

Rule 1: Administrative Procedures

Required Submittals and Exhibits

The VBWD requires submittals for all projects within the VBWD that require a VBWD permit. The submittals must accompany the permit application and show how the project conforms to the requirements in these Rules and Regulations and the VBWD Watershed Management Plan.

Electronic submittal of all documents and models is strongly encouraged.

The following submittals and exhibits must be submitted for all projects within the VBWD that require a VBWD permit:

1. **A completed and signed permit application form**
2. **Evidence of ownership for the project site**
3. **The required permit application fee (see Rule 11)**
4. **Grading plan/mapping exhibits**

Electronic copies of the plans must be submitted. The plans shall be prepared by a registered professional engineer and shall include the following:

- A. Property lines and delineation of lands under ownership of the applicant.
- B. Delineation of the subwatersheds contributing runoff from off-site, proposed, and existing on-site subwatersheds and flow directions/patterns.
- C. Location, alignment, and elevation of proposed and existing stormwater facilities
- D. Delineation of existing on-site wetlands, shoreland, and/or floodplain areas (including any buffers).
- E. Existing and proposed normal water elevations and the critical (the highest) water level produced from the 100-year 24-hour storms, the 100-year 10-day snowmelt event, or the VBWD simplified method for landlocked basins or an approved alternative for all on-site wetlands, ponds, depressions, lakes, streams, and creeks (see Rule 5).
- F. Ordinary high water (OHW) elevations and datum, as determined by the DNR (if applicable).
- G. Existing and proposed site contour elevations related to NAVD 1988 datum (preferred) or NGVD 1929. Datum must be noted on exhibits.
- H. Soil management and restoration plan, including but not limited to the specifications for the amount of compost and/or topsoil to be imported, plans showing areas where each soil treatment/decompaction option will be applied, and plans of any stockpiling or staging areas. Note: A greater volume-control amount is

required on certain sites if an appropriate soil management and restoration plan is not submitted to and approved by VBWD.

- I. Locations of soil borings.
 - J. The assumed impervious surface for each parcel.
 - K. Drainage easements covering land adjacent to ponding areas, wetlands, and waterways up to their 100-year flood levels and covering all ditches and storm sewers. Access easements to these drainage easements and to other stormwater management facilities shall also be shown. Drainage easements are not required for land in public right-of-way or outlots that will be owned by a Municipal Separate Storm Sewer System operator.
 - L. Minimum building elevation for each lot.
 - M. Identification of downstream water body or waterbodies.
- 5. Hydrologic/hydraulic design exhibits**
- A. Electronic files of the following shall be submitted. The calculations shall be prepared by a registered professional engineer.
 - B. All hydrologic and hydraulic computations completed to design the proposed stormwater management facilities shall be submitted. Model summaries must be submitted. The summaries shall include a map that corresponds to the drainage areas in the model and all other information used to develop the model. Soil boring logs shall be submitted.
 - C. A table (or tables) must be submitted showing the following:
 - i. A listing of all points where runoff leaves the site and the existing and proposed stormwater runoff rates and volumes.
 - ii. A listing of the normal water levels under existing and proposed conditions and the water levels produced from the storm and runoff events listed above for all on-site wetlands, ponds, depressions, lakes, streams, and creeks.
- 6. Erosion control and sedimentation prevention exhibits (see Rule 3)**
- A. Electronic copies shall be submitted. Plans shall show how waterborne sediment will be prevented from leaving the site during and after construction to prevent sedimentation of downstream water bodies. The plans shall include a construction sequencing schedule.
 - B. A copy of the Stormwater Pollution Prevention Plan (SWPPP), prepared by a qualified individual, which conforms to the MPCA's NPDES Construction Stormwater Permit requirements. The NPDES permit requirements cover both temporary and permanent erosion-prevention and sediment-control measures and apply to all construction projects that disturb 1 or more acres of land. When applicable, the

SWPPP must conform to the special requirements for “Special Waters” (Valley Creek and the St. Croix River). The SWPPP shall also show how erosion will be prevented during construction on individual building sites. Any applicable local standards shall be incorporated into the plan.

7. **Construction plans for all proposed stormwater management facilities.** Construction specifications must be provided upon request.
8. **A maintenance agreement in the format of Appendix A,** as revised and updated by the VBWD Attorney.
9. **A chloride management plan, if applicable (see Rule 2).** Note that Municipal Separate Storm Sewer System operators who have Winter Road Materials (salt) Management Plans are exempt from this requirement.
10. **An electronic copy of the Wetland Delineation Report,** which also must include a summary of the MnRAM evaluation (Minnesota Routine Assessment Method for Evaluating Wetland Functions, Version 3.0 or updated versions) or updated functional assessment methodology evaluation, and classification determination according to VBWD’s wetland management classification system (see Rule 4).
11. **An electronic copy of Part 1 of the Combined Wetland Permit Application (CWPA)** for all projects proposing to alter wetlands, which may not require wetland replacement (see Rule 4).
12. **Electronic copy of the Wetland Replacement Plan, including Parts 1 and 2 of the CWPA,** for all projects requiring wetland replacement (see Rule 4).
13. **Draft Declaration of Covenants** that lists the VBWD-required minimum floor elevations.
14. **Other exhibits required by or to show conformance to these Rules and Regulations.**

Permit Application Process

1. The VBWD Engineer must receive from the applicant a complete permit application, all necessary supporting documents, and the permit application fee 14 calendar days before a meeting at which the application is to be considered. Supporting documentation must include the deed of ownership for the project site. If the permit applicant does not yet own the property, a preliminary VBWD permit can be issued but will not be effective until the VBWD receives the proof that the permit applicant owns the property. For projects involving wetland impacts, the complete permit application, all necessary supporting documents, and the permit application fee must be received at least 60 days before a meeting at which the application is to be considered.
2. The VBWD Engineer will review each permit request with respect to VBWD policies and criteria.