



FLOODPLAIN/WETLAND ALTERATION PERMIT APPLICATION

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	
FLOODPLAIN/WETLAND ALTERATION REQUEST	
Property Area	
Area and Volume to be Filled	
Area and Volume to be Excavated	

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature

Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Signature

Date

SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of wetland/floodplain alteration applications. The following items must be submitted for this application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

Required Plans: one (1) electronic plan set of the following:

Application Fee	\$600 for on a single-household dwelling lot; \$1,150 for all other proposals unless part of a "Consolidated Development Application" or when a "Complexity Surcharge" is required. Consult with Planner to determine exact fees.
Legal Description	A full legal description of the existing property, as documented on property deed or certificate of title must, be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing structures with dimensions to show size and location, structure setbacks from all property lines and wetland delineation/floodplain elevation, existing driveways and utility lines, existing two foot contours, grade elevations at lot and building corners, and lowest floor elevations.
Wetland Delineation	A wetland delineation and appropriate documentation may be required. If required, the delineation must be staked in the field for city staff verification.
Tree Plan	Woodland Preservation, High Priority, and Significant trees, as defined in city code, must be identified on Existing and Resulting Conditions Plan.
Grading and Drainage Plan	A grading and drainage must be submitted. The plan must include: <ul style="list-style-type: none"> • existing and proposed two-foot contours • location and size of proposed pipes and stormwater treatment areas • associated engineering calculations
Erosion Control Plan	An erosion control plan must be submitted. The plan must detail and locate all erosion control methods to be used on the property.
Revegetation Plan	A revegetation plan is required and must include species and the total value of landscaping.
Storage Capacity Calcs	Calculations must be done for all areas of the site to be modified.
Additional Permits	Copies of all permits applications and/or approvals from all agencies having jurisdiction over the request, including watershed districts, Minnesota Department of Natural Resources, and the US Army Corps of Engineers must be submitted.
Written Statement	A written statement must be submitted describing the intended use of the property.
Other Items As Required	City staff may require that additional items be submitted for full review of this application.

ADDITIONAL INFORMATION

In addition to the submittal requirements, please note:

- **For all wetland alteration projects, the applicant must complete the “*Minnesota Local/State/Federal Application Forms for Water/Wetland Projects*”. This form may be obtained from the Board of Water and Soil Resource’s website at www.bwsr.state.mn.com.**
- The wetland/floodplain alteration application process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- Wetland delineations, lot corners, building pads and proposed streets must be identified in the field.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

PROCESS

- A property owner or their representative completes a wetland/floodplain alteration application and submits this application with all required documents to the Planning Division.
- The city sends notification to all property owners within at least 400 feet of the property for which the Preliminary Plat is being requested. These property owners are encouraged to comment on the request through the MyMinnetonka function on the city’s website minnetonkamn.gov. These owners are further invited to attend a Planning Commission public hearing which is held to consider the request.
- City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the request. The written report, which includes all “Neighborhood Feedback” responses, is forwarded to the applicant or their representative and the Planning Commission.
- The Planning Commission holds a public hearing on the request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the Planning Commission discusses the request and votes to recommend the City Council approve or deny the request.
- The City Council considers the request at a following meeting and votes to approve or deny the proposal.
- By state law, a final decision on a wetland/floodplain alteration request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.