## **Image of DNR logo**

LGUs may use this DNR-created template to create their own land alteration permit evaluation documents. Content may be modified and used as a stand-alone document or integrated into other existing documents. This template and all land alteration permit companion template documents contain text consistent with the optional higher standards in the MRCCA model ordinance. LGUs should edit the content of these documents to be consistent with the adopted MRCCA ordinance. Replace DNR logo with the LGU logo and contact info. These template documents are updated periodically, check DNR’s webpage for most recent version.

## **Review & Evaluation of MRCCA Land Alteration Permit Applications**

**Direction**s. Use this form to verify that the submitted land alteration application is complete, that proposed land alteration activities are allowed and minimize impacts, and that projects meet the required performance standards. If you determine that an application does not meet these standards, you can:

* require applicants to resubmit and/or redesign the application and plans, or
* list any performance standards that are not satisfied as a condition of permit approval if achievement of the performance standard can be assured in this way.

**Submittal Requirements – Completeness Check**

[ ]  Brief project description

[ ]  Aerial photo and/or site plan showing:

* Property boundaries
* Location and label of riparian areas (same as the WQIZ) and/or bluff impact zone.
* Location of the proposed land alteration area (verify whether the proposed alteration activity is within 50 feet of a natural drainage route)

For Riprap, retaining walls or other erosion control structures:

[ ]  Photos showing that an established erosion problem exists.

[ ]  An explanation that the proposed structures are the minimum necessary to correct the problem.

[ ]  Construction plans showing consistency with design standards

[ ]  For projects exceeding the design standards, design drawings and statement by a professional engineer testifying that a larger structure is needed to correct the erosion problem

[ ]  For projects involving work below the Ordinary High Water Level (OHWL), an email or permit from the DNR documenting approval of work below the OHWL.

For erosion control projects in the bluff impact zone:

[ ]  For erosion control projects developed under a plan approved by the local government or a resource agency, the approved plan.

[ ]  For land alteration needed for developments allowed as an exception under Section 12, an explanation of how the project was designed, phased or sited to minimize land alteration.

**Application Evaluation**

Riprap, Walls or Other Erosion Control Structure Evaluation – If Applicable

| **Meets Standard** | **Redesign & Resubmit** | **Condition of Approval** | **N/A** | **Performance Standard** |
| --- | --- | --- | --- | --- |
|[ ] [ ] [ ] [ ]  An established erosion problem exists and the proposed structures are the minimum necessary to correct the problem. |
|[ ] [ ] [ ] [ ]  Plan and profile design drawings of the project show compliance with the following design standards:* Retaining walls must not exceed five feet in height and must be placed a minimum horizontal distance of ten feet apart; and
* Riprap must not exceed the height of the regulatory flood protection elevation.
 |
|[ ] [ ] [ ] [ ]  For projects not meeting these design standards, design drawings along with statements by a professional engineer testifying that a larger structure is needed to correct the erosion problem is satisfactory. |
|[ ] [ ] [ ] [ ]  The DNR has approved or permitted work below the OHWL, if applicable |

Erosion Control Projects in the Bluff Impact Zone – if Applicable

| **Meets Standard** | **Redesign & Resubmit** | **Condition of Approval** | **N/A** | **Performance Standard** |
| --- | --- | --- | --- | --- |
|[ ] [ ] [ ] [ ]  An erosion control plan approved by the local government or a resource agency is satisfactory |
|[ ] [ ] [ ] [ ]  For land alteration needed for developments allowed as an exception under Section 12, the project is designed, phased or sited to minimize land alteration impacts. |