



WATER MANAGEMENT MAINTENANCE NOTIFICATION FORM

File Number (Office Use Only): _____

Instructions

1. The purpose of the Maintenance Notification form is to track maintenance activities; review erosion and sediment control measures for proposed activity; and evaluate the need for an erosion and sediment control or stormwater permit.
2. Complete and submit form at least 10 days prior to beginning a qualifying activity. Electronic submittals preferred. See page 2 for information on how to submit the form prior to starting construction. There is **no fee** associated with submitting the form.
3. The WMO will review and provide comments within 10 business days of receiving the form. Activity may commence following notification from the WMO that the proposed work qualifies as maintenance activity.
4. For additional information on project types and definitions, please see page 3.

For additional information on the review process and a copy of the Water Management Rules, please see <https://www.carvercountymn.gov/departments/public-services/planning-water-management/water-management/permits>

PROJECT INFORMATION

Project Name/Description: _____

City/Township*: _____ PID*: _____

Location*: _____

(Address, Nearest Intersection, and/or Section/Twp/Range)

Project Type: Culvert Replacement Pond Clean Out Bioretention Maintenance Other

*Note: If multiple maintenance activities are being submitted under the same notification, please attach a list of activities with locations and project types.

PROJECT CONTACTS

PROPERTY OWNER

Check if Principal Project Contact

Name: _____

Mailing Address: _____

Office Phone: _____ Email: _____

AUTHORIZED AGENT (if using authorized agent, both the property owner and the agent must sign page 2) Check if Principal Project Contact

Name: _____

Mailing Address: _____

Office Phone: _____ Email: _____

MAINTENANCE PROVIDER Check if Principal Project Contact

Name: _____

Mailing Address: _____

Mobile Phone: _____ Email: _____

REQUIRED SUBMITTALS

The following information must be submitted with this form. Electronic submittals are preferred. If you wish to submit a hard copy, one copy must be submitted to the County (see below for submittal information).

Submitted

- Location Map or detailed description of location (latitude/longitude, street address, etc)**
- List of Maintenance Activities/Projects**

The following additional information may be required depending on project type and site activities: information on offsite impacts, quantities of material moved on or offsite, etc. Planning and Water Management Staff will notify you if additional information is required.

AUTHORIZATION & SIGNATURES

I hereby authorize the County of Carver, and its agents, employees, and contractors to enter upon the property subject to this application for the purpose of evaluating the application and to perform any inspections or work authorized by the permit or any applicable law.

**INITIALS OF OWNER
OR AUTHORIZED AGENT:** _____

I am familiar with the information contained in this application. To the best of my knowledge and belief, all information is true, complete, and accurate. I hereby certify that I understand that this project must be conducted in accordance with the approved plans and any attached or subsequent agreements and the Water Management Rules. I possess the authority to undertake the work described, or I am acting as the duly authorized agent of the applicant.

**SIGNATURE OF PROPERTY
OWNER:** _____

DATE: _____

**SIGNATURE OF AUTHORIZED
AGENT (if applicable):** _____

DATE: _____

This block **must** be signed by the person who desires to undertake the proposed activity and has the necessary property rights to do so. If the block is signed by both the Property Owner and an Authorized Agent, the Property Owner is acknowledging that the Agent has the authority to represent the Property Owner in matters relating to this application.

HOW TO SUBMIT

ELECTRONIC SUBMITTALS PREFERRED

Email completed applications and required submittals to:

Tim Sundby

e: tsundby@co.carver.mn.us

p: (952) 361.1816

Abigail Ernst

e: aernst@co.carver.mn.us

p: (952) 361-1807

Submit hard copies to:

Carver County Planning and Water Management

600 E. 4th St.

Chaska, MN 55318

Fax (952) 361.1828

FOR OFFICE USE ONLY

PERMIT TYPE

- Maintenance Notification**

Project Type Reasoning: _____

REVIEW PROCESS

Date of Complete Application: _____

Application Received by: _____

- Application Entered in CRM**

PROJECT DESCRIPTIONS

The following activities require a Maintenance Notification Form:

Stream Crossing/Culvert Replacement. Projects which involve the replacement of existing crossings and result in minor or no changes to the hydraulic profile of the waterbody in the 2-, 10-, and 100-year events and result in no adverse impacts to structures or watercourses. Culverts being replaced with a different size culvert and/or at a different elevation may require a permit from the CCWMO. Please contact CCWMO Staff (see page 2) for additional information.

Slip-lining culverts.

Chip sealing. Projects which involve chip seal pavement surface treatment in urban areas where streets or paved areas have surface inlets.

Horizontal drilling for utility work. Projects which involve horizontal drilling for utility work and are within sensitive areas (utility maintenance work and projects that part of a larger plan of development are exempt from permit requirements).

BMP Maintenance. Projects which maintain or restore the function of stormwater BMPs by replacing structures or filtration media, dredging, grading, or other activities beyond routine maintenance (i.e. sediment removal from inlets, trash removal, vegetation management). Projects that involve altering the approved design may require a permit from the CCWMO. Please contact CCWMO Staff (see page 2) for additional information.

The following projects/activities do not require maintenance notification or a permit from the CCWMO:

- Clean out of sumps or other structural stormwater treatment devices (stormceptors, etc)
- Street sweeping
- Regrading gravel roads
- Horizontal drilling for utility work not in a sensitive area