## **Picture of MNDNR logo**

## **LGU MRCCA Ordinance – Administrative Checklist**

In order to administer the MRCCA ordinance at time of adoption, local governments need to have administrative forms and procedures in place. Please use this checklist to develop new and/or amend existing forms and procedures for administering your MRCCA ordinance. The items in this list are either required by the MRCCA rules or were identified as implementation actions in your MRCCA plan. These should be items used by the jurisdiction taking responsibility for the permitting or other activity listed below. In some cases, the jurisdiction may be an entity other than the city or township.

**Submit the items in the right column to the DNR when submitting a MRCCA ordinance for conditional approval.**

| **Administrative Issue** | **Requested Documentation** |
| --- | --- |
| **Height of Groundcover** | |
| LGUs cannot restrict the height of ground cover vegetation in designated areas (SIZ, BIZ, within 50 feet of a wetland or natural drainage way, areas of native plant communities and significant vegetative stands identified in the MRCCA plan), such as through weed control ordinances. LGUs must amend ordinance provisions, if any, to comply with this requirement.  *Required by**MRCCA rules (6106.0150 Subp. 3.C.) and identified implementation action in the approved MRCCA plan.* | * Check here if there are no “weed control” ordinances. * Check here if there are “weed control” ordinances, and provide:   + a signed resolution approving ordinance amendment consistent with MRCCA rule 6106.0150 Subp. 3.C. |
| **Vegetation Management Permitting** | |
| A vegetation permit is required for intensive vegetation clearing. LGUs may use an existing process or establish a new one, but it must meet the criteria in the MRCCA rules and be able to implement the requirements in model ordinance Section 9.0.  *Required by MRCCA rules (6106.0150 Subp. 4) and identified implementation action in the approved MRCCA plan.* | Provide the following:   * Identify the entity(ies) (city/township, watershed district, conservation district, etc.) that will administer the vegetation permit. This may be different than the entity that approves restoration and erosion control plans in model section 9.41 D.   + If it is an entity other than the city or town, please describe the arrangement. * A statement that the DNR-developed vegetation management fact sheet (or other alternative) will be made available to property owners with explanation of how it will be distributed. * Application forms and permits for vegetation permits required by model ordinance sections 9.4, 9.5, and 9.6. These must include:   + A listing of the potentially relevant information needed to review and approve vegetation permit applications (Application form could include the list in model section 3.62 or that shown in the DNR supplemental application form).   + A listing of the relevant conditions of permit approval (could be on the permit form or letter) consistent with model section 9.42.   + Method for communicating (application form, permit, other) to applicants when a vegetation restoration plan is required under model section 9.6. * Statement explaining methods for reviewing/approving vegetation restoration plans, verifying that required restoration has been completed per plan, and issuance of certificate of compliance once restoration is complete per plan. |
| **Public Right-of-Way Maintenance** | |
| Public right-of-way must comply with established management practices.  *Required by MRCCA rules (6106.0130 Subp.4 A-C)* | Provide the following:   * Statement verifying that standards and procedures for managing the right-of-way for public facilities under the city/township jurisdiction have been amended consistent with model ordinance section 8.3. |
| **Land Alteration and Stormwater Permitting** | |
| A land alteration permit is required to manage certain activities, including installation of riprap and stormwater facilities, in the BIZ and WQIZ (see model ordinance sections 10.2, 10.32, and 10.4). LGUs may use an existing process or establish a new one, but it must meet the criteria in the MRCCA rules and be able to implement the requirements in model ordinance sections 10.2, 10.32, and 10.4.  *Required by MRCCA rules (6106.0160 Subp. 5) and identified implementation action in the approved MRCCA plan.* | Provide the following:   * Identify the entity(ies) (city/township, watershed district, conservation district, etc.) that will:   + Administer the land alteration permit program including the installation of riprap (Section 10.2 & 10.3) and stormwater facilities (Section 10.4). This may be different than the entity that administers the vegetation permit.   + Verify the need for erosion control structures to correct an erosion control problem under model section 10.32 B. (this could be the same entity that is administering the permit program or another entity) * Statement verifying that the DNR-developed land alteration fact sheet (or other alternative) will be made available to property owners with explanation of how it will be distributed. * Application forms and permits for land alteration permits required by model ordinance sections 10.2, 10.32, and 10.4. These must include:   + A listing of the potentially relevant information needed to review and approve land alteration permit applications (Application form could include the list in model section 3.62 or that shown in the DNR supplemental application form).   + Verification that riprap, walls, or other erosion control structures are needed to correct an established erosion problem before permitting the structures under model section 10.32 B.   + Verification that a professional engineer has determined that structures, larger than allowed in model ordinance section 10.32. C., are needed to correct an erosion problem before issuing the permit.   + A listing of the relevant conditions of permit approval (could be on the permit form or letter) consistent with model section 10.6.   + Verification of DNR approval (an email from the DNR to applicant) of work at or below the OWHL for construction or replacement of riprap, retaining walls and other erosion control structures before issuing the permit. |
| **Property Owner Outreach/Information on PCAs and Restoration Priorities** | |
| Information on the location of PCAs and natural vegetation restoration priorities must be made readily available to property owners to understand how PCA and natural vegetation restoration priority-related ordinance requirements apply to their property for project planning and permitting.  *Identified implementation action in the approved MRCCA plan.* | Indicate which of the following options your community will pursue:   * A local government webpage will link to the DNR webpage providing the following information:   + a web-based mapping tool showing PCAs and restoration priorities   + A summary of these resources and their value   + A summary of the development regulations that pertain to each resource. * A local government webpage will provide similar information to that described under the DNR webpage: * Other approaches that makes location of PCAs and restoration priorities readily available to property owners. Describe that approach. |
| **Project Review & Approval** | |
| LGUs must have procedures and criteria in place for processing variance, CUP and development applications (Model Sections 3.3, 3.4 & 11.0) with potential impacts to PCAs and PRCVs  *Identified implementation action in the approved MRCCA plan* | Provide the following:   * Application forms for processing applications under model ordinance sections 3.3 and 3.4, and 11.0 that include the relevant information that must be submitted for the applications (see DNR supplemental application form and model section 3.65). |