

RWMWD Permit Application Checklist

Note: This checklist is to be used for general guidance only. The permit applicant is not required to submit the checklist. Additional materials/information may be requested following a formal staff review of the full application submittal. Everything on the checklist can be submitted in electronic form.

COMPLETE	INCOMPLETE	N/A	RULE B: PERMIT PROCEDURAL REQUIREMENTS
			Grading Permit Application: completely filled out and signed
			Permit processing fee \$500*
			Escrow fee determined by grading acreage and construction activity*: \$5,000 per acre of disturbance if Rule C applies \$2,000 per acre of disturbance if Rule C does not apply
			Narrative addressing purpose of project and all stormwater and erosion control aspects of the project including evidence of alternative compliance if applicable. Include a summary of any volume reduction Best Management Practices (BMPs), including storage volumes and pretreatment methods. If there are no wetland impacts anticipated, include that discussion in narrative.
			Signed site plans containing all information from pertinent exhibits: One 11"x17" set (electronic copy of submittal materials is OK).
<p><i>*The escrow and application fee may be combined in one check or submitted separately. The application fee is due at the time of submittal, but the escrow fee may be submitted any time before the permit is issued. Fees are not required of government entities or schools.</i></p>			
COMPLETE	INCOMPLETE	N/A	RULE C: STORMWATER MANAGEMENT
			Signed maintenance agreement*
			Analysis for the 2, 10, and 100 year storm events for Existing and Proposed conditions using Atlas 14 rainfall depths using the "nested" or "NRCS MSE3" rainfall distributions.
			All hydrologic, water quality, and hydraulic computations needed to verify BMP storage volumes, including storage curves from HydroCAD or other approved model.
			Onsite soil borings and supporting documentation indicating soil type for areas of proposed infiltration or alternative compliance.
			Add a note to the plans providing direction to the contractor on the construction of any volume reduction BMPs, if applicable. Include the need to keep stormwater systems offline and protected from construction activity and clogging by sediment until all contributing areas are

			permanently restored.
			Construction details for any volume reduction BMPs including inlets, outlets, and emergency overflows.
<i>*The stormwater maintenance agreement may be submitted any time before the permit is issued. Government entities are covered under a Memorandum of Understanding in lieu of a maintenance agreement.</i>			
COMPLETE	INCOMPLETE	N/A	RULE D: FLOOD CONTROL
			Analysis for the 2, 10, AND 100-year storm events for Existing and Proposed conditions using Atlas 14 rainfall depths using the “nested” or “NRCS MSE3” rainfall distributions.
			NWL and 100 year flood levels for all water bodies shown on plan. This is also required for any proposed volume reduction BMPs.
			Evidence that District flood control and freeboard requirements are met (see Table 3 of Rule D in District Rules, available on website).
COMPLETE	INCOMPLETE	N/A	RULE E: WETLAND MANAGEMENT
			List wetland management Type: Buffer Requirement:
			Complete wetland delineation with supporting documentation.
			Required Wetland Conservation Act applications and approvals*
			‘Before’ and ‘After’ wetland assessment comparison, if applicable.
			Buffer restoration plans, if applicable.
			Erosion control plan including wetland edge and no-disturb buffer edge with notes to protect wetlands from construction activity with redundant perimeter control.
<i>*If wetland and/or wetland buffer impacts are anticipated, either temporary or permanent, please consult with District staff as early as possible to discuss additional permit requirements.</i>			
COMPLETE	INCOMPLETE	N/A	RULE F: EROSION AND SEDIMENT CONTROL
			Stormwater Pollution Prevention Plan (SWPPP) that meets MPCA criteria. Include contact information for the erosion control coordinator responsible for implementing the SWPPP*
			Add a note to the plans to notify Nicole Soderholm, Ramsey-Washington Metro Watershed District, at 651-792-7976 prior to beginning any and all construction activity for an initial SWPPP inspection.
			Add a note to the plans that the specified erosion/sediment control practices are the minimum. Additional practices may be required during the course of construction.

			Copy of the approved NPDES permit, if applicable*
			Erosion control plan that includes legend and construction details for perimeter control, inlet protection, and construction entrances.
<i>*The erosion control coordinator's contact information and NPDES permit may be submitted any time before the permit is issued.</i>			
COMPLETE	INCOMPLETE	N/A	RULE G: ILLICIT DISCHARGE AND CONNECTION
			Stormwater runoff volume and rate analysis for the 2, 10, and 100-year storm events for Existing and Proposed conditions using Atlas 14 rainfall depths using the "nested" or "NRSC MSE3" rainfall distributions.
			Onsite soil borings indicating soil type