Bois de Sioux Watershed District
704 Highway 75 South | Wheaton, MN 56296
Phone | 320.563.4185
www.bdswd.com
bdswd@runestone.net

MEMO

To: District Landowners & Permit Applicants

From: Jamie Beyer, Administrator

Date: June 20, 2025

RE: Permit Application Redesign

The Bois de Sioux Watershed District (the "District") is collecting comments and feedback on a newly designed permit application. The purpose of the design changes is to streamline the information provided for a project, and to reduce the amount of time and cost needed for the District to process project details and maintain records.

The District's permitting process is funded by local property taxes; the District anticipates cost savings with a more streamlined permit application and records retention process. With these projected cost savings, the District may allocate supplemental funds for various District projects and programs.

PROPOSED PERMIT APPLICATION CHANGES:

1) District staff will no longer create a project map for each application; the paper map provided by the applicant will be provided for permit reviews.
2) District staff will no longer collect the various forms of digital project files, unless the landowner wants the District to include these files as part of a project's public record. The Minnesota Government Data Practices Act requires that permit data be classified as public/non-private data, and to be retained permanently.

Enclosed is the draft permit application. Please use this permit application for your upcoming project(s), if you plan to submit them within the next 60 days – through August 20, 2025. If desired, you may still opt to use the existing permit application. The District then requests that you provide feedback on the newly revised permit application. You may provide feedback by calling the District office or emailing me at bdswd@runestone.net. The new permit application will likely be revised again upon receipt of any feedback.

Thank you for your assistance. The District hopes these measures will be supported by landowners and, overall, will contribute to District cost savings, increased efficiencies, and decreased future record storage.

PERMIT APPLICATION FORM

Please submit your complete application and supporting material to:
Bois de Sioux Watershed District, 704 Hwy 75 S, Wheaton, MN 56296

Bois de Sioux Watershed District
(320) 563-4185 | www.bdswd.com

GENERAL INFORMATION, CERTIFICATION & SIGNATURE

The Proposed Project includes the following:

- ☐ Section 1: Subsurface Drainage / Tiling
- ☐ Section 2: Surface Drainage / Ditching
- ☐ Section 3: River, Stream, Wetland, Lake, Shoreline Alterations
- ☐ Section 4: Ring Dike or Levee
- ☐ Section 5: Culvert, Bridge, Road Improvements

Applicant Name			Applicant Phone	
Mailing Address				
Mailing City		State		Zip
Applicant Email				
Landowner Name(s) & Phone #(s)				
Project County		Project Township		
Section(s) & Quarter(s)				

I certify that the information provided on this application and attached map is complete and accurate. I understand that if this information and/or map is found to be incomplete or inaccurate, the permit application may be denied. A permit decision issued based on false information may be rescinded. Starting construction/installation prior to receipt of an approved permit may subject the landowner to "after the fact" fees, which include a $250 administrative fees plus any applicable engineering, legal, or administrative fees incurred to process this application. These fees may be certified to the applicable County Auditor for collection with the parcel's property taxes.

I understand that this application satisfies only the Bois de Sioux Watershed District permitting requirements, and that I may need to acquire additional permits from Municipal, Township, County, State, Federal government units, or other agencies.

REQUIRED: Applicant Printed Name & Signature _____ Date _____

REQUIRED: Project Area Landowner(s), Printed Name(s) & Signature(s) Date

_____ _____

_____ _____

_____ _____

Please note the Bois de Sioux Watershed District is subject to Minnesota Statute 13.03 that states, "All government data collected, created, received, maintained or disseminated by a government entity shall be public unless classified by statute….". The Bois de Sioux Watershed District must provide inspection and/or copies of public data upon request.

Trial for application format: 06/20/25 - 08/20/25. After 08/20/25, please contact the District for a valid form.

SECTION 1: SUBSURFACE DRAINAGE / TILING

Tile projects that include controls to allow for the tile system to be "shutoff" when necessary are not restricted by drainage coefficient (Dc) limitations. Tile projects that do not include controls are restricted to a ¼" per day drainage coefficient. The drainage coefficient limitation applies to the design of the project outlet only. Required for all tile projects: erosion control/fabric and riprap is required at the project outlet. Recommend for tile projects: gate(s), pump controls.

The Drainage Coefficient is calculated by the formula:

design flow at the outlet in cubic feet per second ÷ acres drained ÷ 0.042

Indicate New Features or Changes to Existing Conditions:

☐ Surface Inlet(s). Types:

☐ Pumped Outlet(s)

☐ Culvert(s)

☐ Ditches/Ditching Activities

☐ Dike(s)/Levee(s)

☐ Control Structure(s) like gates, lift stations, stop logs, etc.

☐ Gravity Outlet
Drainage Area:_____ Diameter of Outlet Pipe:_____ Slope of Outlet Pipe:_____

☐ Other:

ALSO REQUIRED: Submit a Project Map that shows the features described above and include:

- Existing surface inlets and types
- Existing man-made dikes or diversions
- Existing and proposed tile outlets
- Existing control structures (gates, lift stations, stop logs, etc.)
- Existing culverts and proposed alterations to culverts

SECTION 2: SURFACE DRAINAGE / DITCHING

If the project is located within a road authority's right-of-way, the applicant must comply with all appropriate road authority requirements. The applicant is responsible for erosion monitoring, control, and remediation surrounding the proposed project area(s). Replacement of the first culvert downstream of the project may be required as a condition of the project permit; culvert sizing will be determined by the District Engineer.

Channel bottom width		Channel profile grade, % (vertical feet / horizontal feet x 100)	
Average channel depth from field elevation		Channel side slopes, horizontal : vertical	

ALSO REQUIRED: Submit a Project Map that shows the features described above, and describe what you will do with the excavated material/spoil.

SECTION 3: RIVER, STREAM, WETLAND, LAKE, AND SHORELINE ALTERATIONS

In addition to approval of this permit application, the applicant may need to notify Federal, State, and/or County officials when planning work in and/or adjacent to rivers, streams, wetlands, lakes, and shorelines.

1. Describe the project

ALSO REQUIRED: Submit a Project Map that shows the features described above, and please include any available project profiles, survey drawings, cross-sections, and plan views.

SECTION 4: RING DIKE AND LEVEES

The District supports ring dike and levee projects that reduce flood risks to developed properties. Projects designed to protect undeveloped lands from flooding tend to cause adverse flood impacts in other areas, and therefore will generally not be permitted. Levees placed along channels or river banks are susceptible to failure. The District strongly recommends that applicants consult with a geotechnical engineer for the design and testing of their ring dike or levee. Floodplain regulations administered by the local County Zoning office and/or Minnesota Department of Natural Resources may apply separately to the proposed project; applicants are strongly encouraged to contact these entities.

1. Length of project, in feet
2. Proposed top elevation, NAVD 88 datum
3. Proposed top width, in feet
4. Proposed side slopes, horizontal : vertical
5. 100-year flood elevation (if known), NAVD 88 datum
6. Source for determining 100-year flood elevation (USGS gage, FIRM, etc)
7. Approx. flood of record elevation (if known), NAVD 88 datum
8. Are you using any public roads are part of your levee/ring dike?
   If yes, permission from the respective road authority is required.
9. Have you determined if a Flood Insurance Rate Map (FIRM) exists for the project area?
10. Was a geotechnical engineer utilized for the design of the ring dike/levee?

ALSO REQUIRED: Submit a Project Map that shows the features described above, and please include any available project profiles, survey drawings, cross-sections, and plan views.

SECTION 5: CULVERT, BRIDGE, AND ROAD IMPROVEMENTS

New installation or changes to existing culverts, bridge, and roads can significantly impact flooding. The District may require the applicant to submit additional technical information in order to assess impacts. If construction will take place in the public road right-of-way, the applicant must receive prior approval from the regulating authorities (for example, township, county, MnDOT). Culvert Sizing: Must conform to the District's surface water management goals. Cost share may be available for private crossings when culverts are larger than 24" in diameter if they are located along the course of a legal drainage system, as defined by Minnesota Statutes Chapter 103E. Contact the District for further information.

Culvert Design Information

1. Watershed upstream of proposed culvert in acres
2. Size of proposed culvert
3. Proposed upstream culvert invert elevation, if known, NAVD 88 datum
4. Proposed downstream culvert invert elevation, if known, NAVD 88 datum

Road Improvement Design Information

1. Describe the road project (start and stop locations, re-grade, overlay, complete reconstruction, new road, etc)
2. Length of road project, in feet
3. Does the road project include re-grading or reconstruction of ditches?
4. Existing road centerline elevation at the lowest point, NAVD 88 datum
5. Proposed road centerline elevation at the lowest point, NAVD 88 datum
6. Size of proposed culvert

ALSO REQUIRED: Submit a Project Map that shows the features described above, and please include any available project profiles, survey drawings, cross-sections, and plan views.