$ |
| Estimated Construction Cost of Stormwater Management Facilities (includes ponds, pipes, etc.) | \$ |



## SUBMITTAL INSTRUCTIONS

Call (651) 395-5850 if assistance in completing this form is required. Please attach drawings, plans and other data as outlined in the Comfort Lake–Forest Lake Watershed District’s Permit Guidance and Information Handbook or District Rules available upon request or on the District website at [www.cflwd.org](http://www.cflwd.org). Mail or deliver this form along with the appropriate Fee Deposit and the appropriate type and number of exhibits to the above address. Applying for this permit from CLFLWD does not excuse you from the need to obtain any permits that may be required from other governmental agencies.

## APPLICATION SUBMITTAL CHECKLIST

Incomplete applications will be returned to the applicant for completion. Below is a list of common items required for a complete application submittal. Some permits may be subject to additional requirements based on triggered rules or other factors.

- Completed permit application with signature of property owner
- Permit fee deposit check made out to **Comfort Lake–Forest Lake Watershed District** or **CLFLWD**
- An erosion and sediment control plan that shows property lines and existing and proposed site contour elevations at two-foot intervals
- The erosion and sediment control plan identifies locations of construction exits, storm drain protection, perimeter control, and stockpiles
- The erosion and sediment control plan includes the following language:
  - Silt fence (or biologs) must be installed prior to work commencing, and all disturbed portions of the site must be stabilized with temporary or permanent cover within 14 days after construction has temporarily or permanently ceased, or within 24 hours if that portion of the site is within 200 ft. of and draining to a waterbody.**

Note that most erosion control plans require a construction exit, stockpile locations, perimeter control such as silt fence or silt sock, and storm drain protection if applicable to the site. All projects that disturb sediment within **50 feet of a waterway** must install a redundant (double) row of erosion control with a distance of five feet between the rows.

**All sediment and erosion control measures must be installed before earth disturbing activity begins.**

Please call (651) 395-5850 with any questions about erosion and sediment control requirements.