



For Office Use Only

Stamp

Fee Paid: _____

Escrow Paid: _____

City WCA #: _____

Wetland Services Request Form

Project Name _____

Property Information

Property Owner Name _____

Street Address of Property _____ P.I.D. Number _____

Address (if different than above) _____

City _____ State _____ Zip _____

Phone () _____ Cell () _____ Email _____

Consultant

Company: _____ Contact Person: _____

Address _____ City _____ State _____ Zip _____

Phone () _____ Cell () _____ Email _____

Description of Request (Please attach description if lengthy)

Authorized Signature

Signature

Date

Fee: Fee must be received by City of Hugo prior to City review and approval. Check all that apply:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> No-Loss & Exemption Determination | \$350.00 fee + \$1,000.00 Escrow |
| <input type="checkbox"/> Delineation Approval | \$500.00 fee + \$1,000.00 Escrow |
| <input type="checkbox"/> Replacement Plan Application | \$700.00 fee + \$2,500.00 Escrow* |
| <input type="checkbox"/> Wetland Banking Application | \$1,600.00 fee + \$5,000.00 Escrow* |
| <input type="checkbox"/> Other Wetland Services | \$200.00 fee |

*Applicant is required to submit \$2,500.00 per year (5-year escrow) prior to application approval for City to conduct annual monitoring.

Wetland Delineation Review Policy

The City of Hugo, acting as the Local Government Unit (LGU) for the Minnesota Wetland Conservation Act and administrator of Rice Creek Watershed District Rule F, will review wetland delineation applications according to the following standards:

1. The project area shall be delineated according to the requirements of the 1987 Army Corps of Engineers Wetland Delineation Manual, the current *Regional Supplement to the Corps of Engineers Wetland Delineation Manual*, and *Guidance for Submittal of Delineation Reports to the St. Paul District Army Corps of Engineers and Wetland Conservation Act Local Governmental Units in Minnesota Version 2.0 (March 4, 2015)*.
2. Wetland delineations in agricultural land will require the applicant submit a report of the historical review of aerial imagery, per the standards outlined in the *Guidance for Offsite Hydrology/Wetland Determinations* (July 1, 2016). According to MN Rule 8420.0111 Subp. 6, agricultural lands are defined as *land used for horticultural, row, close grown, pasture, or hayland crops; growing nursery stocks; animal feedlots; farmyards; or associated building sites and public and private drainage systems and field roads located on any of these lands. Agricultural land must be used principally for the cultivation or production of plants or farm animals and includes former agricultural land that is presently enrolled in a conservation program under contract or easement.* Applicants may abstain from conducting mapping conventions, if a Level 2 or 3 Wetland Delineation is conducted in the lowest landscape position of each drainage area within the agricultural areas. LGU staff has the authority to require additional mapping conventions to determine wetland boundary and hydrology characteristics after application has been made to the City.
3. Wetland delineations conducted or LGU reviewed out of the growing season may be deemed incomplete (per MN Statute 15.99) by the City on an individual project basis. Incomplete delineations will be field reviewed by the LGU after the start of the following growing season.
4. The applicant shall submit spatial data for applications involving boundary approvals and for all other applications on an as needed basis. The data may be .kmz or .shp format and include projection.
5. Complete applications shall include all information identified in MN Rule 8420.0305. Applicants may request a copy of the application review checklist from the City.
6. At the time of application, the applicant shall submit two (2) paper copies of the application and supporting documentation.

Hugo WCA General Applications Requirements Checklist MN Rule 8420.0305

Applicant Name _____

Project Name _____

Phone _____

Project Number _____

Address _____

Agents Listed _____

City, State, Zip _____

Phone _____

Type of Decision Identified _____

Location of Project (T, R, S) _____

Evidence of Ownership

Project Boundary Map

Map Showing Wetland Size/Type

Written Description of Project

Written Description of Project Area

Reviewer (printed): _____

Reviewer (signature): _____

Date Reviewed: _____
