

**City of Independence**

The Independence City Code was established to protect both current and future residents from the negative impacts of improper development and to ensure a positive future for the city. The grading/wetland application review is the mechanism that allows the city to examine proposed uses to ensure compatibility with the surrounding environment, natural or otherwise. It is important to understand that a proposed use may be acceptable in some circumstances, but unacceptable in others—all applications are viewed on a case-by-case basis.

**Grading Permit**  
 \_\_\_ Greater than 15,00 sq. ft. disturbed  
 \_\_\_ Greater than 100 cubic yards moved  
 \_\_\_ Divert runoff - area less than 2 acres  
 \_\_\_ Create over 10,000 sq. ft. impervious  
 \_\_\_ Modify wetland or drainageway  
 \_\_\_ Within 100 feet of surface water

**After the Fact Grading Permit**

**Wetland Alteration Permit**  
 \_\_\_ Site within Shoreland Zone, Yes/No  
 \_\_\_ Fill less than 400 sq. ft.  
 \_\_\_ Fill more than 400 sq. ft. but less than 1,000 sq. ft.  
 \_\_\_ Fill more than 1,000 sq. ft. but less than 10,000 sq. ft.  
 \_\_\_ Fill more than 10,000 sq. ft.

**After the Face Wetland Alteration Permit**

**Wetland Banking Plan**

**After the Fact Wetland Banking Plan**

**Certificate of Exemption**  
 \_\_\_ Wildlife Pond Excavation  
 \_\_\_ De Minimis  
 \_\_\_ Agricultural  
 \_\_\_ Other

**After the Fact Certificate of Exemption**

**Other**  
 \_\_\_\_\_  
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*\*Please check all that apply*

**Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**Site Address or Property Identification Number(s):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NOTE: Minnesota State Statute 15.99 requires local governments to review an application within 15 days of its submission to determine if an application is complete and/or if additional information is needed to adequately review the subject request. Most applications have a review period of 60 days, with the City's ability to extend an additional 60 days if necessary due to insufficient information or schedule.

**Office Use Only**

Initial Application Fee	Received By (Staff Initials)
Additional Fees	Date Application Received
Amount Paid	Date Application Determined Complete
Check Number	

**Checklist:** Please review the appropriate grading and/or wetland checklist that goes with the request(s), as all materials in the applicable checklist are required unless waived by the City. The grading and wetland checklists are included in their respective procedure document.

**Minimum Fee Schedule for Grading and Wetland Reviews**

(As of May 1, 2014)

The following fee schedule is based on expected expenses for administering grading and wetland permits. Please review closely the notes following this table.

Permit Type	Criteria	Fee
After the fact fees	Work started before permit was pulled	\$1000
Grading Permit Application	Over 100 cu. Yds.	\$500

1. Fee is non-refundable. Unless otherwise stated, the fee is in addition to the initial application fee.
2. Applicant is responsible for any and all involvement by City water resource staff, which will be billed directly to applicant.
3. After the Fact Exemptions and Permits may require additional fees and escrow to cover City expenses associated with project costs. These extraordinary fees/escrows will be determined on a case-by-case basis.

The applicant requests processing of the this application and agrees to pay the City within 15 days of receipt of an invoice, the actual costs incurred by the City for engineering, planning, water resource, legal and inspection expenses reasonably and necessarily require by the City for processing this application. Such costs shall be in addition to the application fee. Withdrawal of the application will not relieve the applicant of the obligation to pay costs incurred prior to withdrawal.

I UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS GRADING/WETLAND APPLICATION.

**\*\*\*Note: All parties with a fee interest in the real estate must sign this application before the City will review for consideration!**

**Applicant Information:**

**Owner Information (if different than applicant)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**\*\*\*Note: This document is an application only. It does not constitute issuance of a permit. After a complete application is received (including items required on the application checklist), the City has 60 days to issue or deny a permit.**

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**All applications are reviewed by the Pioneer-Sarah Creek Water Management Commission (PSCWMC) or the Minnehaha Creek Watershed District (MCWD).**

**The PSCWMC application, grading and erosion control plans, hydrology information, and fees may be mailed directly to:**

Pioneer-Sarah Creek Water Management Commission  
Judie Anderson, Executive Secretary  
3235 Fernbrook Lane  
Plymouth, MN 55447

Technical contact: Jim Kujawa, 612-348-7338

**For projects in the MCWD, contact the watershed for the required application forms and fees.**

Minnehaha Creek Watershed District  
18202 Minnetonka Blvd  
Deephaven, MN 55391

Technical contract: Tom Dietrich (952) 641-4518

**\*See City map for location of watershed boundaries.**