

Minnesota Local/State/Federal Application Forms for Water/Wetland Projects

PUBLIC TRANSPORTATION AND LINEAR UTILITY PROJECTS LOCAL AND STATE STANDARD APPLICATION

Application for Local Government Unit approval Pursuant to Minnesota Wetlands Conservation Act (WCA)
Project Specific Report and Notification for Work on Existing Public Roads Pursuant to Minnesota WCA
Application for Minnesota Department of Natural Resources Permit to Work in Public Waters
Application for Minnesota Pollution Control Agency Clean Water Act (CWA) Section 401 Certification

FEDERAL:

Application for the Department of the Army Permit (33 CFR 325) (see Page 7)

Use this form to notify and apply for authorization of any proposed water/wetland project affecting lakes, rivers, streams or wetlands that may fall within the jurisdiction of 1) the appropriate Local Government Unit (**LGU**), 2) the Minnesota Department of Natural Resources (**DNR**), or 3) the U. S. Army Corps of Engineers (**COE**). If a 401 certification is required from the Minnesota Pollution Control Agency (**MPCA**), the COE will forward this application to the MPCA for processing. You do not need to send this application to the MPCA. **This application packet includes the following:**

STANDARD APPLICATION. Fill out (Pages 1-6) and submit along with the required attachments. Instructions for completing the form are attached.

APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT. Generally, in addition to state and local authorization, projects in wetland or water areas also require Federal authorization from the Corps of Engineers (COE) under Section 404 of the Clean Water Act. To apply to the COE using this application packet, complete the modified one page Federal application form found on Page 5, and mail it to the COE along with a copy of the local/state application.

NOTE CONCERNING COE JURISDICTION: You do not need to notify or obtain further authorization from COE if **all** proposed work is covered by either a Clean Water Act Section 404 exemption, **or** if no work is in an area subject to COE jurisdiction under Section 404 of the Clean Water Act or Section 10 of the Rivers and Harbors Act of 1899. Contact the COE if you have questions.

A separate form (**PUBLIC ROAD MAINTENANCE SHORT FORM NOTICE**) is available for use for existing public road maintenance projects **only** if they qualify as either:

- (1) **Minor or emergency work** impacting less than 10,000 square feet of wetlands subject to the WCA; OR
- (2) **Minor or emergency work** impacting less than 10,000 square feet of certain DNR Public Water Wetlands (i.e., those not assigned a shoreland classification, not classified as lacustrine wetlands or deepwater habitats, or not having state or federal land ownership); OR
- (3) **Work impacting DNR Public Water Wetlands and wetland areas of DNR Public Water basins** when the DNR has received a copy of the Public Road Maintenance Short Form Notice and has waived the requirement for a DNR Public Water Work Permit to either the LGU responsible for WCA or the public road authority responsible for reporting wetland impacts to the Board of Water and Soil Resources; OR
- (4) **Work involving existing public road crossings of DNR Public Waters.**

If your project qualifies for this category, use this separate Public Road Maintenance Short Form Notice. See the instructions accompanying this Form Notice.

INSTRUCTIONS to assist you with completion and mailing of these applications.

Before beginning work on your project, you must receive all required approvals from the appropriate LGU, the DNR and the U.S. Army Corps of Engineers (COE). If you have not received a reply after 45 days, or if you wish to confirm the status of your application at any time, contact the agencies directly (see Instructions, Page 4). **Proceeding with work before all required authorizations are obtained may result in fines or other penalties, and may include a requirement to restore the project site to original condition.**

If you have questions or need assistance with filling out this application, contact your LGU, your DNR Waters Area Hydrologist, or your COE regulatory field office (see Instructions Page 4).

Note: If you believe that your project may be subject to Watershed District Regulations, local Planning and Zoning jurisdiction, or any other locally implemented or enacted controls beside those of your LGU, contact the appropriate office(s) directly **in addition to your LGU, the DNR, and the COE**. For more information, contact your local Soil and Water Conservation District (SWCD) or refer to www.bwsr.state.mn.us.

A QUICK LOOK AT THE PROJECT APPLICATION PROCESS

Forms can be downloaded from the BWSR or DNR web sites and filled out using Microsoft Word. Your input will be restricted to fill-in fields where users can enter text or check boxes. These areas appear gray on the screen, but not on the printed document.

Send copies of your completed application forms to your LGU, area DNR office, and your COE regulatory office. LOCAL government road projects that qualify for replacement of wetland impacts via the BWSR Road Replacement Program must also send a copy to the BWSR Road Replacement Program (see Instructions, Page 3).

When your application is considered complete and the appropriate fees have been received (if requested by the regulating agencies) it will be distributed for review and comment. In the case of the Corps, the DNR and the LGU, you will be notified if it is *accepted as proposed, approved with changes or conditions, withdrawn, or denied*. You will also be informed of any appeal rights relating to the decision.

WEB SITES

Refer to the following web sites for more information regarding regulations of water and wetlands:

BWSR: www.bwsr.state.mn.us

Corps St. Paul District: www.mvp.usace.army.mil

DNR: www.dnr.state.mn.us

MPCA: www.pca.state.mn.us

For information on the appeals process, contact the appropriate agency (see Instructions, Page 4).

Minnesota Local/State/Federal Application Forms for Water/Wetland Projects

PUBLIC TRANSPORTATION AND LINEAR UTILITY PROJECTS

STANDARD APPLICATION

	For Internal Use Only		
Application No. INV:	Field Office Code	Date Initial Application Received	Date Initial Application Deemed Complete

“See **HELP**” for important additional information and assistance in Instructions section

IS THIS AN ORIGINAL OR AMENDED NOTICE? (check one)	
This is <i>an original</i> notice <input type="checkbox"/> , dated _____	This is an <i>amended</i> notice <input type="checkbox"/> , dated _____

1. APPLICANT ROAD AUTHORITY INFORMATION:

Road authority applicant:

Contact person (name and title):

Complete mailing address:

Business phone: (____) _____

e-mail: _____

2. PROJECT IDENTIFICATION

County: _____

Road name and/or number: _____

Project termini: _____

Project number: _____

attach PROJECT LOCATION MAP

3. attach SOILS MAP (if available)

4. PROJECT CATEGORY (check all that apply):

Repair rehabilitation, reconstruction or replacement of existing roads that impact wetlands (including wetland areas of DNR Public Waters). If so, indicate size of impact (check one of the choices below):

Less than 10,000 square feet of wetlands (see HELP 4).

Greater than 10,000 square feet of wetlands.

New road or modification of an existing road solely to increase traffic capacity impacting any amount of wetland area, river, lake or stream impact (excluding wetland areas of DNR Public Waters).

Placement, maintenance or repair of linear utility projects.

5. PROPOSED TIMELINE:

Approximate project start date: _____

Projected end date: _____.

6. PROJECT DESCRIPTION: Check **all** that apply. **Include a detailed overhead view of your plan** that clearly depicts the work to be undertaken. See What To Include on Plans (Instructions Page 2).

- | | |
|---|---|
| <input type="checkbox"/> Guardrail improvement | <input type="checkbox"/> Turn lane: improvement of existing |
| <input type="checkbox"/> Guardrail improvement w/slope flattening | <input type="checkbox"/> Turn lane: new construction |
| <input type="checkbox"/> Resurfacing | <input type="checkbox"/> Slope flattening |
| <input type="checkbox"/> Culvert work; repair, extension or replacement | <input type="checkbox"/> Bridge work: repair |
| <input type="checkbox"/> Stream diversion | <input type="checkbox"/> Bridge work: replacement |
| <input type="checkbox"/> Shoulder work: repair widening | <input type="checkbox"/> Reconstruction (existing roads) |
| <input type="checkbox"/> Shoulder widening with ditch grading | <input type="checkbox"/> Other |
-
- New road construction
- Additional lanes solely for traffic capacity
- Linear utility Projects

7. ESTIMATED PROJECT COST:
 Funding Sources (%): Federal State Local

8. SEQUENCING CONSIDERATIONS: What alternatives to this proposed project have you considered that could have avoided or minimized impacts to wetlands or water?
For new construction only - list at least two alternatives (one of which may be “no build” or “do nothing”), and explain why you chose to pursue the option described in this application over these alternatives.

Space above is not adequate - sequencing considerations are attached

9A. IMPACT SUMMARY: Impacts to lakes and watercourses only. Indicate total amount of impact in square feet or acres for water body area(s) to be filled, drained, inundated or excavated. For watercourses indicate length of stream or river affected in linear feet (see HELP 9A).

Location of Impact <i>Section, Twp, Range</i>	County Name and Watershed No.	Public Waters <i>Name and ID Number</i>	Impact(s) for Lakes <i>(square feet or acres)</i>	Impact(s) for Watercourse(s) <i>(in linear feet)</i>

AFFIRMATION For Public Waters impacts:

- I am applying for state and local authorization to conduct the work described in this application.
- I am familiar with the information contained in this application.
- To the best of my knowledge and belief, all information in this application is true, complete and accurate.
- I possess the authority to undertake the work described, or I am acting as the duly authorized agent of the applicant

IF your project will impact **ONLY DNR** Public Waters, proceed directly to the Applicant Signature Block on Page 5.

9B. IMPACT SUMMARY: For impacts to wetlands only:
when attaching information on a separate sheet – use this same format

ID of Wetland Basin Impacted	Major Watershed Name or No.	County	Section, Twp, Range	Wetland Circ. 39 Type / Wetland Plant Community Type (see HELP 9B)	Size of Wetland Impact	Size of Wetland Basin

TOTALS OF AREA (S) IMPACTED for each wetland vegetative community / wetland type in acres or square feet:

Seasonally flooded basin T 1	Floodplain forest T 1L	Sedge meadow T 2	Fresh (wet) meadow T 2	Wet to wet mesic prairie T 2	Shallow marsh T 3	Deep marsh T 4	Shallow Open Water T 5	Shrub carr or alder thicket T 6	Hardwood or coniferous swamp T 7	Open or coniferous bog T 8

TOTAL IMPACT FOR THE PROJECT: _____

9C. Are any of these impact sites within 1000 feet of a lake or 300 feet of a river? No Yes
 If YES, please explain.

10. TYPE and AMOUNT OF FILL MATERIAL: e.g., rock, sand, clay or concrete (indicate amount of cubic yards.)

11. ADJOINING PROPERTY OWNERS: For projects that require a COE standard individual permit, attach a list of *ADJOINING PROPERTY OWNERS* that includes complete names and mailing addresses of adjacent property owners whose property also adjoins the wetland or water body where the work is being proposed.

12. PORTION OF WORK ALREADY COMPLETED: Is any portion of the work already completed?
 No Yes If YES, attach *DESCRIPTION OF WORK COMPLETED* and provide permit numbers if applicable.

13. STATUS OF OTHER APPROVALS: Attach *STATUS OF OTHER APPROVALS LIST*, include any other permits, reviews, or approvals related to this proposed project that are either pending, or have already been approved or denied (see HELP 13).

STATE EAW AND EIS REQUIREMENTS: Are state Environmental Assessment Worksheets or Environmental Impact Statements required for this project (see HELP 13)?
 no, not required yes, indicate status below

ARCHEOLOGICAL OR CULTURAL RESOURCES DETERMINATIONS: Are you aware of any archeological or cultural resource determinations or surveys completed concerning the project or replacement site that are already completed or in process by the State Historical Society Preservation Office (SHPO) or others? No Yes. If YES, please explain below or attach a copy of any determinations or surveys.

IF the project will use federal funds, please check the following boxes:

The Section 106 (of the National Historic Preservation Act) review for this Federal Aid Highway Program funded project has been completed by the Federal Highway Administration (FHWA) per the 2005 Section 106 Programmatic Agreement.

The Section 7 (of the Endangered Species Act) review for this Federal Aid Highway Program funded project has been completed by the Federal Highway Administration (FHWA) per the letter dated April 11, 2007 to the U.S. Army Corps of Engineers and Fish and Wildlife Service. If the box above has been checked, copies of the Section 7 determinations are attached.

14. SPECIAL CONSIDERATIONS: Are you aware of any special considerations that apply directly or indirectly to either the impact sites(s) or the replacement sites(s)? Examples may include the presence of endangered species, special fish and wildlife resources, sensitive surface waters, calcareous fens, or waste disposal sites. (see HELP 14).

Not aware of any special considerations

Yes, attach a list of SPECIAL CONSIDERATIONS and include brief descriptions of each consideration listed.

15. ON-SITE MITIGATION CONSIDERATIONS. List any important site-specific wetland functions and describe options considered for mitigation of these functions onsite.

16. HOW WILL PROPOSED REPLACEMENT BE ACCOMPLISHED:

Wetland Banking **only**? No Yes (if Yes, proceed to Question 17)

Project-specific replacement **only**? No Yes (if YES, check all that apply below and proceed to Question 19)

Project –specific replacement **and** Wetland Banking? No Yes (If Yes, check all that apply below, and proceed to Questions 18 and 19)

For projects involving any project–specific replacement

Part A: The replacement wetland (affirm all statements):

Was **not** previously restored or created under a prior approval replacement plan or permit; **AND**

Was **not** drained or filled under an exemption during the previous 10 years, **AND**

Was **not** restored with financial assistance from public conservation programs; **AND**

Was **not** restored using private funds, other than those of the landowner, unless the funds are paid back with interest to the individual or organization that funded the restoration; and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.

Part B: Additional assurances (check all that apply);

The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.

An irrevocable bank letter of credit, performed bond, or other acceptable security has been provided to guarantee the successful completion of the wetland replacement.

The wetland losses will be replaced via withdrawal from an account in the State Wetland Bank.

Part C: For projects involving any project-specific replacement: I will record the Declaration of Restrictions and Covenants of the deed for the property of which the replacement wetland(s) will be located; and I will at the same time submit proof of such recording to the LGU.

17. IF REPLACEMENT CONSISTS OF WETLAND BANKING, check appropriate option(s) below:

- BWSR Road Replacement Program: this option is available only for repair, rehabilitation, reconstruction or replacement of existing county, township or city roads. (Note: the TEP must certify that the project qualifies for this option – page 6.) If **all** of your replacement qualifies for this option - *you do not need to answer the remaining questions, please skip to the Applicant Signature Blocks (Pages 5 and 7).*
- State Wetland Bank - proceed to Question 21. (You must also complete the Application for Withdrawal of Credits Form and include with your application, see **HELP 17**).

18. FOR PROJECTS INVOLVING REPLACEMENT BY WETLAND BANKING: I affirm that to the best of my knowledge and belief that all information in this application is true, complete and accurate. I affirm that the wetland losses will be replaced via withdrawal from an account in the State Wetland Bank. I affirm that a completed withdrawal form has been submitted to the BWSR Wetland Bank Coordinator for replacing losses through the State Wetland Bank.

19. DESCRIPTION OF REPLACEMENT WETLAND (S) CONSTRUCTION: (Complete this section only if you are conducting project-specific replacement). See HELP 19 and attach this description on a separate sheet of paper labeled DESCRIPTION OF REPLACEMENT WETLAND CONSTRUCTION.

20. SURPLUS WETLAND CREDITS: If using project-specific replacement, will the replacement result in any surplus wetland credits that you wish to have deposited in the State Wetland Bank for future use? No Yes. If Yes, submit a Wetland Banking Application directly to your LGU. Copies are available from your LGU, or you may download a copy from www.bwsr.state.mn.us

21. DESCRIPTION OF REPLACEMENT WETLANDS: Complete the chart below for all wetland replacement sites (**including bank sites**) except for replacement to be completed through the BWSR Road Replacement Program. If your project has more than one wetland replacement site, reference your overhead view to this chart and see HELP 21.

Name of Wetland Replacement Site	Major Watershed number	County Section Township Range	Predominant Vegetation Proposed	Wetland Circ. 39 Type / Plant Community Type ¹	New Wetland Credits (NWC)	Public Value Credits (PVC)	Restored or created? Indicate R or C

TOTALS:

Applicant Signature Block

To the best of my knowledge and belief, all information in this application is true, complete and accurate. I possess the authority to undertake the work described, or I am acting as the duly appointed agent of the applicant.

Signature

Date

FOR LGU USE ONLY

For projects involving construction of new roads, increased traffic capacity or linear utility of projects, the replacement plan is (Check one):

- Approved Approved with conditions (conditions attached) Denied

LGU official signature

Date

LGU has received evidence of title and proof of recording of Declaration of Restrictions and Covenants for Replacement Wetland:

County where recorded

Date Recorded

Document # assigned by Recorder

LGU official signature

Date

FOR TEP USE ONLY

This section must be completed for projects affecting more than 10,000 sq. ft. of wetland involving repair, rehabilitation, reconstruction, or replacement of a currently serviceable existing state, city, county, or township public road necessary to meet state or federal design or safety standards or requirements, and for which the impacts are proposed to be replaced by BWSR through the Public Road Replacement Program. No debit of wetland banking credits shall occur until a majority of the TEP members recommend approval by signing below.

As indicated below, TEP members recommend the BWSR debit the State Wetland bank to provide replacement for wetland impacts identified on this form, and certify the following:

- The public road authority has provided project-specific reports to TEP members at least 30 days prior to beginning construction, or within 30 days after an emergency repair resulting in less than 10,000 ft² of impact; and
- The TEP has reviewed minimization and delineation decisions made by the public road authority and determined the decisions to be satisfactory.

- Agree
 Disagree

- Agree
 Disagree

SWCD Representative (Date)

BWSR Representative (Date)

- Agree
 Disagree

- Agree
 Disagree

LGU Representative (Date)

DNR Representative (if applicable) (Date)



Instructions for the Standard Application

HELP 3: Attach a copy of the County Soil Survey map for the project area.

HELP 4: Please note that a **PART II: PUBLIC ROAD MAINTENANCE SHORT FORM** has been developed for use with maintenance projects that qualify as either minor or emergency work impacting: **minor or emergency work** impacting less than 10,000 square feet of wetlands subject to the WCA, OR

- ❑ **minor or emergency work** impacting less than 10,000 square feet of certain DNR Public Water Wetlands (i.e., those not assigned a shoreland classification, not classified as lacustrine wetlands or deepwater habitats, or not having state or federal land ownership), provided a copy of this form is sent to the DNR Waters area office **prior** to initiation of the project, OR
- ❑ **DNR Public Water Wetlands and wetland areas of DNR Public Waterbasins** when the DNR has received a copy of the Public Road Maintenance Short Form Notice and has waived the requirement for a DNR Public Water Work Permit to either the LGU responsible for WCA or the public road authority responsible for reporting wetland impacts to the Board of Water and Soil Resources, OR
- ❑ **Existing public road crossings of DNR Public Waters.**

Contact the DNR Waters Area Hydrologist if assistance is needed on shoreland, lacustrine or deep-water determinations.

HELP 9A: See www.dnr.state.mn.us/watersheds/map.html for a state map with watershed names and numbers.

HELP 9B: For wetland type/classification, refer to *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

<u>Eggers & Reedd Community Classification</u>	<u>Abbreviation</u>	<u>Circular 39 Type</u>
Seasonally flooded basin	SFIB	Type 1
Floodplain forest	Ffor	Type 1L
Sedge meadow	SeMe	Type 2
Fresh (wet) meadow	WM	Type 2
Wet to wet-mesic prairie	WmP	Type 2
Shallow marsh	Sh Ma	Type 3
Deep marsh	DpMa	Type 4
Shallow open water	OpW	Type 5
Shrub swamp	ShWw	Type 6
Wooded swamp	WoSw	Type 7
Bog	BOG	Type 8

HELP 13: Other permits, reviews or approvals related to the project may include the following: conditional use permit; National Pollutant Discharge Elimination System permit; state disposal system permit (includes dredged material disposal: watershed district/watershed management organization permit (storm water, erosion, floodplain); groundwater appropriation permit; or county/township driveway/road permit.

If you do not know whether your project requires state Environmental Assessment Worksheets or Environmental Impact Statements, contact the Environmental Quality Board, 658 Cedar Street, St. Paul, MN 55155. Phone 651-297-1257. e-mail: eqb@mnplan.state.mn.us. Web site: www.mnplan.state.mn.us/eqb/review.html.

Contact the State Historic Preservation Office for a determination. Phone: 651-296-5434. email: mnshpo@mnhs.org.

HELP 14: If you wish to obtain information on state-listed threatened and endangered species and other natural resource elements contact the DNR Natural Heritage Program at 651-296-7963.

HELP 17: Copies of the *Application for Withdrawal of Credits* forms are available from your LGU, or you may download a copy from www.bwsr.state.mn.us

HELP 19: Describe, in detail, how mitigation wetland(s) will be constructed. If several methods will be used describe each method. Details should include: 1) type of construction (such as excavated in upland, restored the tile break, restored by ditch block or revegetated); 2) type size and specifications of outlet structures; 3) elevations relative to Mean Sea Level or established benchmarks of key features (such as sill, emergency overflow or structure height); 4) what best management practices will be implemented to prevent erosion or site degradation; 5) proposed project start and end dates; and 6) a vegetation management plan. Attach this description on a separate sheet of paper labeled *DESCRIPTION OF REPLACEMENT WETLAND CONSTRUCTION*.

For projects involving at least some project-specific replacement, include the following additional information:

- ❑ **Two drawings to scale** of the replacement wetland. Include both overhead view and profile view (side view or cross-sectional view). Without drawings, your application will be considered incomplete.
- ❑ **For created replacement wetlands**, include additional soils information (**if available**) that indicates the capability or the site to produce and maintain wetland characteristics.
- ❑ **Note 1: For replacement wetlands located on pipeline easements**, you need to receive endorsement of your project from both the easement holder and the Minnesota Department of Public Safety's Office of Pipeline Safety. Before state of construction, the owner of any utilities involved must be notified. The landowners or contractor is responsible for giving this notice by calling Gopher State One-Call at 651-454-0002 (Twin Cities Metro Area) or 1-800-252-1166 (all other locations).
- ❑ **Note 2: For extensive or complex projects**, supplementary information may be requested at a later date from one or more of the responding agencies. Such information may include (but not be limited to) the following topographic map, water table map, soil borings, depth soundings, aerial photographs, and environmental assessment and/ or engineering reports.

HELP 21: If you do not have access to some of the information requested, or if you do not know your replacement ratio, call your LGU or SWCD office for assistance.

Refer to *Wetland Plants and Plant Communities of Minnesota and Wisconsin (Eggers and Reed, 1997)* as modified by the Board of Water and Soil Resources, United States Army Corps of Engineers.

What to include on Plans for the Standard Application

Detailed overhead views of impact site(s) and replacement site(s), as well as profile view(s) of replacement site(s) may be hand drawn, computer generated or professionally prepared, as long as they contain all necessary information clearly, accurately, and in adequate detail. Please include specific dimensions whenever possible. You may also include photos, if you wish.

Overhead views of impact site(s) and replacement site(s) should include the following items that pertain to your project:

1. Location and extent of shoreline, wetlands and water.
2. Section, township and range of site(s).
3. Location and dimensions of proposed project, structure or activity. Include length, width, elevation and other measurements, including old and new alignments, as appropriate.
4. For bridge and culvert projects, include hydrology and hydraulic reports as applicable.
5. Points of reference (such as existing bridges, culverts, landscape features).
6. Location of inlet and outlet structures.
7. Indication of north.
8. Location of spoil and disposal sites (if applicable).
9. Location of photo reference points for future monitoring of replacement site(s).

Profile views (side or cross sectional views) of replacement site(s) should include the following items that pertain to your project:

1. Location and dimensions of proposed project, structure or activity. Include elevation, depth, soil profile, side slope, and other measurements as appropriate.
2. Proposed water level elevation.
3. Areas of wetland and upland plants established on replacement site(s).

Other information

1. Property boundaries.
2. Location and extent of shoreline and water.
3. Location and dimensions of proposed project, structure or activity include length, width, elevation and other measurements as appropriate.
4. Points of reference (such as existing bridges, culverts or landscape features).
5. Location of inlet and outlet structures.
6. Indication of north.
7. Location of spoil and disposal sites (if applicable).

Final Checklist

Attachments must include:

- Project Locator Map
- Description of Work Completed (Question 12; if answered “Yes”)
- Overhead View of Project
- Adjoining Property Owners (for projects that require a COE individual permit)
- Status of Other Approvals List
- Signed application for the Department of the Army Permit (Page 5) to seek Federal authorization of your project?

Attachments may also include:

- Sequencing Considerations (Question 8; if additional space is needed)
- Listing of Special Consideration (Question 14; if answered “yes”)
- SHPO archaeological or cultural resource determinations or surveys (Question 13; if required and if completed)

If project includes any wetland banking, attachments must include: Application for Withdrawal of Wetland Credits

If project includes any project specific replacement, attachments must include: 1) Description of Replacement Wetland Construction; 2) Vegetation Management Plan (HELP 19); and 3) Two drawings to scale (HELP 19)

Preparing Your Application for Mailing. To apply for both state and Federal authorization, your application must include Pages 1-5, the Federal application (Page 7) and attachments as indicated on final Checklist (Instructions Section). Make three copies of the entire application and all attachments. Keep the original, and mail the three copies to the appropriate local, state, and Federal agencies (see below).

Mailing your application. Mail a complete copy of your application to each of the local state, and Federal entities listed below. If you are using the Public Road Maintenance Short Form Notice include required attachments.

LOCAL: Send to the appropriate Local Government Unit (LGU). Contact your county Soil and Water Conservation District (SWCD) office or the Board of Water and Soil Resources (BWSR) web site (www.bwsr.state.mn.us) for this information. SWCD offices are also listed on the BWSR web site.

For local road projects that qualify for wetland replacement under the BWSR Public Road Replacement Program, also send a complete copy of the application and Page 6 with the TEP member signatures to

BWSR Public Road Replacement Program
520 Lafayette Road North
St. Paul, MN 55155
(phone 651-297-7965)

STATE: Send to your area DNR Waters office, attention Area Hydrologist. Contact your county Soil and Water Conservation District (SWCD) office or the DNR web site (www.dnr.state.mn.us) for this information. Area offices can also be determined by contacting the applicable Regional DNR office:

NW Region: **2115 Birchmont Beach Road N.E.
Bemidji, MN 56601
Phone: 218-755-3973**

NE Region: **1201 East Highway 2
Grand Rapids, MN 55744
Phone: 218-327-4416**

Central Region: **1200 Warner Road
St. Paul, MN 55106
Phone: 651-772-7910**

Southern Region: **261 Highway 15 South
New Ulm, MN 56073
Phone: 507 359-6053**

FEDERAL: Send to the appropriate U.S. Army Corps of Engineers regulatory field office:

Brainerd: **U.S. Army Corps of Engineers, Regulatory Branch
10867 E. Gull Lake Drive N.W.
Brainerd, MN 56401-9051
Phone: 218-829-8402**

St. Paul: **U.S. Army Corps of Engineers, Regulatory Branch
Army Corps of Engineers Centre
190 5th Street East, Suite 401
St. Paul, MN 55101-9051
Phone: 651-290-5375**

La Crescent: **U.S. Army Corps of Engineers, Regulatory Branch
1114 South Oak Street
La Crescent, MN 55947-1338
Phone: 507-895-8059**

Two Harbors: **U.S. Army Corps of Engineers, Regulatory Branch
1554 Highway 2, Suite 2
Two Harbors, MN 55616
Phone: 218-834-6630**