



PERMIT APPLICATION CHECKLIST

WETLAND PROTECTION PERMITS

Materials required for all WETLAND PROTECTION permits are outlined below. Projects triggering other rules may require additional materials. Additional information is required if fill or excavation is proposed in a wetland.

PERMIT APPLICATION FORM *(Submitted via [MCWD's Online Permitting Portal](#))*

WETLAND DELINEATION *(Include the following):*

Full delineation report (prepared by a qualified wetland professional)

Wetland Conservation Act Notice of Decision or WCA application

PROPOSED SITE PLANS *(Include the following):*

Property lines

Delineation of the work area

Existing and proposed elevation contours

Proposed grading and other disturbance in wetland or buffer

Wetland boundary

Location of wetland buffer

Proposed wetland buffer sign locations (must be at all lot lines and spaced less than 100 feet apart)

If buffer averaging is proposed, include calculation of required and provided buffer area and indication of the minimum, maximum, and average widths on the site plans

If excavating in the wetland, include proposed location of spoils placements and specifications to stabilize and vegetate spoils



WETLAND BUFFER VEGETATION PLAN *(Include the following if the buffer is not currently vegetated or will be disturbed by construction):*

Description of seed and plant materials, including supplier and origin

Seed/ planting bed preparation (ex. clearing, disking, raking, herbicide control, soil amendment, or addition)

Seeding/planting method

Application rate of seeds or plugs (pounds of seed per acre or plants per unit area)

Measures for site protection and erosion prevention during establishment

An inspection and maintenance schedule describing activities (ex. watering, mowing, invasive species control, herbicide application, burning, etc.) for 5 years of establishment

The criteria for buffer vegetation establishment

\$10 APPLICATION FEE *(Payable to MCWD by check or via the Online Permitting Portal)*