

**WETLAND PERMIT APPLICATION PROCEDURE  
FOR THE CITY OF INDEPENDENCE**

There are a number of steps in the wetland permit application process. Each step is dependent upon the extent and condition of wetland(s) on the property, the extent of potential wetland impacts, type and location of proposed wetland mitigation, and other required regulatory permits or approvals.

**A critical component of the application process includes completing the checklist below.**

The following items must be completed and submitted with the Wetland Permit Application:

**Checklist Items:**

1. **A wetland replacement plan and alteration application form (State form)** signed by the applicant and **all** property owners along with payment of the proper City filing fee. See the following web address for a copy of the State application form.

<http://www.bwsr.state.mn.us/wetlands/wca/index.html>

Under Application-Joint Application Form for MN

2. **Contact Information** for authorized agents or representatives, engineer, surveyor, designer of the plans and any other relevant associates.

3. **An explanation** of the proposed project, including alternatives to impacting the wetland that were considered and why they are not proposed.

4. **Site map and grading plan** providing information regarding your site and proposal, including the following details:

**Known location of** delineated wetland boundaries, shoreland zone, floodplain boundary, primary and secondary septic locations, drainage and utility easements, drain tile, road right-of-way

**Extent of grading area** (including all disturbed areas) showing dimensions and locations

**Erosion control measures** (including at a minimum silt fence and final stabilization plan)

**Location of disposal** area (including on-site and off-site areas as applicable for material being excavated)

- 5. **Wetland Delineation Report** from qualified wetland professional
- 6. **A specific wetland replacement plan\*** in compliance with MN Rule 8420.0540
- 7. **Anticipated work schedule** (if the work schedule changes you must notify the City Administrator via phone or in writing)
- 8. Any **other information** required by City Staff, Commissioners, or Council Members necessary to provide a complete review of the request. Information deemed critical to the review process not listed in this handout may be requested. Staff will list requirements.


\*All information, except for item 6, is required for exemption determination and approval. If wetland replacement is proposed via purchase of bank credits, appropriate credit withdrawal forms must be provided; banking information is available at <http://www.bwsr.state.mn.us/wetlands/wcmanual/index.html> (see Wetland Bank Procedures)

**WETLAND IDENTIFICATION**

The purpose of a wetland review is to determine if wetlands are present on a site and to provide the landowner with guidance on the permit requirements if actions are proposed within or near the wetland(s). There are two levels of boundary determination, both of which may require a review by a Technical Evaluation Panel (TEP).

**Off-site Determination (used for preliminary planning purposes)**

Based on existing data, including Hennepin Conservation District wetland inventory, National Wetland Inventory maps, DNR Protected Waters maps, Hennepin County Soil Survey, City aerial photography and other available information, an educated assessment of the potential wetland locations can be identified for each site. It is the responsibility of the applicant to have a qualified representative complete an off-site wetland determination.

**Wetland Delineation (required when wetland impacts are proposed)**

On-site delineation of wetland boundaries requires documentation of the vegetation, soils, and water signatures following the process outlined by the U.S. Army Corps of Engineers’ 1987 Wetlands Delineation Manual. Wetland delineations must be conducted by a qualified wetland delineator, and a delineation report and survey identifying the boundaries (flagged by the delineator) must be provided to the City for review.

2 Number of copies, size, and other such administrative details may also be imposed when requiring additional information.

