



Vermillion River Watershed Joint Powers Organization

4100 200th Street, Suite 103, Farmington, MN 55024, 952.891.7000, Fax 952.891.7588

Pre-Application Project Information

The Vermillion River Watershed Joint Powers Organization (VRWJPO) is administering the permitting for construction projects and land disturbance activities in this city or township. A watershed and land disturbance permit must be obtained from the VRWJPO **before** submitting an application to the local planning commission for a city or township building permit or another permit.

For questions about VRWJPO permitting, please contact:

Mark Ryan, Water Resources Engineer
mark.ryan@co.dakota.mn.us
(952) 891-7596

Determine If a Permit Is Required: Provide Information to the VRWJPO

VRWJPO staff can answer questions about whether a permit is needed via phone or email. Email is preferred so that drawings, site plan, or other information can be sent. VRWJPO staff attempt to make determinations within five business days on permit requirements.

Please provide, and be prepared to discuss, the following information:

- Your contact information (name, phone number, email address, and mailing address).
- The location of your proposed project (address, section or ¼ section, and/or nearby roads and waterbodies).
- Description of your proposed project, including but not limited to:
 - What are you planning to do?
 - How much land will be disturbed?
 - What is the location of project relative to the parcel boundaries or waterbodies?
 - What is the timeframe for completion of the project?
 - Are you using a contractor or doing the work yourself?
 - Does the project make over 1 acre of new impervious (roofs, pavement, gravel)?
 - Do you anticipate other environmental permits are needed (wetlands, MPCA construction stormwater for sites over 1 acre, etc.)?

Information above, for permitting review, can be provided on one site figure.

The Dakota County GIS Mapping tool can be useful in making a site figure:

<http://gis.co.dakota.mn.us/dcgis/>

Please refer to the back of this sheet for more information and an example map.

Sites Requiring Permits

Sites disturbing more than one acre of land through construction/land disturbing activities, and that meet at least one of the following criteria, may require a permit for erosion and sediment control (per section 8 of the VRWJPO Rules):

- Land disturbing activities on slopes greater than six percent.
- Greater than 100 cubic yards of imported or stockpiled material.
- New public or private roads or driveways greater than 125 feet in length.
- Land disturbing activities greater than 10,000 square feet of land if commercial, industrial, or recreational use development.
- Filling, draining, or altering of natural or artificial stormwater storage, retention, or watercourses.
- Land disturbing activities located within 150 feet of wetlands identified on or adjacent to the land disturbing activities.
- Land disturbing activities that could reasonably be expected to deliver sediment to adjacent properties, wetlands, or water resources.

Example Project Map Made Using County Mapping Website



If a Permit Is Required

The VRWJPO application form and other relevant forms should be completed. VRWJPO staff can provide the application or the application may be available in the city or township office along with the building permit application forms you will need to complete.

Application forms and the governing VRWJPO Standards and Rules are located at:
<http://www.vermillionriverwatershed.org/get-involved/regulations-policies/>

- The VRWJPO application contains permit review timeframes as some activities may require VRWJPO Board approval at an official meeting.
- VRWJPO staff can assist homeowners with erosion control plans showing placement of erosion and sediment control measures (like silt fence) for smaller sites.
- Larger and more complex sites may require submittal of full construction plans, stormwater modeling, or other information, to obtain a permit (see the VRWJPO Rules for more info).



Vermillion River Watershed Joint Powers Organization

4100 220th Street West, Suite 103, Farmington, MN 55024, 952.891.7000, Fax 952.891.7588

Vermillion River Watershed Joint Powers Organization (VRWJPO) Watershed and Land Disturbance Permit Application

Project Name:		Application/Permit # (to be assigned):	
		Date of Receipt:	
Owner Name:		Owner Mailing Address:	
Owner Contact Phone Numbers/Email		Project Location	
Home:		Address: <input type="checkbox"/> (Check if same as above)	
Cell:			
Alt. #, if preferred (Work/Fax):			
Email Address:		Parcel ID Number (if known):	
Project size/area of land disturbed (Acres or Sq. Feet):		Township, Range, Section (if known):	
Type of Project: (check all that apply)			
Land Disturbance for building or other activity <input type="checkbox"/>		Drainage Alteration <input type="checkbox"/>	
Site Creates 1 or more acre of new impervious surfaces (i.e., roofs, gravel, pavement, etc.) <input type="checkbox"/>		Floodplain Alteration <input type="checkbox"/>	
A lot will be split or created <input type="checkbox"/>		Wetland Alteration <input type="checkbox"/>	
Project Description (include land or building use like "New Home Construction"):			
Owner's Authorized Agent, Engineer, or Developer (if applicable):			
Name and Firm:		Mailing Address:	
Office Phone:		Email:	
Cell Phone:		Fax Number:	

Applicable VRWJPO Rules and Standards

The VRWJPO Rules and Standards are available on the VRWJPO website at the following location:

<http://www.vermillionriverwatershed.org/get-involved/regulations-policies/>

Permit Application Review Timeframes

VRWJPO staff will attempt to review applications within 7 business days. However, projects involving the following activities require approval by the VRWJPO Board and will require longer review timeframes:

- Projects with variance requests
- Land disturbances greater than 40 acres in area
- Projects/sites with greater than 1 acre of new impervious surfaces created
- Sites where grading constitutes a drainage alteration

Board meetings are typically held on the fourth Thursday of each month (except Nov/Dec.). If Board approval is required, complete applications are needed ten (10) days prior to the meeting to allow for staff review. The VRWJPO Calendar is located at: <http://www.vermillionriverwatershed.org/news-events/calendar/>

VRWJPO Escrow Agreement:

1. By signing the application form, the applicant enters into an Escrow Agreement with the VRWJPO.
2. The Escrow Account will be used to pay the actual costs incurred by the VRWJPO for field inspection, corrective actions implementation, and other activities related to the review and oversight of permitted activities. The VRWJPO may also use escrow dollars for costs it incurred for site review and engineering services during the development of permitted activities. Actual costs include all VRWJPO staff time and any outside consultant costs and printing, copying and mailing costs. VRWJPO staff time shall be charged at a rate of \$90 per hour.
3. If at any time the actual costs should exceed the escrowed amount, the applicant shall remit additional funds into the escrow fund when requested by the VRWJPO. If the applicant fails to replenish the escrow as requested, the VRWJPO may revoke the permit or withhold the Certificate of Completion.
4. Any remaining funds in the escrow at the conclusion of the project shall be refundable to the applicant when all actual costs are paid, and the administration of the escrow has been completed.

General Conditions:

1. The Permittee grants to the VRWJPO, and its agents, officers and contractors, a license to enter the Project to perform any inspections or work authorized by the Permit or any applicable law. This license shall expire after acceptance of the work by the VRWJPO and issuance of a Certificate of Completion.
2. The Permittee shall indemnify, defend and hold the VRWJPO and its agents, employees and officers harmless for all claims made by itself and third parties for damages or loss sustained or costs incurred, including engineering and attorneys' fees, as a result of Permit issuance or construction of the Project.
3. By acceptance of the Permit, the Permittee acknowledges and agrees to perform and be bound by all general and special terms and conditions of the Permit.
4. Deviations by the Permittee from an approved VRWJPO Project permit require the applicant to resubmit materials for review and approval.

I hereby certify that I understand and accept the terms of the escrow agreement and general conditions described above and that the information provided in this permit application and with all materials and documents required for submission with the permit per the Rules are correct to the best of my knowledge. I understand that submission of this application and fees does not constitute a valid permit until final approval has been granted by the VRWJPO.

Signature of Owner:	Signature of Owner's Authorized Agent:
Date Signed:	Date Signed:
Name (please print):	Name (please print):

Permit Application Fee and Escrow Amount – to be paid with your application:

Consult with VRWJPO staff to determine the required escrow amount from the rows below. Add the Permit Fee amount with your application. Checks payable to the Vermillion River Watershed Joint Powers Organization or VRWJPO.

Permit Application Fee (one-time, non-refundable payment):	Fee	Fill in Amount
A. Permit application processing fee	\$10	
Escrow Amount for Review and Inspections:		
B. Tier One ^a		
1) Site < 1 acre with lower potential to impact WQ	\$450	
2) Site < 1 acre with higher potential to impact WQ	\$675	
3) Site between 1 and 5 acres that meets Tier One criteria	\$900	
C. Tier Two ^b		
1) Sites between 1 and 5 acres not meeting Tier One criteria	\$1,800	
2) Sites with >1 acre of land disturbance that		
a. Create 1 acre or more of new impervious surface	\$2,700	
b. Constitute/create a drainage alteration ^c		
c. Include a floodplain alteration ^d		
TOTAL PERMIT FEE AND ESCROW AMOUNT	\$	

^a Tier One as described in the "Permit Program Fee and Security Schedule." In determining escrow amounts, "lower" and "higher" potential to impact to be determined at the discretion of the VRWJPO.

^b Tier Two as described in the "Permit Program Fee and Security Schedule."

^c A drainage alteration involves draining a surface water or diverting or obstructing the natural flow of runoff. Wetland alterations are generally covered by the Wetland Conservation Act (WCA) administered by the Local Governmental Unit (LGU) that is the City/Township (possibly with assistance from the Dakota Soil and Water Conservation District). The VRWJPO may review proposed wetland alterations and require a permit under this item.

^d Shoreland and Floodplain alterations in townships are administered by Dakota County and require a separate permit
Note: VRWJPO staff will also review all projects for watercourse/wetland buffer requirements as applicable.

Security Required (Tier Two Sites only) – to be provided as cash or irrevocable, renewable letter of credit:

Site Description	Drains to Non-Trout Reach*	Drains to Trout Reach*
Disturbs less than 5 acres of land AND creates less than 1 acre of new impervious surfaces	\$500 per acre	\$1,000 per acre
Disturbs more than 5 acres of land AND/OR creates more than 1 acre of new impervious surfaces	\$2,500 per acre (Max. \$100,000)	\$4,000 per acre (Max. \$160,000)

Required Security = \$ _____ /acre x _____ acres = \$ _____ (rounded down to nearest "0")

Example: Required Security for 2.5 acre site creating 0.5 acres of new impervious along a trout stream reach:
 Required Security = \$1,000/acre x 2.5 acres = \$2,500 security deposit

*Refer to the MN DNR's website link below for a map of DNR designated trout streams within the VRWJPO.
http://files.dnr.state.mn.us/maps/trout_streams/south/map_15.pdf