

Minnesota Local/State/Federal Application Forms for Water/Wetland Projects

USE THIS APPLICATION FOR ANY PROJECT AFFECTING A LAKE, RIVER, STREAM OR WETLAND, INCLUDING:

Local Government Unit Approval Pursuant to Minnesota Wetlands Conservation Act (WCA)
 Minnesota Department of Natural Resources (DNR) Permit to Work in Public Waters
 Department of the Army Permit (33 CFR 325)

Note: The U.S. Army Corps of Engineers (COE) will forward application forms to the Minnesota Pollution Control Agency (MPCA) for processing if state water quality certification is required from the MPCA. You **do not** need to send this application to the MPCA.

This application packet includes :

Part I: The **BASIC APPLICATION** and the **COE APPLICATION** to be filled out by all applicants (see Instructions).

PART II: The **REPLACEMENT PLAN SUPPLEMENT** to be completed *only for* projects that impact wetlands and require a replacement plan for wetland mitigation. **If you're not sure** whether your project requires a replacement plan, call your Local Government Unit (LGU) or Soil and Water Conservation District (SWCD) office for guidance.

Do not proceed with your project until you have received all required approvals from your LGU, the DNR and the COE. If you wish to confirm the status of your application at any time, contact the agencies directly (see Instructions, page 2). **Proceeding with work before all required authorizations are obtained may result in fines or other penalties, and may include a requirement to restore the project site to original condition.**

If you have questions or need assistance with filling out these forms, contact your local SWCD office, your LGU, your Area DNR Waters office, or your COE field office (see Instructions, page 2).

If you believe that your project may be subject to watershed district, local zoning, or any other local regulations besides those of your LGU, contact those office(s) directly. **If you are a Federal Farm Program participant** and your project affects a wetland or water body on agricultural land, your eligibility for USDA benefits may be affected. Contact a Natural Resources Conservation Service office for further information.

A QUICK LOOK AT THE PROJECT APPLICATION PROCESS

Electronic files: Forms can be downloaded and filled out using Microsoft Word. Your input will be restricted to fill-in fields where users can enter text or check boxes. These areas appear gray on the screen, but not on the printed document.

Send copies of these completed application forms to your LGU, your Area DNR Waters office, and your COE regulatory office.

Any of the agencies may make initial contact with you to: a) inform you that it has no jurisdiction over your project; b) request additional information needed; or c) inform you of applicable fees.

When your application is considered complete and appropriate fees have been received (if requested) it will be distributed for appropriate review.

Following agencies' reviews, you will be informed if it has been approved, approved with changes or conditions, withdrawn, or denied.

For information about state laws, rules and regulations that direct this process go to the web site www.revisor.leg.state.mn.us. For information on U.S. Army Corps of Engineers regulations go to the web site www.mvp.usace.army.mil.

Instructions for Part I

HELP 1: Every applicant must fill out Section 1. The applicant is the person, agency, company, corporation, or other organization that owns, leases, or holds other legal rights to the land where the project is located. Indicate names of multiple applicants on a separate sheet.

HELP 1A: Fill out Section 1A only if you have designated an authorized agent. An authorized agent may be an attorney, builder, consultant, contractor, engineer, or any other person or organization designated by the applicant to represent him/her in this process. An agent is not required.

HELP 5: Purpose, description and dimensions of project: State briefly (in a sentence or two) what you propose to do and why it is needed. Also, describe whether your project will involve any of the following:

- Construction of structures, filling, draining, dewatering, removing, excavating or repair.
- Construction of an access path, bridge, culvert, dam, ditch, dock, driveway, riprap, road, sand blanket, shore protection, or tile line.
- Construction of any structures on fill, piles or a float-supported platform. If so, describe.
- Dredging or discharging (placing fill material) into a wetland or other water body (including the temporary placement of material). If so, explain the specific purpose of the placement of the material (such as erosion control) and indicate how it will be done (such as with a backhoe or dragline). If dredged material is to be discharged on an upland site, identify the location of the site.

Include an overhead view drawing showing the work to be undertaken and its relative location on the property. Show items such as property boundaries or lot dimensions; location and extent of shoreline, wetlands and water; location and dimensions and footprint of the proposed project, structure or activity (include length, width, elevation and other measurements as appropriate); points of reference such as existing homes, structures, docks or landscape features; indication of north; and location of spoil and disposal sites (if applicable). Hand drawn, computer generated or professionally prepared drawings are acceptable, as long as they contain all necessary information clearly, accurately, and in adequate detail. Please include specific dimensions whenever possible. You may also include photos, if you wish. Paper copies should be limited to maximum dimensions of 11" by 17". Computer files should be viewable in a PDF format; contact the agency for other usable formats.

HELP 7: For information regarding adjacent landowners, contact the tax assessor where the project is to be developed.

HELP 8: If any part of the work has already been completed, describe the area already developed. Include a description of structures completed; any dredged or fill material already discharged (including type of material and volume in cubic yards); acres or square feet filled (if a wetland or other water body); and whether the work was done under an existing permit (if so identify the authorization, if possible).

HELP 9: Other permits, reviews or approval related to the project may include the following: conditional use permit; plat approval; zoning variance; National Pollutant Discharge Elimination System permit; state disposal system permit (includes dredged material disposal); watershed district/watershed management organization permit (stormwater, erosion, floodplain); environmental assessment worksheet/environmental impact statement; hazardous waste site; feedlot permit; groundwater appropriation permit; or county/township driveway/road permit. Are you aware of any archeological or cultural resource determinations or surveys completed concerning the project or replacement site by the State Historic Preservation Office (SHPO) or others? If yes, please explain on a separate sheet or attach a copy of any determinations or surveys.

Final Checklists (Part I)

- Have you completed all of Part I** (Page 1), plus the Federal application (Page 2)?
- Did you (and your agent, if applicable) sign Section 10** on page 1?
- Have you signed the Application for the Department of the Army Permit** (Page 2) to seek Federal authorization of your project?
- Have you included the necessary attachments for Part I?**

Attachments must include:

- Site Locator Map (Section 3)
- Type of Project (Section 4) (if additional space was needed)
- Overhead View of Project (Section 5 and HELP 5)
- Project Purpose, Description and Dimensions (Section 5) (if additional space was needed)

Attachments may also include:

- Applicant Contact Information (HELP 1) (if additional space was needed)
- Project Location (Section 3) (if additional space was needed)
- Project Alternatives (Section 6) (if additional space was needed)
- Photographs
- Adjoining Property Owners (Section 7) (if additional space was needed)
- Work Already Completed Section (Section 8) (if you answered YES)
- State Historic Preservation Office determination or survey

Submitting Your Application

Make three copies of the entire application and all attachments. Keep the original, and mail a complete copy of your application to each of the local, state, and Federal entities listed below. Be sure to include Part I and all attachments with each application.

LOCAL: Send to the appropriate Local Government Unit (LGU). If necessary, contact your county Soil and Water Conservation District (SWCD) office or visit the Board of Water and Soil Resources (BWSR) web site (www.bwsr.state.mn.us) to determine the appropriate LGU.

STATE: Send to your Area DNR Waters office, attention Area Hydrologist. If necessary, contact your county Soil and Water Conservation District (SWCD) office or visit the DNR website (www.dnr.state.mn.us) to locate the Area Hydrologist for your location, or contact a Regional DNR office:

NW Region:	NE Region:	Central Region:	Southern Region:
2115 Birchmont Beach Road N.E. Bemidji, MN 56601 Phone: 218-755-3973	1201 East Highway 2 Grand Rapids, MN 55744 Phone: 218-327-4416	1200 Warner Road St. Paul, MN 55106 Phone: 651-772-7910	261 Highway 15 South New Ulm, MN 56073 Phone: 507 359-6053

FEDERAL: Send to the appropriate U.S. Army Corps of Engineers regulatory field office:

Brainerd: U.S. COE, Regulatory Branch 10867 E. Gull Lake Drive N.W. Brainerd, MN 56401-9051 Phone: 218-829-8402	St. Paul: U.S. COE, Regulatory Branch Army Corps of Engineers Centre 190 5 th Street East St. Paul, MN 55101-9051 Phone: 651-290-5375	La Crescent: U.S. COE, Regulatory Branch 1114 South Oak Street La Crescent, MN 55947-1338 Phone: 507-895-8059	Two Harbors: U.S. COE, Regulatory Branch 1554 Highway 2, Suite 2 Two Harbors, MN 55616 Phone: 218-834-6630
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WEB SITES: BWSR: www.bwsr.state.mn.us U.S. ACOE: www.mvp.usace.army.mil DNR: www.dnr.state.mn.us MPCA: www.pca.state.mn.us

Minnesota Local/State/Federal Application Form for Water/Wetland Projects

For Internal Use Only

Application No.	Field Office Code	Date Initial Application Received	Date initial Application Deemed Complete
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PART I: BASIC APPLICATION

“See **HELP**” directs you to important additional information and assistance in Instructions, Page 1.

1. LANDOWNER/APPLICANT CONTACT INFORMATION (See Help 1)

Name: _____ Phone: _____

Complete mailing address: _____

1A. AUTHORIZED AGENT (See Help 1A) (Only if applicable; an agent is not required)

Name: _____ Phone: _____

Complete mailing address: _____

2. NAME, TYPE AND SIZE OF PUBLIC WATERS or WETLANDS IMPACTED (Attach Additional Project Area sheets if needed)

Name or I.D. # of Waters Impacted (if applicable; if known): _____

(Check all that apply): Lake River Circular 39 Wetland type: 1, 1L, 2, 3, 4, 5, 6, 7, 8

Wetland plant community type¹: shallow open water, deep marsh, shallow marsh, sedge meadow, fresh meadow, wet to wet-mesic prairie, calcareous fen, open bog or coniferous bog, shrub-carr/alder thicket, hardwood swamp or coniferous swamp, floodplain forest, seasonally flooded basin

Indicate size of entire lake or wetland (check one): Less than 10 acres (indicate size: _____) 10 to 40 acres Greater than 40 acres

3. PROJECT LOCATION (Information can be found on property tax statement, property title or title insurance):

Project street address: _____		Fire #: _____	City (if applicable): _____
¼ Section: _____	Section: _____	Township #: _____	Range #: _____
Lot #: _____	Block: _____	Subdivision: _____	Watershed (name or #) _____
		UTM location: N _____ E _____	

Attach a simple site locator map. If needed, include on the map written directions to the site from a known location or landmark, and provide distances from known locations. Label the sheet *SITE LOCATOR MAP*.

4. TYPE OF PROJECT: Describe the type of proposed work. Attach *TYPE OF PROJECT* sheet if needed.

5. PROJECT PURPOSE, DESCRIPTION AND DIMENSIONS: Describe what you plan to do and why it is needed, how you plan to construct the project with dimensions (length, width, depth), area of impact, and when you propose to construct the project. **This is the most important part of your application. See HELP 5 before completing this section; see What To Include on Plans** (Instructions, page 1). Attach *PROJECT DESCRIPTION* sheet.

Footprint of project: _____ acres or _____ square feet drained, filled or excavated.

6. PROJECT ALTERNATIVES: What alternatives to this proposed project have you considered that would avoid or minimize impacts to wetlands or waters? List at least **TWO** additional alternatives to your project in Section 5 that avoid wetlands (one of which may be “no build” or “do nothing”), and explain why you chose to pursue the option described in this application over these alternatives. Attach *PROJECT ALTERNATIVES* sheet if needed.

7. ADJOINING PROPERTY OWNERS: For projects that impact more than 10,000 square feet of water or wetlands, list the complete mailing addresses of adjacent property owners on an attached separate sheet. (See **HELP 7**)

8. PORTION OF WORK COMPLETED: Is any portion of the work in wetland or water areas already completed? Yes No. If yes, describe the completed work on a separate sheet of paper labeled **WORK ALREADY COMPLETED**. (See **HELP 8**)

9. STATUS OF OTHER APPROVALS: List any other permits, reviews or approvals related to this proposed project that are either **pending** or **have already been approved or denied on a separate attached sheet**. See **HELP 9**.

10. I am applying for state and local authorization to conduct the work described in this application. I am familiar with the information contained in this application. To the best of my knowledge and belief, all information in Part I is true, complete, and accurate. I possess the authority to undertake the work described, or I am acting as the duly authorized agent of the applicant.

_____ <i>Signature of applicant (Landowner)</i>	_____ <i>Date</i>	_____ <i>Signature of agent (if applicable)</i>	_____ <i>Date</i>
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This block must be signed by the person who desires to undertake the proposed activity and has the necessary property rights to do so. If only the Agent has signed, please attach a separate sheet signed by the landowner, giving necessary authorization to the Agent.

¹See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

The public burden for this collection of information is estimated to average 10 hours per response, although the majority of applications should require 5 hours or less. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Service Directorate of Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302; and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003), Washington, DC 20503. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to either of these addresses. Completed applications must be submitted to the District engineer having jurisdiction over the location of the proposed activity.

PRIVACY ACT STATEMENT: Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research and Sanctuaries Act, 33 USC 1413, Section 103. Principal purpose: Information provided on this form will be used in evaluating the application for a permit. Routine uses: This information may be shared with the Department of Justice and other Federal, state, and local government agencies. Submission of requested information is voluntary; however, if information is not provided, the permit application cannot be evaluated nor can a permit be issued.

ITEMS 1 THROUGH 4 TO BE FILLED IN BY THE CORPS

- | | | | |
|--------------------|----------------------|------------------|-------------------------------|
| 1. APPLICATION NO. | 2. FIELD OFFICE CODE | 3. DATE RECEIVED | 4. DATE APPLICATION COMPLETED |
|--------------------|----------------------|------------------|-------------------------------|

YOU DO NOT NEED TO COMPLETE ITEMS 6-10 and 12-25 in the SHADED AREAS.

All applicants must complete **non-shaded** items 5 and 26. If an agent is used, **also** complete items 8 and 11. This optional Federal form is valid for use **only** when included as part of this entire state application packet.

- | | |
|---------------------|-----------------------------------------------------------------|
| 5. APPLICANT'S NAME | 8. AUTHORIZED AGENT'S NAME AND TITLE (an agent is not required) |
|---------------------|-----------------------------------------------------------------|

- | | |
|------------------------|--------------------|
| 6. APPLICANT'S ADDRESS | 9. AGENT'S ADDRESS |
|------------------------|--------------------|

- | | |
|--------------------------|-----------------------|
| 7. APPLICANT'S PHONE NO. | 10. AGENT'S PHONE NO. |
|--------------------------|-----------------------|

11. STATEMENT OF AUTHORIZATION (if applicable; complete **only** if authorizing an agent)

I hereby authorize _____ to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

APPLICANT'S SIGNATURE: _____ DATE: _____

12. PROJECT NAME OR TITLE (see instructions)

13. NAME OF WATERBODY, IF KNOWN (if applicable)	14. PROJECT STREET ADDRESS (if applicable)
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15. LOCATION OF PROJECT

16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions)

17. DIRECTIONS TO THE SITE	18. NATURE OF ACTIVITY
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19. PROJECT PURPOSE	20. REASON(S) FOR DISCHARGE
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21. TYPES OF MATERIAL BEING DISCHARGED AND THE AMOUNT OF EACH TYPE IN CUBIC YARDS

22. SURFACE AREA IN ACRES OF WETLANDS OR OTHER WATERS FILLED

23. IS ANY PORTION OF THE WORK ALREADY COMPLETE? YES _____ NO ____ IF YES, DESCRIBE COMPLETED WORK.

24. ADDRESSES OF ADJOINING PROPERTY OWNERS,

25. LIST OF OTHER CERTIFICATIONS OR APPROVALS/DENIALS RECEIVED FROM OTHER FEDERAL, STATE OR LOCAL AGENCIES FOR WORK DESCRIBED IN THIS APPLICATION.

26. Application is hereby made for a permit or permits to authorize the work described in this application. I certify that the information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

Signature of applicant _____ Date _____ Signature of agent (if any) _____ Date _____

The application must be signed by the person who desires to undertake the proposed activity (applicant), or it may be signed by a duly authorized agent if the statement in Block 11 has been filled out and signed. **18 U.S.C. Section 1001** provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up with any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

ENG FORM 4345, Jul 97 EDITION OF FEB 94 IS OBSOLETE. (Proponent: CECW-OR)

FOR LGU USE ONLY:

Determination for Part 1:

- No WCA Jurisdiction
- Exempt: No. ____ (per MN Rule 8420.0122)
- No Loss: ____ (A,B, . . G, per MN Rule 8420.0220)
- Wetland Boundary or type
- Replacement required – applicant must complete Part II

COMPLETE THE SECTION BELOW ONLY IF REPLACEMENT IS NOT REQUIRED:

Application is (check one): Approved Approved with conditions (conditions attached) Denied

Comments/Findings: _____

LGU official signature *Date*

Name and Title

For Agricultural and Drainage exemptions (MN Rule 8420.0122 Subps. 1 and 2B), LGU has received proof of recording of restrictions (per MN Rule 8420.0115):

County where recorded *Date* *Document # assigned by recorder*

LGU official signature *Date*

Minnesota Wetland Conservation Act Contractor Responsibility and Landowner Statement Form

Pursuant to Minnesota Statutes Chapter 103G .2212 an agent or employee of another may not drain, excavate or fill a wetland, wholly or partially, unless the agent or employee has obtained a signed statement from the property owner stating that the wetland replacement plan required for the work has been obtained, or that a replacement plan is not required; **AND** this statement is mailed to the local government unit (LGU) with jurisdiction over the wetland.

Work in violation of the above statement and Minnesota Statutes § 103G.2212 to § 103G.237 is a misdemeanor punishable by up to a \$700 fine and 90 days in jail.

A replacement plan is required for any wetland draining, excavation, or filling activity that is not exempted under Minnesota Rules Chapter 8420.0122.

National wetland inventory maps are available for review at the County Soil and Water Conservation District (SWCD) offices. Many wetlands may not be identified on the maps but are still restricted from draining, excavating, or filling.

Contact the LGU or SWCD office for assistance. You can also call the Board of Water and Soil Resources at 651-296-3767 for LGU or SWCD location information.

Property Owner Name

Address

Phone

Work Site Location:
(address or property location)

Contractor Name: (by company and individual):

Address:

Phone:

Description of Work:

This form is continued on the next page.

I certify that, as the owner of the property listed on this form, I have contacted the LGU and contact person listed on this form, and a WCA replacement plan:

- has been obtained**, or
- is not required**,

for the work described and at the location listed on this form.

Property Owner Name

Signature _____ Date

Contractor Owner Name

Signature _____ Date

Local Government Unit (LGU):

Address:

Phone:

LGU Person Contacted:

**This statement is invalid if any of the above information is not supplied or is inaccurate.
Work in violation of Minnesota Statutes § 103G.2212 to § 103G.237 is a misdemeanor
punishable by up to a \$700 fine and 90 days in jail.**

NOTE: Keep a copy of this form for your records, and send the original to the Local Government Unit.

Instructions For Part II

Complete those portions of Part II: Replacement Plan Supplement for which information is readily available (such as location, existing land use, size of impact area, etc.) A person certified in wetland delineation must determine items pertaining to specific wetland impacts (wetland type, predominant vegetation, watershed name, etc.) Contact the local soil and water conservation district (SWCD) office for further information on obtaining such items.

What to Include on Plans

Detailed overhead views of replacement site(s) (Part II), as well as profile view(s) of replacement site(s) (Part II), may be either hand drawn, computer generated or professionally prepared, as long as they contain all necessary information clearly, accurately, and in adequate detail. Please include specific dimensions whenever possible. You may also include photos, if you wish.

Overhead views of Part II replacement site(s) should include the following items that pertain to your project:

- Property boundaries and/or lot dimensions.
- Location and extent of shoreline, wetlands and water.
- Location and dimensions of proposed project, structure or activity. Include length, width, elevation and other measurements as appropriate.
- Points of reference (such as existing homes, structures, docks or landscape features).
- Location of inlet and outlet structures.
- Indication of north.
- Location of spoil and disposal sites (if applicable).
- Areas of wetland and upland plants established.

Profile views (side or cross-sectional views) should include the following items that pertain to your project:

- Location and dimensions of proposed project, structure or activity. Include elevation, depth, soil profile, side slope and other measurements as appropriate.
- Proposed water level elevation.

Final Checklists Part II: Replacement Plan Supplement

- Have you completed all of Part II** (pages 3-5)?
- Did you (or your agent) sign Section 19** on page 5?
- Have you included the necessary attachments for Part II?**

Attachments *must* include:

- If the project includes any wetland banking** (complete or partial), include Application for Withdrawal of Wetland Credits Form (Section 14)
- If the project includes any project-specific replacements** (complete or partial), include:
 - Description of Replacement Wetland(s) Construction (Section 15)
 - Copy of vegetation management plan (Section 15)
 - Scale drawing of overhead view or replacement wetland (Section 18)
 - Scale drawing of profile view of replacement wetland (Section 18)

Attachments *may* also include:

- Additional description of Wetland Impact Charts (Section 11) (if additional space was needed)
- Additional Description of Replacement Wetlands charts (Section 17) (if additional space was needed)
- Additional soils information for created replacement wetland(s) (Section 18) (if available)

Note: To deposit surplus wetland credits in the State Wetland Bank, submit a Wetland Banking Application directly to your LGU (Section 16).

Preparing Your Application for Mailing

- To apply for both state and Federal authorization, your application must include Part I** (Page 1), **the Federal application** (Page 2), and **attachments** as indicated on *Final Checklist for Part I* (Instructions, Page 2).
- Your application must also include Part II** (Pages 3-5) and additional attachments as indicated on *Final Checklist for Part II* (above).
- Make three copies of the entire application and all attachments.** Keep the original, and mail the three copies to the appropriate local, state, and Federal agencies (see Instructions for Part I for addresses).

PART II: REPLACEMENT PLAN SUPPLEMENT

For assistance in completing Part II, contact your Local Government Unit or a professional consultant

11. DESCRIPTION OF WETLAND IMPACTS: Complete the chart below: 1) Use one row of boxes for each wetland impact; 2) If your project has more than one wetland impact, reference your overhead view (part of Section 5) to this chart by identifying and labeling "first impact" and "second impact" **on your overhead view**; 3) If you are identifying only one wetland type within a given wetland impact area, use the first dotted line and leave the others blank; 4) If you have chosen to identify more than one wetland type within a given wetland impact area, use the extra dotted lines to indicate each wetland type, and identify predominant vegetation and size of impacted area **for each separate wetland type within that impact area**; 5) If you do not have access to some of this information, call your LGU or SWCD office for assistance. *(Photocopy chart for more impacts, if needed.)*

DESCRIPTION OF WETLAND IMPACTS

Wetland impact <i>(as noted on overhead view)</i>	Watershed name or number <i>(if known)</i>	Watershed and Bank Service Area	Wetland plant community type ¹	Predominant vegetation in impacted wetland area	Size of area impacted <i>(in acres or square feet)</i>	Existing land use in project area <i>(check all that apply)</i>
First impact						<input type="checkbox"/> Housing <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Parks/recreation areas <input type="checkbox"/> Highways and associated rights-of-way <input type="checkbox"/> Forested <input type="checkbox"/> Farmsteads/agricultural <input type="checkbox"/> Vacant lands <input type="checkbox"/> Public and semi-public (schools/gov't facilities) <input type="checkbox"/> Airports <input type="checkbox"/> Extractive (gravel pits/quarries) <input type="checkbox"/> Other:
Second impact						

¹If you are identifying only one wetland type within a given wetland impact area, use the first dotted line and leave the others blank. If you have chosen to identify more than one wetland type within a given wetland impact area, use the extra dotted lines to indicate each separate wetland type, and identify predominant vegetation and size of impacted area **for each separate wetland type with that impact area**.

TOTALS OF AREA(S) IMPACTED FOR EACH WETLAND TYPE ON CHART *(indicate acres or square feet)*

Wetland plant community type ¹: Shallow open water: Deep marsh: Shallow Marsh: Sedge meadow:
 Fresh wet meadow: Wet to wet mesic prairie: Calcareous fen: Open bog or coniferous bog: Shrub carr or alder thicket:
 Hardwood swamp or coniferous swamp: Floodplain forest Seasonally flooded basin

12. SPECIAL CONSIDERATIONS: Are you aware of any special considerations that apply to either the impact site(s) or the replacement site(s)? Yes No
 (Examples: the presence of endangered species, special fish and wildlife resources, sensitive surface waters, or waste disposal site.) If YES, list and describe briefly.

13. SHORELAND IMPACT ZONE: Please identify each wetland impact site noted in Section 15 that is within 1000 feet of a lake or 300 feet of a river.

¹ See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

14. HOW PROPOSED REPLACEMENT WILL BE ACCOMPLISHED: Indicate how proposed replacement will be accomplished (check only **one** box below and continue as indicated):

- A. Wetland banking credits only
Complete *Application for Withdrawal of Wetland Credits Form* and include with your application. Copies of this form are available from your LGU, or download a copy from www.bwsr.state.mn.us
Skip to Section 19, page 6 (You do not need to complete Sections 15-18).
- B. Project-specific replacement only
Continue with Section 15 below.
- C. A Combination of wetland banking and project-specific replacement. If using project specific replacement that will result in surplus wetland credits that you propose to deposit in the state wetland bank for future use, then you must submit a wetland banking application directly to your LGU before or concurrently with submittal of this form. Also, Complete *Application for Withdrawal of Wetland Credits Form* and include with your application. Copies of this form and the wetland banking application is available from your LGU, or download a copy from www.bwsr.state.mn.us
Continue with Section 15 below.

15. DESCRIPTION OF REPLACEMENT WETLAND(S) CONSTRUCTION (Complete this section only if you marked Box B or Box C in Section 14 above):

Describe in detail how replacement wetland(s) will be constructed. If several methods will be used, describe each method. Details should include the following: 1) type of construction (such as excavated in upland, restored by tile break, restored by ditch block or revegetated); 2) type, size and specifications of outlet structures; 3) elevations relative to Mean Sea Level or established benchmarks or key features (such as sill, emergency overflow or structure height); 4) what best management practices will be implemented to prevent erosions or site degradation; 5) proposed timetable for starting and ending the project; and 6) a vegetation management plan. Write this description on a separate sheet of paper labeled *DESCRIPTION OF REPLACEMENT WETLAND CONSTRUCTION*.

16. SURPLUS WETLAND CREDITS: If using project-specific replacement (Box B or Box C in Section 14 above), will the replacement result in any surplus wetland credits that you wish to have deposited in the State Wetland Bank for future use? Yes No. If yes, **submit a Wetland Banking Application directly to your LGU** before or concurrently with submittal of this form. Copies are available from your LGU, or download a copy from www.bwsr.state.mn.us

17. DESCRIPTION OF REPLACEMENT WETLANDS: Complete the chart below: 1) Use one row of boxes for each wetland replacement site; 2) If your project has more than one wetland replacement site, reference your overhead view (part of Section 5) to this chart by identifying and labeling "first replacement site" and "second replacement site" **on your overhead view**; 3) If you are identifying only one wetland type within a given replacement site, use the first dotted line(s) and leave the others blank; 4) If you have chosen to identify more than one wetland type in a given replacement site, use the extra dotted lines to indicate each separate wetland type, and identify type(s) of replacement credits and "restored or created" **for each separate wetland type with that replacement site**; 5) If you do not have access to some of the information, or if you do not know your replacement ratio, call your LGU or SWCD office for assistance. *Photocopy chart for more wetland replacements, if needed.*

DESCRIPTION OF REPLACEMENT WETLANDS

Identify Wetland replacement site <i>(as noted on overhead view)</i>	Watershed name or number <i>(if known)</i> Bank Service Area	County	Section, Township, Range	Wetland Plant Community Type ¹	Type(s) of replacement credits <i>(in acres or square feet)</i>		Restored or created? Indicate R or C
					New Wetland Credits (NWC)	Public Value Credits (PVC)	
Name of First replacement site							
Name of Second replacement site							
					TOTAL NWC	TOTAL PVC	
If you are identifying only one wetland type within a given wetland impact area, use the first dotted line and leave the others blank. If you have chosen to identify more than one wetland type within a given wetland impact area, use the extra dotted lines to indicate each separate wetland type, and identify predominant vegetation and size of impacted area for each separate wetland type within that impact area.					REQUIRED REPLACEMENT RATIO: <i>(If known)</i>		

Wetland plant community type: Shallow open water: Deep marsh: Shallow Marsh: Sedge meadow:
 Fresh wet meadow: Wet to wet mesic prairie: Calcareous fen: Open bog or coniferous bog: Shrub carr or alder thicket:
 Hardwood swamp or coniferous swamp: Floodplain forest Seasonally flooded basin

* See *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

18. ADDITIONAL INFORMATION REQUIRED FOR PROJECT-SPECIFIC REPLACEMENT (Required only if you marked Box B or Box C in Section 14):
For projects involving at least some project-specific replacement, include the following additional information:

Two drawings to scale of the replacement wetland. Include both overhead view and profile (side view or cross-sectional view). See *What to Include on Plans* (Instructions, Page 3) for a detailed description of what should be included in these drawings. Without drawings, **your application will be considered incomplete.**

For created replacement wetlands, include additional soils information (if available) that indicates the capability of the site to produce and maintain wetland characteristics.

Note 1: For replacement wetlands located on pipeline easements, you need to receive endorsement of your project from both the easement holder and the Minnesota Department of Public Safety's Office of Pipeline Safety. Before start of construction, the owner of any utilities must be notified. The landowner or contractor is responsible for giving this notice by calling "Gopher State One-Call" at 652-454-0002 (Twin Cities Metro Area) or 1-800-252-1166 (all other locations).

Note 2: For extensive or complex projects supplementary information may be requested at a later date from one or more of the responding agencies. Such information may include (but not be limited to) the following: topographic map, water table map, soil borings, depth soundings, aerial photographs, environmental assessment and/or engineering reports.

19. SIGNED AFFIRMATION:

FOR PROJECTS INVOLVING REPLACEMENT BY WETLAND BANKING ONLY. To the best of my knowledge and belief, all information in Part II is true, complete and accurate; and I affirm that the wetland losses will be replaced via withdrawal from an account in the State Wetland Bank.

FOR PROJECTS INVOLVING EITHER PROJECT-SPECIFIC REPLACEMENT ONLY OR A COMBINATION OF WETLAND BANKING AND PROJECT-SPECIFIC REPLACEMENT:

Part A: The replacement wetland. I affirm that the replacement wetland was not:

Previously restored or created under a prior approved replacement plan or permit; **AND**

Drained or filled under an exemption during the previous 10 years; **AND**

Restored with financial assistance from public conservation programs; **AND**

Restored using private funds, other than landowner funds, unless the funds are paid back with interest to the individual or organization that funded the restoration; and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.

Part B: Additional assurances (check all that apply):

The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.

An irrevocable bank letter of credit, performance bond, or other acceptable security has been provided to guarantee successful completion of the wetland replacement.

The wetland losses will be replaced via withdrawal from an account in the State Wetland Bank.

Part C. For projects involving any project-specific replacement: Within 30 days of either receiving approval of this application or beginning work on the project, I will record the Declaration of Restrictions and Covenants on the deed for the property on which the replacement wetland(s) will be located; and I will at the same time submit proof of such recording to the LGU.

To the best of my knowledge and belief, all information in Part II is true, complete and accurate; and I affirm all statements in Part A and C, as well as checked assurance(s) in Part B.

Signature or applicant or agent

Date

FOR LGU USE ONLY

Replacement plan is (check one): Approved Approved with conditions (conditions attached) Denied

LGU official signature

Date

LGU has received evidence of title and proof of recording of Declaration of Restrictions and Covenants for Replacement Wetland:

County where recorded

Date

Document # assigned by recorder

LGU official signature

Date

FOR LGU USE ONLY:

Determination for Part 1:

- No WCA Jurisdiction
- Exempt: No. ____ (per MN Rule 8420.0122)
- No Loss: ____ (A,B, . . .G, per MN Rule 8420.0220)
- Wetland Boundary or type
- Replacement required – applicant must complete Part II

COMPLETE THE SECTION BELOW ONLY IF REPLACEMENT IS NOT REQUIRED:

Application is (check one): Approved Approved with conditions (conditions attached) Denied

Comments/Findings: _____

LGU official signature *Date*

Name and Title

For Agricultural and Drainage exemptions (MN Rule 8420.0122 Subps. 1 and 2B), LGU has received proof of recording of restrictions (per MN Rule 8420.0115):

County where recorded *Date* *Document # assigned by recorder*

LGU official signature *Date*

Minnesota Wetland Conservation Act Contractor Responsibility and Landowner Statement Form

Pursuant to Minnesota Statutes Chapter 103G .2212 an agent or employee of another may not drain, excavate or fill a wetland, wholly or partially, unless the agent or employee has obtained a signed statement from the property owner stating that the wetland replacement plan required for the work has been obtained, or that a replacement plan is not required; **AND** this statement is mailed to the local government unit (LGU) with jurisdiction over the wetland.

Work in violation of the above statement and Minnesota Statutes § 103G.2212 to § 103G.237 is a misdemeanor punishable by up to a \$700 fine and 90 days in jail.

A replacement plan is required for any wetland draining, excavation, or filling activity that is not exempted under Minnesota Rules Chapter 8420.0122.

National wetland inventory maps are available for review at the County Soil and Water Conservation District (SWCD) offices. Many wetlands may not be identified on the maps but are still restricted from draining, excavating, or filling.

Contact the LGU or SWCD office for assistance. You can also call the Board of Water and Soil Resources at 651-296-3767 for LGU or SWCD location information.

Property Owner Name

Address

Phone

Work Site Location:
(address or property location)

Contractor Name: (by company and individual):

Address:

Phone:

Description of Work:

This form is continued on the next page.

I certify that, as the owner of the property listed on this form, I have contacted the LGU and contact person listed on this form, and a WCA replacement plan:

- has been obtained**, or
- is not required**,

for the work described and at the location listed on this form.

Property Owner Name

Signature _____ Date

Contractor Owner Name

Signature _____ Date

Local Government Unit (LGU):

Address:

Phone:

LGU Person Contacted:

**This statement is invalid if any of the above information is not supplied or is inaccurate.
Work in violation of Minnesota Statutes § 103G.2212 to § 103G.237 is a misdemeanor
punishable by up to a \$700 fine and 90 days in jail.**

NOTE: Keep a copy of this form for your records, and send the original to the Local Government Unit.