



SNOWMOBILE TRAIL IMPROVEMENT GRANT PROJECT WHAT PERMITS MIGHT I NEED?

Prior to beginning any construction that is expected to be reimbursed as part of this grant, the following documentation should be finalized in the sponsor's records **as applicable**.

Once the sponsor has confirmed completion of the permitting process, the DNR can begin the process of entering into a contractual agreement with the grant recipient. Once this contract is fully executed with all final signatures, the DNR will provide notice that you may begin submitting requests for reimbursement for your project.

This checklist serves to help understand *potential* permitting requirements necessary for snowmobile trail improvement grant projects. It provides a framework of potential needs for this grant program as each project varies based on the project type and location of the work to be conducted.

Permits and approvals that are commonly required include:

- a. Waters or wetland permits required under Section 404 of the Federal Clean Water Act, by the DNR to cross public waters, or by the Wetlands Conservation Act. See page 3 below for more information.
- b. Water quality permits required by Section 401 of the Federal Clean Water Act, or by the MPCA Storm Water Management Program to move earth materials or put in culvert crossings.
- c. Both a & b above can be requested through the "Joint application form" - a joint state and federal application for a Section 404 Permit and a Section 401 Certification. For more information, visit www.pca.state.mn.us/water/clean-water-act-section-401-water-quality-certifications
- d. Land-use permission or trail crossing agreements with landowners, both public and private. Sample form can be found in the [program manual](#).
- e. For permission to develop a trail in a road right-of-way, contact the appropriate state, county, and/or local road authorities, they may have a specific form authorizing limited use.

Questions about this process, please contact your DNR Parks and Trails Area Supervisor, or:

Paul Purman, State Trails and Snowmobile Program Consultant
DNR Parks and Trails
500 Lafayette Road
St. Paul, MN 55155
Phone: (651) 259-5620
E-mail: paul.purman@state.mn.us

All required documents must be available upon request for DNR for review.

The application forms noted in the checklist below can be found on the Trail Grant Project Administration webpage at <http://www.dnr.state.mn.us/grants/recreation/grantee.html>.

As per the award letter, the project sponsor must confirm that all required review and permits are complete before a fully signed contract with the State of Minnesota can be finalized and subsequently before you can be reimbursed for eligible expenses.

Grant Program Documents commonly required:

Description of Requirements – If determined to be applicable to your proposed project, that documentation must be completed, on file, and confirmed with your Area Supervisor prior to contract execution.

LANDOWNER PERMISSIONS

Written approval from all owners of private or public lands crossed/utilized by the proposed trail is required. A sample permit is included in the program manual.

EVIDENCE OF COMPLIANCE WITH WATER AND WETLAND REGULATIONS

Application Form available at <http://www.dnr.state.mn.us/grants/recreation/grantee.html>

Your county SWCD will direct you as to the appropriate steps to attain compliance. This can be done by filling out a joint form. The "Minnesota Local/State/Federal Application Forms for Water/Wetland Projects" must be completed and sent to your county Soil and Water Conservation District or local unit of government.

Please note: if the local waters authority believes there are no water issues involved, ask them to state this as an official determination in a letter, and keep it in your file.

You will need to obtain and have on file evidence of compliance with water and wetland regulations from one of the following:

-The Department of Natural Resources for protected waters (map and list of local DNR hydrologists at https://files.dnr.state.mn.us/waters/area_hydros.pdf)

-The county Soil and Water Conservation District (SWCD) www.maswcd.org

-local unit of government for Wetland Conservation Law

-The U.S. Army Corps of Engineers.

MINNESOTA NATURAL HERITAGE INFORMATION SYSTEM (NHIS) DATA REQUEST FORM

Application Form available at <http://www.dnr.state.mn.us/grants/recreation/grantee.html>

For projects that include physical manipulation or disturbance to the soil, a review of records in the Natural Heritage Information System in your project's area by the DNR's Endangered Species Environmental Review Coordinator may be required to determine if there are any state-listed endangered, threatened, or special concern species; rare plant communities, or other rare or sensitive ecological resources that may be affected by the project. You will need to provide the information requested on the form to the Natural Heritage and Non-game Research Program.

Additional information can be found online at: <https://www.dnr.state.mn.us/nhrp/nhis.html>

Requests generally take at least four weeks from date of receipt to process. Please note that this review only addresses rare features, not general wildlife concerns. The review is valid for one year. Keep on file the approval letter received from the Natural Heritage and Non-Game Research Program.

EVIDENCE OF COMPLIANCE WITH MINNESOTA ENVIRONMENTAL REVIEW RULES

(no application form – see directions below)

The Grant Applicant will need to document trail project environmental review compliance. This can be a memorandum of staff or contractor analysis, a board resolution or meeting minutes, an Environmental Assessment Worksheet Record of Decision, or an Environmental Impact Statement Adequacy Determination.

The responsible government unit (RGU - the local unit of government) officially documents the determination that your project can proceed and complies with all Environmental Quality Board (EQB) rules. The document should identify which exemption(s) apply and how your project qualifies for this exemption and how this determination was made.

Projects need to be evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. Mandatory EAW categories are described at Minnesota Rules, 4410.4300.

Exemptions from environmental review are described at Minnesota Rules, 4410.4600. In addition, environmental review is warranted when a project is not exempt under part 4410.4600, and when a governmental unit with approval authority over the proposed project determines that, because of the nature or location of a proposed project, the project may have the potential for significant environmental effects, either in response to a petition or otherwise. MN Rules 4410.1000, Subp. 3A.

ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) CHECKLIST FORM

Form available at <http://www.dnr.state.mn.us/grants/recreation/grantee.html>

The checklist found in the Environmental Assessment Statement (EAS) is required for some grant programs, but is not a requirement of the GIS Trail Improvement Grants. Your project may find it helpful to review the checklist.

EASEMENT DOCUMENTATION FOR LAND ACQUISITIONS

Any land acquired using grant funds from this program will be required to be placed in an easement with the Sponsor as the responsible party. A copy of a signed and executed easement agreement is required for all acquisitions.