



WETLANDS PERMIT (STANDARD) APPLICATION CHECKLIST

*Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the Community Development Manager.
Late or incomplete applications will not be accepted.*

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

A. PURPOSE: The purpose of this chapter shall be to provide for the protection, preservation, maintenance, and use of Mendota Heights wetlands and water resource related areas, to maintain the natural drainage system, to minimize the disturbance which may result from alteration by earthwork, loss of vegetation, loss of wildlife and aquatic organisms as a result of the disturbance of the natural environment, or from excessive sedimentation; to provide for protection of probable fresh water supplies; and to ensure safety from floods.

B. PERMIT REQUIRED: No person shall perform any action upon or otherwise alter a wetland or water related resource area without first obtaining a written permit from the city. The following activities in or upon a wetlands or water resource related area shall require a permit:

1. *The deposit or removal or permitting the deposit or removal of any debris, fill or any other material over one hundred (100) cubic yards.*
2. *Any excavation over one hundred (100) cubic yards.*
3. *The digging, dredging, filling, or in any other way altering or removing any material from water bodies, watercourses, wetlands, floodplain, or natural drainage system.*
4. *The construction, alteration, or removal of any structure.*
5. *The removal of vegetation.*
6. *The altering of any embankment or ponding area or the changing of the flow of water or ponding capacity.*
7. *Permanently storing materials.*
8. *Disposing of waste materials, including, but not limited to, sewage, garbage, rubbish, and other discarded materials.*
9. *Installation and maintenance of essential services.*

C. APPLICATION REQUIREMENTS:

The following materials must be submitted for the application to be considered complete:

- ☐ Completed Planning Application, with signatures/dates from the Applicant and/or Property Owner, if different from the Applicant. The application must also include the attached "Statement Explaining Escrow Fee Payment" form, to be signed by the Applicant.
- ☐ Fee (*including escrow*) as noted in the attached Fee Schedule with Planning Application. Checks made payable to **City of Mendota Heights**.

NOTE: Planning Application fees and escrow fees do not cover building permit fees, utilities, or other fees which may be required after application approval or to complete the proposed project.

- ☐ Letter of Intent. The Applicant's letter must include a brief narrative describing and justifying the need of the wetland permit, including a full and adequate description of all phases of the operation and/or proposed physical changes to be performed under the wetland permit.
- ☐ One (1) electronic copy via email, flash-drive or similar, plus two (2) full-sized hard copy sets with measurable scale of all required plans
- ☐ Electronic and hard copies of all the required materials must be submitted according to the Planning Application submittal schedule.

**APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL – or
PROVIDE REASONABLE EXPLANATION AS TO “N/A - NOT APPLICABLE”**

- ☐ Applicant must submit, if determined necessary, engineering data that clearly indicates the magnitude of impact on the wetlands system or any component of the system, if any, that will result from the proposed development.
- ☐ Site Plan, accurate drawings and exhibits shall be included with a permit application, which provide the following information:
 - ☐ The name and address of the subdivider, developer, and owner.
 - ☐ A legal description of the proposed site with a map showing its location with indications of private access roads, existing or proposed, and of public highways adjacent to the site which will be affected by the operation.
 - ☐ N/A (explain): _____
 - ☐ A full and adequate description of all phases of the operation and/or proposed physical changes.
 - ☐ N/A (explain): _____
 - ☐ A soil survey map of the proposed plat.
 - ☐ N/A (explain): _____
 - ☐ A topographic map of the area. Contour intervals shall be drawn at two foot (2') intervals at a horizontal scale of one inch equals one thousand feet (1" = 1,000'), or larger.
 - ☐ N/A (explain): _____
 - ☐ A detailed site plan of the proposal showing proposed drainage, grading, and landscaping.
 - ☐ N/A (explain): _____
 - ☐ A site design map showing the location of existing and future manmade features within the site and to a distance of five hundred feet (500') surrounding the site.
 - ☐ N/A (explain): _____

- ☐ Information on existing drainage and vegetation of all land within the site and to a distance of five hundred feet (500') surrounding the site.
 - ☐ N/A (explain): _____
- ☐ The time period for completion of development including timing for staging of development, if applicable.
 - ☐ N/A (explain): _____
- ☐ Design specifications for all sediment and erosion control measures.
 - ☐ N/A (explain): _____

D. Other Permit Conditions: A permit hereunder may be approved subject to compliance with such conditions as are reasonable and necessary to ensure compliance with the requirements contained in this chapter. Such conditions may, among other things, limit the size, kind, or character of the proposed work, require the construction of other structures, require placement of vegetation, establish required monitoring procedures, stage the work over time, require the alteration of the site design to ensure buffering, or require public dedication or conveyance to the city or another public entity of such lands or interest therein as deemed reasonable and necessary by the city council. The city may require the posting of a bond in the amount of one and one-half (1½) times the amount of work required under a conditional use permit.

E. Time Limit for Construction: A permittee shall begin the work authorized by the permit within ninety (90) days from the date of issuance of the permit unless a different date for the commencement of work is set forth in the permit. The permittee shall complete the work authorized by the permit within the time limits specified in the permit which in no event shall exceed more than twelve (12) months from the date of issuance. The permittee shall notify the city at least twenty-four (24) hours prior to commencement of work.

F. Extension of Permit: Should the work not be commenced as specified herein, then the permit shall become void; provided, however, that if, prior to the date established for commencement of work, the permittee makes written request to the city for an extension of time to commence the work, setting forth the reasons for the required extension, the city may grant such extension.

G. Renewal of Permit: A permit which has become void may be renewed at the discretion of the city upon payment of the renewal fee. If the city does not grant such renewal, a permit for such work may be granted only upon compliance with the procedure herein established for an original application.

H. Notice of Completion; Inspections: The permittee shall notify the city in writing of the termination of the work authorized, and no work shall be deemed to have been completed until approved in writing by the city following such written notification. The city may cause inspection of the work periodically during the course of such work and shall cause final inspection to be made following the completion of the work. The permittee shall assist the city in making such inspection.