

SARTELL WETLAND CONSERVATION ACT (WCA) PERMIT PROCEDURES

**Planning and Community
Development Director**

Anita Rasmussen
City of Sartell
125 Pinecone Road N, P.O Box 140
56377-0140

WCA Agent

John Smyth
BRA & Associates
2335 West Highway 36
St. Paul, MN 55113

| Completed | Prior to Preliminary Plat or Building Permit Submittal |
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| | Check proposed building site for jurisdictional wetlands |
| | <p><u>No Jurisdictional Wetlands Identified</u> - If no wetlands are located on-site then submit the following to the WCA Agent and City Administrator:</p> <ul style="list-style-type: none"> ▪ Copy of the National Wetland Inventory (NWI) Map with the property boundaries (even if no NWI wetlands located on property) ▪ Copy of the Soil Survey Map with the property boundaries ▪ List of whole unit hydric soils that occur within the property boundaries ▪ No Loss Form filled out for the site (See Attachment) <p>Note: If it is determined by the applicant's wetland consultant that an area that contains whole unit hydric soils and/or is located on the National Wetland Inventory (NWI) map is <u>not</u> a jurisdictional wetland, proof must be provided that the area is not wetland. At a minimum a Corps of Engineers Routine Wetland Determination form must be filled out for the lowest point of the area containing hydric soil and/or a NWI wetland and submitted along with a location map. This information shall be attached to the No Loss Form. Prior to submitting a Preliminary Plat the applicant must receive an approval of the no loss certificate from the WCA Agent listed above.</p> |
| | <p><u>Jurisdictional Wetlands Identified</u> – Submit a Wetland Delineation Report for approval to the Planning & Community Development Director and WCA Agent. Set-up a meeting for wetland boundary review in the field by contacting the WCA Agent @ (651) 604-4708. At a minimum, the wetland delineation report shall include the following:</p> <ul style="list-style-type: none"> ▪ Copy of the National Wetland Inventory Map with property boundaries ▪ Copy of the Soil Survey Map with project boundaries ▪ List of whole unit hydric soils that occur within property boundaries ▪ Delineation Data Forms filled out for each transect ▪ Map with wetland boundaries and location of transects ▪ Location map with sufficient road names to get to the site ▪ Aerial photograph with project boundaries of the site <p>Note: Prior to submitting a Preliminary Plat the applicant must receive a</p> |

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| | wetland delineation approval letter from the WCA Agent. |
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| Preliminary Plat Stage | |
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| | The applicant's wetland consultant shall make a determination if the proposed activity is exempt by the WCA or requires a Wetland Replacement Plan Application. |
| | <u>Exemption Form Submittal</u> - An Exemption Form shall be filled out if the proposed activity is Exempt by the WCA. One copy of the form shall be submitted to the Planning & Community Development Director and the WCA Agent. The proposed activity cannot begin until the WCA agent signs and mails a copy of the Exemption form back to the applicant. |
| | <p><u>WCA Replacement Plan Application Submittal</u> – If the project is not exempt, a Wetland Replacement Plan Application shall be filled out by the applicant or applicant's agent and submitted to the Planning & Community Development Director and the WCA Agent. One copy shall be submitted to the Planning & Community Development Director and 7 copies shall be submitted to the WCA Agent for the required distribution to the agencies.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ The City has 60 days from the date of submittal of a complete Wetland Replacement Plan Application to make a decision. ▪ All supporting information provided as part of the Wetland Replacement Plan Applications shall be readable at the scale submitted. Information submitted with the Replacement Plan Application shall include the WCA requirements as well as a grading plan with pipe locations and sizes for the property. ▪ Applicants are required to follow WCA sequencing and replacement procedures and are encouraged and depending on the situation may be required to: <ul style="list-style-type: none"> ○ Utilize buffer strip adjacent to existing and/or proposed mitigation sites as part of their required replacement. ○ Look for restoration opportunities as part of their required replacement. ▪ The applicant is responsible for submittal of the Replacement Plan Application to the DNR for their review and approval process. ▪ Applicants must follow the City Ordinance No. 03-10 Title 10 Chapter 18 Article B regarding wetland buffer and setback requirements. |

| Final Plat Stage | |
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| | The Wetland Replacement Plan Application shall be approved at the time of or before Final Plat Approval. Note: Final Plat Approval will not occur until the Replacement Plan Application is ready for approval. |

