## **Picture of MNDNR logo**

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

To conditionally approve a MRCCA ordinance, the DNR needs each community to demonstrate it is ready to administer the MRCCA ordinance once it is adopted. Please use this checklist to verify and acknowledge that these steps are being taken to administer the MRCCA ordinance. The items in this list are either required by the MRCCA rules or were identified as implementation actions in your MRCCA plan.

**Submit this checklist, filling in blanks, and submitting requested documentation to the DNR when submitting a MRCCA ordinance for conditional approval. If you cannot verify or acknowledge the items below, please explain how you plan to address the administrative issue.**

**Name of Community:**

| **Administrative Issue** | **Statement to Verify or Acknowledge** |
| --- | --- |
| **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 one:**  There are no “weed control” regulations, or  There are “weed control” regulations. Attached is a resolution amending existing weed control regulations exempting vegetation in the MRCCA from these regulations. (Contact DNR for examples of how other LGUs have done this.) |
|  | |
| 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.* | **Check all:**  We will administer the vegetation permit according to provisions consistent with Section 9 of the model ordinance. The *(insert name of entity, if any, otherwise “None”)* will aid in approving restoration and erosion control plans according to provisions consistent with Section 9.41 D of the model ordinance.  We will make the DNR-developed [vegetation permit - property owner guide](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffiles.dnr.state.mn.us%2Fwaters%2Fwatermgmt_section%2Fcritical_area%2Fvegetation-permit-property-owner-guide&wdOrigin=BROWSELINK) (or something similar) available to property owners through its website, over the counter, and by email.  We will use the DNR-developed [vegetation permit application form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffiles.dnr.state.mn.us%2Fwaters%2Fwatermgmt_section%2Fcritical_area%2Fvegetation-permit-application-form&wdOrigin=BROWSELINK) (or other form containing similar content) for administering the vegetation permit according to provisions consistent with Sections 9.4, 9.5, and 9.6 of the model ordinance. |
| **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)* | **Check the following:**  We will manage the right-of-way (ROW) for public facilities under our jurisdiction according to provisions consistent with Section 8.3 of the model ordinance. Attached is a statement from the manager responsible for ROW maintenance acknowledging this statement. |
| **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.* | **Check all:**  We will administer the land alteration permit program including the installation of riprap according to provisions consistent with Sections 10.2 & 10.3 of the model ordinance and stormwater facilities according to provisions consistent with Section 10.4 of the model ordinance. Attached is a statement from the manager responsible for reviewing these activities acknowledging this statement.  We will make the DNR-developed [land alteration permit – property owners guide](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffiles.dnr.state.mn.us%2Fwaters%2Fwatermgmt_section%2Fcritical_area%2Fland-alteration-permit-property-owner-guide&wdOrigin=BROWSELINK) (or something similar) available to property owners through its website, over the counter, and by email.  We will use the DNR-developed [land alteration permit application form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffiles.dnr.state.mn.us%2Fwaters%2Fwatermgmt_section%2Fcritical_area%2Fland-alteration-permit-application-form&wdOrigin=BROWSELINK) (or other form containing similar content) for administering the land alteration permit according to provisions consistent with Sections 10.2, 10.32, and 10.4 of the model ordinance. |
| **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.* | **Check the following:**  We will include a link from our website to the DNR [“Primary Conservation Areas” (PCAs) webpage](https://www.dnr.state.mn.us/waters/watermgmt_section/critical_area/primary-conservation-areas.html) which includes the following information:   * + a web-based mapping tool showing PCAs   + A summary of these resources and their value   + A summary of the development regulations that pertain to each resource. |
| **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* | **Check the following:**  We will amend our application forms and/or procedures for processing variances, CUPs, and subdivisions to address specific findings and conditions of approval related to projects in the MRCCA (as described in Sections 3.3 and 3.4, and 11.0 of the model ordinance) (see DNR supplemental application forms for [Variances](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffiles.dnr.state.mn.us%2Fwaters%2Fwatermgmt_section%2Fcritical_area%2Fvariance-application-review-supplement&wdOrigin=BROWSELINK) and [CUPs](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffiles.dnr.state.mn.us%2Fwaters%2Fwatermgmt_section%2Fcritical_area%2Fconditional-use-permit-application-review-supplement&wdOrigin=BROWSELINK) for ideas). |

Name of person completing this form Title of person

Signature Date