

**APPLICATION CHECKLIST FOR FLOODPLAIN ALTERATION PERMITS**

Materials required for all FLOODPLAIN ALTERATION permits are in the box below. Projects triggering other rules may require additional materials.

- WATER RESOURCES APPLICATION FORM (electronic signatures accepted)
- EXISTING CONDITIONS SITE PLAN
- PROPOSED SITE PLAN
- CALCULATION OF CUT AND FILL
- \$10.00 APPLICATION FEE (Payable to MCWD by check or Visa/Mastercard)

PLEASE SEE CHECKLISTS BELOW TO ENSURE YOUR APPLICATION IS COMPLETE

**EXISTING CONDITIONS SITE PLAN including:**

- Property lines
- Delineation of the work area
- Existing elevation contours of the work area
- Ordinary high water elevation (OHW)<sup>1</sup>
- 100 year flood elevation<sup>2</sup>

**PROPOSED SITE PLAN including:**

- Property lines
- Delineation of the work area
- Proposed elevation contours
- Ordinary high water elevation (OHW)
- 100 year flood elevation
- Low openings (doors, windows, etc) to all structures - all low openings must be a minimum of 2 ft. above the 100 year flood elevation of the associated waterbody/watercourse.

**CALCULATION OF CUT AND FILL including:**

- Quantity of proposed cut and fill corresponding to areas of cut and fill on the site plans (no net fill is allowed)
- Sum of proposed cut and fill between OHW and 100 year flood elevation
- Calculations must be signed by a Professional Engineer

<sup>1</sup> The OHW for Lake Minnetonka is 929.4, for other lakes visit [dnr.state.mn.us/lakefind](http://dnr.state.mn.us/lakefind). For streams the OHW is defined as the top of bank

<sup>2</sup> The 100 year flood elevation for Lake Minnetonka is 931.5. For other waterbodies, visit [msc.fema.gov](http://msc.fema.gov) or contact permitting staff