



Applicant Instructions

For Completing the “*Replacement of Agricultural Wetland Impacts Using the Minnesota Wetland Bank*” Application Form

Eligibility to use this form:

- ✓ The proposed impact is to a farmed wetland (FW) or other degraded wetlands in a cultivated field;
- ✓ The wetland is to be drained for agricultural production purposes and the land must remain in agricultural use;
- ✓ Wetland replacement (mitigation) is required under the Minnesota Wetland Conservation Act (WCA) and/or the Federal Farm Program as administered by the USDA Natural Resource Conservation Service (NRCS); and
- ✓ Replacement will consist of wetland credits in the Minnesota Wetland Bank, from an account consisting of a restored wetland. Credits from the Agricultural Bank automatically qualify. Credits from non-agricultural bank accounts may qualify but will need to be verified by the approving government agency.

This form allows you to apply for approval of your project and the withdrawal of bank credits under WCA (State law). This form *does not* replace any forms or processes required by NRCS for Federal Farm Program compliance. However, if wetland replacement is required for compliance with the Federal Farm Program, this form can and should be used to facilitate the withdrawal of wetland credits from an account in the Minnesota Wetland Bank.

Step-by-Step Instructions:

1. Agency Contact. Discuss your project with the WCA Local Government Unit (typically the Soil and Water Conservation District or County) and your local NRCS office. They can help you determine if your project requires wetland replacement under State laws and/or the Federal Farm Program, how many credits you will need, which banks you should contact, and who else you may need to talk to. **The key to a smooth process is seeking advice and assistance early to help avoid problems and delays later.**
2. Locate Wetland Credits. Once you have discussed your proposed project with agency staff and you're your wetland credit needs, you need to locate an available wetland bank, contact the owner, negotiate a price, and obtain a purchase agreement. To locate available wetland banks go to the Minnesota Board of Water and Soil Resources (BWSR) website (www.bwsr.state.mn.us/wetlands) and identify wetland banks in the bank service area where the project is proposed. Utilize the wetland bank mapping tool and bank account listing. Once a wetland bank is identified and a signed purchase agreement for wetland credits is secured, complete the information in Boxes 1 and 2 and attached applicable items as indicated on the form.
3. Application Approval. Complete your application and submit it to the appropriate WCA and NRCS representatives for approval. A quick review with them before you formally submit it is a good idea.
4. Purchase Wetland Credits. After the applicable signatures are obtained in Box 3, complete your purchase of credits from the bank account owner and have them complete and sign Box 4. Send the fully completed and signed form to the *Wetland Bank Coordinator, MN Board of Water and Soil Resources, 520 Lafayette Road North, Saint Paul, MN 55155* along with the applicable fee. The completed form and fee can be mailed by either the bank account owner or you (the applicant), depending on the bank account owner's preference and/or the terms of the purchase agreement. Just make you both are clear on who will send it.
5. Credit Withdrawal Confirmation. After receipt of the form and fees, BWSR will withdraw the credits and send a stamped copy of the fully executed form to you (the applicant), the bank account owner/credit seller, and the approving government agencies to verify the withdrawal.
6. Complete your Project. Keep a copy of the form with all of the required signatures/approvals. This is the proof that you can impact the wetland while remaining in compliance with State law and the Federal Farm Program!