

ALEXANDRIA TOWNSHIP
Clearing/Grading/Drainage Permit Application

Site Address (E-911#):

Parcel Number (9 digits):

--	--

Legal Description (Lot, Block & Subdivision Name or attach full legal description):

--

Lake Name (if applicable):

E911 Address Needed? Yes No

Property Owner Info:

Name:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Email:

Applicant Info:

Name:		
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	Email:

Contractor Info:

Business Name:		Primary Contact:	
Mailing Address:			
City:	State:	Zip Code:	
Business Phone:	Cell Phone:	Email:	

Applicant Is: Owner Licensed Contractor Design Prof. Contract Buyer Other: _____

Describe the Proposed Improvement/Project (note type of structure(s), number of stories, any associated grading or landscaping associated with the project, and other relevant info not already mentioned):

Reason for Alteration(s) – check all that apply:

<input type="checkbox"/> Prepare land for new building	<input type="checkbox"/> Alteration of yard space	<input type="checkbox"/> Create or alter driveway	<input type="checkbox"/> Create or alter parking area	<input type="checkbox"/> Fix existing erosion or drainage concern
<input type="checkbox"/> Other (please specify):				

Plan Details:

Describe Existing Site Vegetation of area to be disturbed (turf grass, wooded, ag field, etc.):

Describe Area of Disturbance (sq ft or acres):

Describe soil type (sand, clay, loam, etc.):

Describe the location and type of best management practices (BMPs) that you will use to control erosion or manage stormwater falling on the property:

- **During the clearing/grading activity while soil is exposed:**

- **Permanently after clearing/grading activity is finished:**

Describe Methods for final site stabilization (i.e. mulch, seed, sod, hydromulch, erosion control blankets, etc.)

Describe your schedule for:

- **Installing erosion control practices:**

- **Clearing/Grading activity:**

- **Stabilization of exposed soils:**

Signature of Applicant*: _____	Date: _____
Signature of Title Holder* (required): _____	Date: _____

* By signing, the applicant or agent hereby makes application for a permit to construct as herein specified, agreeing to do all such work in strict accordance with all Alexandria Township and other applicable ordinances or federal and state laws. Applicant or agent agrees that site plan, sketches, and other attachments submitted herewith and which are approved by the Alexandria Township Zoning Administrator are true and accurate, and shall become part of the permit. Applicant or agent agrees that, in making said application for a permit, applicant grants permission to Alexandria Township's designated zoning or building inspection officials, at reasonable times during the application process and thereafter, to enter applicant's premises covered by said permit, to determine the feasibility of granting said permit or for compliance of that permit with any applicable township, state, or federal ordinances or statutes. Applicant or agent understands that it is applicant's sole responsibility to contact any other federal, state, county or local agencies to make sure applicant has complied with all relevant Municipal, State, Federal or other applicable laws concerning applicant's project described above.

ALEXANDRIA TOWNSHIP
CLEARING/GRADING/DRAINAGE PERMIT CHECKLIST

PERIMETER CONTROL

- Silt fence, straw biologs, compost logs or other approved method(s) shall be placed along the toe of all slopes where sediment and nutrients may move off site. Silt fences shall be maintained, and sediment accumulations removed in a manner that keeps sediment from moving offsite.
- Any other method(s). Describe: _____

EROSION PREVENTION

- Location of Best Management Practices (BMPs). Indicate location of erosion and sediment control best management practices proposed for the site.
- Erosion control blankets, filter logs, rock checks, straw/hydraulic mulch materials, or a combination thereof shall be used in areas where concentrated water flow is likely to occur to prevent soil movement.
- Disturbed areas shall be re-vegetated or mulched permanently or temporarily if it can be reasonably anticipated that significant additional grading will not occur within fourteen (14) calendar days.
- Soils stockpiles shall be protected to prevent erosion and the offsite deposition of sediment.
- Diversion channels or dikes and pipes shall be used to intercept all drainage at the top of slopes that have grades greater than ten (10) percent.
- All erosion control measures shall be inspected and maintained for the duration of site construction. If construction interferes with these control measures, they may be moved or altered as needed to complete work but shall be restored to serve their intended function at the end of each day.

POLLUTION PREVENTION

- Soils tracked from the site by motor vehicles shall be cleaned daily (or more frequently, as necessary) from paved roadway surfaces throughout the duration of construction.
- Culvert protection, on the inlet side of the pipe, shall be installed to prevent sediment from being transported offsite.
- Flows from diversion channels or pipes shall be routed to sedimentation basins or appropriate energy dissipaters to prevent transport of sediment to outflow conveyors and to prevent erosion and sedimentation when runoff flows into the conveyors.
- Temporary or permanent drainage ditches that drain water from the construction site, or divert water around the site, shall be stabilized within 200 feet of the property boundary within 24 hours of the connection with a surface water.

FINAL STABILIZATION

- After construction is completed, a permanent vegetation cover consisting of sod, a suitable grass-seed mixture, or a combination thereof, must be established in all areas that are not protected by buildings, hard

surface cover or landscaping practices. Seeded areas shall be either mulched or covered by fibrous blankets to protect seeds and limit erosion.

OTHER DETAILS

- Application for a Clearing, Grading and Drainage permit shall be accompanied by a fee designated by the appropriate fee schedule.
- No landowner, operator, contractor, or applicant shall cause or conduct any land disturbing activity which causes erosion or sedimentation, damages water or soil resources or creates off-site impacts.
- Stabilization of disturbed areas and the implementation of erosion control measures must be consistent with MnDOT Standard Specifications for Construction (current ed.), Minnesota Pollution Control Agency's publication's "Protecting Water Quality in Urban Areas" (current ed.), and the State of Minnesota Stormwater Manual (current ed.), or equivalent specification.

SKETCH DRAWING INSTRUCTIONS

A sketch of your site plan is a required part of the permit application. Please attach on a separate sheet of paper (you may draw on the attached page or enclose your own drawing with or without an aerial photo as a background. A printout of your property with an aerial photo can be obtained from the Douglas County website at: <https://dcpw.maps.arcgis.com/home/index.html> and clicking on the "Interactive Parcel Viewer Map").

Indicate on your sketch drawing any major features (buildings, driveways, bluffs, wetlands, wooded areas, ditches, roads, lakes, etc.) and your proposed grading or clearing in relation to those areas. Provide dimensions for your grading/clearing areas and, where appropriate, side/cut views to show changes in topography and depth of cut/fill from existing to proposed conditions.

NOTE – A survey or engineering analysis may be required when deemed necessary. As per the Alexandria Township Zoning Ordinance:

“Prior to issuance of a land use permit, the Zoning Administrator shall require the submittal of a survey or engineering analysis of the property when necessary to determine compliance with property line setbacks, impervious coverage limitations, drainage requirements or any other requirement of this Ordinance. Such survey may be required to include boundaries, dimensions, existing and proposed structures, existing and proposed topographic elevations, existing and proposed direction of drainage or other information necessary to determine compliance. Engineering analyses may be required to include calculations of stormwater runoff leaving the site before and after proposed development, soils analysis, slope/bluff stability or other information necessary to determine compliance.”

SKETCH DRAWING

