

**COMMUNITY DEVELOPMENT DEPARTMENT**

Planning Division – 7700 Market Boulevard  
Mailing Address – P.O. Box 147, Chanhassen, MN 55317  
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**WETLAND ALTERATION PERMIT  
APPLICATION CHECKLIST**

*Per Chanhassen City Code Section 20-409*

**Prior to filing an application for a wetland alteration permit, the applicant shall attend a conference with city staff. The application shall include the following:**

- (1) Completed Application Form.
- (2) Evidence of ownership or an interest in the property.
- (3) Application fee to include the following:

Type	Fee
Wetland Alteration Permit (single-family residence)	\$150
Wetland Alteration Permit (all others)	\$275
Notification Sign	\$200
Document Recording Escrow	\$50
Property Owners' List within 500' of subject property (City to generate, fee determined at pre-application meeting)	\$3 per address

The application must contain the elements required under MN Rules chapter 8420.0305 – 8420.0335. The applicant must provide the appropriate application for the requested determination. These are available on the Minnesota Board of Soil and Water Resources website.

- (4) All applications must, at a minimum, include:
  - a. The full name, post office address and telephone number of the applicant.
  - b. For corporations, the principal officers of the corporation, any parent companies, owners, partners, and joint ventures, and a designated contact person.
  - c. Managing agents, subsidiaries, or consultants that are or may be involved with the activity.
  - d. The type of decision requested, as identified in parts 8420.0310 to 8420.0330.
  - e. The location of the project by township, range, section, and quarter section.
  - f. Evidence of ownership of the project area or the requisite property rights to perform the activity.
  - g. An accurate map, survey, or recent aerial photograph showing the boundaries of the project area and boundaries, size, and type of each wetland relevant to the type of decision requested.
  - h. If applicable to the type of decision requested, a written description of the proposed project and project area, including its areal extent, with sufficient detail to allow local government unit to assess the amount and types of wetland to be affected.
  - i. The location of the applicable wetland buffer and wetland buffer setback as well as the location of all buffer signs.
  - j. Other information considered necessary for evaluation of the application or project by the local government unit.

Additional information shall be provided depending upon the requested determination.

- (5) Application Types:
  - a. **Wetland Delineation Boundary and Type Determination** – Application shall include the following:
    - 1. Completed Minnesota Wetland Conservation Act Application for Approval of Wetland Type and Boundary.
    - 2. Five (5) bound copies of a wetland delineation report meeting the protocol set forth in the 1987 Corps of Engineers Wetland Delineation Manual, any applicable regional supplements and guidance documents prepared by the Minnesota Board of Water and Soil Resources.

3. See Wetland Delineation Review Checklist for Minnesota for guidance on required elements in the wetland delineation report.
  4. One (1) portable digital format (PDF) version of the delineation report.
  5. A shapefile of any delineated wetland boundaries in a georeferenced electronic format compatible with ArcGIS.
- b. **Wetland Replacement** – Application shall also include the items found in the Minnesota Wetland Conservation Act Replacement Plan: Complete Application Checklist. This is intended for LGU use. The applicant is not required to complete the checklist but may use it as a reference for their submittal. In addition the submittal shall include:
1. A completed Minnesota Local/State/Federal Application Form for Water/Wetland Projects also known as the Joint Notification Application.
  2. A shapefile of any proposed wetland mitigation boundaries in a georeferenced electronic format compatible with ArcGIS updated with annual updates per required monitoring.
  3. A detailed vegetation establishment and management plan for any site-specific replacement or restoration of temporary impacts. See Wetland Replacement Vegetation Management Plan Checklist.
- c. **Exemption Requests and No-Loss Determinations** – Applications shall be accompanied by any data necessary to support the requested exemption status. This may include piezometer or shallow monitoring well data, historic aerial imagery review, antecedent moisture conditions, stream gauge data, historical mapping, and other available data as it pertains to the requested exemption.

If you have any questions regarding submittal requirements, please contact one of the following:

Vanessa Strong, Water Resources Coordinator, (952) 227-1168  
Krista Spreiter, Natural Resources Technician, (952)227-1173