



PRE-APPLICATION PROCESS

It is important to have a pre-application meeting for all projects in the Riverway to discuss ideas, impact of projects, and alternatives if necessary. The Lower St. Croix River is protected through building restrictions in local ordinances. It is important that all projects align with the intent of these protections to preserve and improve the Riverway for landowners and visitors alike. Please reference the Landowner's Guide to the Lower St. Croix Riverway and your local ordinances to learn more about Riverway regulations.

CONTACT CITY CLERK

Before investing in plans for their projects, landowners and/or their representatives should contact the City Clerk to share ideas and learn about any restrictions on the property.

PRE-APPLICATION MEETING AND SITE VISIT

Development projects should go through a clear and orderly process, starting with a pre-application meeting and site visit to better understand the project idea and to discuss alternatives if necessary. It is important for the applicant to provide a design sketch at a pre-application meeting *before* a formal site plan is created. All involved parties will communicate concerns and suggestions at this time. See the stakeholder triggers list on page 4 of this resource for more information on who might be involved with a project.

BEGIN APPLICATIONS

Zoning applications require approval from the local government. It is important to invest in quality information to save the applicant and the local government time and money on revisions. An incomplete application will not be accepted.



PRE-APPLICATION WORKSHEET

Fill out this document to the best of your ability before your pre-application meeting. Work with your zoning administrator and other agencies to fill out the questions you cannot answer. The purpose of this worksheet is to document information and suggestions from stakeholders before investing plans for your property. Be flexible with your ideas, they may need to change to fit the intent of the Riverway rules and local ordinances.

Name _____

- Status
 - Owner
 - Prospective buyer
 - Agent
 - Other: _____

Who is the owner of the property?

- Name: _____
- Address of property in consideration:

- Parcel ID Number _____
- Phone: _____
- Email: _____

Visit the county website's public property search or contact the county records department to learn more about the property.

In accordance with St. Croix Riverway regulations, the property is zoned:

- Rural
- Urban
- Urban with public sewer and water
- Other overlay zoning rules that may apply:
 - _____
 - _____
 - _____

Look at your local zoning map (if not available online, ask your zoning administrator for a copy) to learn how your property is zoned. Take into account local zoning and overlay zoning (shoreland, Riverway, historic, etc.). Ask your zoning administrator how your local zoning corresponds with Riverway zoning.

How many acres is your property? _____



Are there any easements on your property ?

- Yes
- No

If yes, explain:

An easement is a part of your property that is managed by another entity. For example, the city might have a public utility easement on your land for power, water, and sewer lines, or, the National Park Service might have a scenic easement on your property to preserve habitat along the river corridor. Ask your zoning administrator and collaborating agencies about easements on your property.

What is your remodel/rebuild idea?

- A new structure on the property
 - Principal structure
 - Accessory structure
- Updating within the current footprint
- Extending the current footprint
- Adding another story to the existing structure
- Floodproofing or elevating on fill
- Other _____
- Other _____

Explain what you would like to do on your property:

Do you have a recent survey of your property with elevations?

- Yes
- No

Visit your city or county to find the most recent survey of your property. You will most likely need to survey your property before making changes to your land.

Do you have a substandard lot?

- Yes
- No

If yes, explain:



Substandard lots are parcels that do not adhere to current zoning ordinances. In many cases, substandard lots or substandard structures were grandfathered in when new rules took place. This makes it more difficult to make changes to your property. Work closely with your zoning administrator to learn about your options!

Are there any substandard structures on your property? If you do not know, please ask your local zoning administrator.

- Yes
- No

If yes, explain:

Have you started working with a builder or architect yet on the concept design?

- Yes
 - Name _____
 - Company _____
 - Phone _____
 - Email _____
- No

If you live in the St. Croix Riverway, share information about the Riverway regulations with your architect or builder. Understanding the building restrictions along the river will save you time and money when making plans for your property. Visit www.stcroixriverassociation.org for more information about the Riverway and who to contact in your area.

Please see the next page for information on other groups that may be involved in a pre-application meeting to discuss this project idea. Remember to wait until *after* your pre-application meeting and site visit to invest in plans for your property to save time and money!



WHO MIGHT BE INVOLVED WITH YOUR PROJECT?

Fill out this worksheet to document who is at your pre-application meeting, how to contact them, and what they suggest to meet the intent of the Riverway standards.

City/County Staff

- | | | |
|---|------------|---------------|
| <input type="checkbox"/> Zoning Administrator | Name _____ | Contact _____ |
| <input type="checkbox"/> Planner | Name _____ | Contact _____ |
| <input type="checkbox"/> Engineer | Name _____ | Contact _____ |
| <input type="checkbox"/> Building Inspector | Name _____ | Contact _____ |
| <input type="checkbox"/> Tree Consultant | Name _____ | Contact _____ |
| <input type="checkbox"/> _____ | Name _____ | Contact _____ |

Comments on the project idea:

Watershed Districts or Watershed Management Organizations

Name _____ Contact _____

- Any project undertaking grading, filling, or other land alteration activities that involve the movement of 100 cubic yards of earth or removal of vegetation on greater than 10,000 square feet of land.
- All projects that create or fully reconstructs 6,000 square feet or more impervious surface.
- All major subdivisions or minor subdivisions that are part of a common plan of development.
- Any project grading with wetland impacts, within public waters, or within buffers.
- Any project with grading within 40-feet of the bluff line.
- Any project in the St. Croix Riverway that requires a building permit and adds 500 square feet or greater of additional impervious surface.
- Any project requiring a variance from local impervious surface zoning requirements.
Development projects that impact 2 or more member communities.

Comments on the project idea:

The Department of Natural Resources

Name _____ Contact _____

- | | |
|----------------------------------|--|
| <input type="radio"/> Shoreland | <input type="radio"/> Riverway in state managed zone |
| <input type="radio"/> Wetland | <input type="radio"/> Bluff |
| <input type="radio"/> Floodplain | <input type="radio"/> Vegetation |



Comments on the project idea:

The National Park Service

Name _____ Contact _____

- Scenic easements (from Stillwater Township North)
- Riverway in federally managed zone
- Vegetative/timber cutting in federally managed zone
- Subdivisions in federally managed zone

Comments on the project idea:

The Army Corps of Engineers

Name _____ Contact _____

- Docks and levees
- Wetlands

Comments on the project idea:

Other:

Name _____ Contact _____

Comments on the project idea:

Overall summary of pre-application meeting:

What do you need to change about your plans? What applications may you need to apply for?



APPLICATIONS THAT REQUIRE APPROVAL [MORE THAN ONE APPLICATION MAY BE NEEDED]:

TYPE	DESCRIPTION	AUTHORITY
GRADING PERMIT	Needed when making changes to the earth's topography.	Local Government
EROSION CONTROL PLAN	Included in grading permit. Shows how the project will prevent or control wind or water erosion during construction.	Local Government
WATERSHED REVIEW	Fill out separately through the watershed management organization (WMO). The WMO will review the project plans and provide recommendations.	Local Watershed Management Organization (WMO)
NATIONAL PARK SERVICE SCENIC EASEMENT REVIEW	Verify separately through the National Park Service (NPS). The NPS will review project plans, provide recommendations, and approve or deny a project.	National Park Service (NPS)
WELL OR BORING LICENSE	For drilling, constructing, and repair of wells; sealing of wells; installing of well pumps and pumping equipment; excavating, drilling, repairing, and sealing of elevator borings; construction, repair, and sealing of environmental bore holes; construction, repair, and sealing of bored geothermal heat exchangers.	State Department of Health
SEPTIC PERMIT	For installing new septic tanks and/or soil treatment areas (drain fields, at-grades and mounds). All repair or modification of existing systems and components. Changes in the facility served by the system may trigger a permit.	County Government



APPLICATIONS THAT REQUIRE APPROVAL, CONT.

OTHER APPLICATIONS MAY BE REQUIRED

TYPE	DESCRIPTION	AUTHORITY
ZONING APPLICATION	For construction projects in the floodplain, in the St. Croix Riverway, Conditional Use Permits	Local Government
FLOODPLAIN VARIANCE OR CUP	For construction projects in the floodplain or floodway, and floodproofing.	Local Government
VARIANCE APPLICATION	If there is a practical difficulty or hardship on the property the landowner may apply for a variance to a city ordinance.	Local Government
RIVERWAY VARIANCE	There are unique building restrictions in the Riverway boundary along the St.Croix River.	Local Government
CONDITIONAL USE PERMIT (CUP)	A conditional use permit grants a use when the standards have been met by the applicant. The use is allowed by permit only if special concerns are addressed as set forth in the zoning ordinance.	Local Government
CERTIFICATE OF COMPLIANCE	For projects that meet all zoning requirements.	Local Government
OTHER _____	_____	_____
_____	_____	_____
OTHER _____	_____	_____
_____	_____	_____



APPLICATION PROCESS

SUBMIT APPLICATION

Applicant submits zoning application(s) to local unit of government.

Application completeness: Incomplete applications or submittals that do not meet application standards will be returned.

Pay fees and escrow payment: This money will be used for engineers, planners, legal review, and other work during the application review process. Money in escrow is held until all appropriate review requirements are met. Applicants are responsible for all expenses that exceed the escrow amount.

APPLICATION REVIEW PROCESS

The review process may vary based on local government and type of application. Once all necessary reviews are complete, the application will go to the planning commission approval and/or city council for final approval.

Public Hearing: City officials will review land-use applications at a public hearing. Applicants and other interested parties may argue their case at this time.

Application Approval or Denial: If approved, the project may have some required conditions and/or mitigations. If denied, the landowner cannot implement the project or may choose to appeal the decision.

APPLY FOR DEVELOPMENT-RELATED PERMITS

If approved, applicants will need to apply for permits to implement the project. If expenses have exceeded escrow amount those fees must be paid before continuing the building process.



PLANNING AND ZONING APPLICATIONS TIMELINE

If city staff determines that a planning and zoning application is required, the application form, fee, and supplemental application materials shall be submitted to City Hall. Typically, the duration to complete the application review and approval process is approximately three months. Please keep in mind that additional information may be required for larger scale projects or for properties located in the floodplain or adjacent to the St. Croix River.

Before the public hearing

- Applicant submits abstractor's certificate showing names and addresses of all property owners within 500 ft. of the affected property.
- The local Zoning Administrator sends notice and copies of the applicant's information to all involved agencies/organizations.
- Notice of the purpose, time, and place of the public hearing is
 - mailed to all property owners listed in division.
 - is published in the official newspaper of the city.

After the public hearing

- Applicants can appeal the decision.
- Local government sends application and decision to
 - The Minnesota Department of Natural Resources
 - The National Park Service (for scenic easements)
 - Record against property at the County



RIVERWAY APPLICATION REQUIREMENTS

Zoning application requirements may vary based on your project and local government.

- Location of floodway and floodplain
- Adjoining water-oriented uses
- Information regarding septic system including type, size, and location
- Provide description of property use
- Surveyed plat including:
 - Ordinary High Water Mark
 - Blufflines
 - Property location
 - Boundaries
 - Existing and proposed structures with elevations
 - Setbacks
 - Dimensions
 - Elevations
 - Utility and Roadway Corridors
 - Summary of existing vs. proposed impervious surface
- Drawing showing building elevations
- Location of existing and proposed alterations of vegetation and topography
- Most recent aerial view of property with property lines
- Location of & information for water supply system
- Pictures of the property as viewed from the river
- Any vegetation alterations
- National Park Service Approval
- Watershed Approval
- Additional materials requested by the local government:
 - _____
 - _____
 - _____
 - _____
 - _____



DEVELOPMENT PERMITS

TYPE	DESCRIPTION	AUTHORITY
BUILDING PERMIT	Allows new construction, or adding onto pre-existing structures, and in some cases for major renovations.	Local Government
MECHANICAL PERMIT/HVAC	Allows the installation or replacement of a furnace, air conditioner, fireplace, wood stove, HRV unit, alteration or repair of gas piping between the meter and an appliance or other equipment, including all liquefied petroleum gas piping.	Local Government
ELECTRICAL PERMIT	Allows the installation or alteration any permanent wiring or electrical device. Allows additional wiring and installation of an electrical outlet, light fixture, a receptacle for a garage-door opener, or conversion from fuse box to circuit breakers.	State: MN State Electrical
PLUMBING	Allows the replacement of water heaters and underground piping, alterations of piping inside a wall or ceiling, or beneath a floor, and for plumbing in all new installations. Emergency repair, alteration, or replacement of freeze-damaged or leaking concealed piping.	MN State Department of Labor and Industry
DEMOLITION PERMIT	Allows a building to be raised or removed in its entirety from a lot.	Local Government
VEGETATIVE CUTTING PERMIT	There are restrictions to cutting vegetation in the Riverway District that require a City permit.	Local Government



UTILITY/RIGHT OF WAY PERMIT

Allows construction or excavation in the City right of way. Some of the activities permitted are driveways, curbs, sidewalks, pipe installation, ditch excavation, cable installation, or any construction in the right of way.

Depends on who owns the right of way

BUILDING PROCESS

START PROJECT

The landowner can begin construction once zoning applications are approved and necessary building permits are acquired.

DEVELOPMENT INSPECTIONS

The building inspector will check in on the project during construction to ensure all requirements and conditions are being met.

FINISH PROJECT

Submit As-built Survey and Pictures: Applicants submit as-built surveys and pictures to document the completed project with the local government.

Post-project inspection: The building official will inspect the project when construction is complete.

Certificate of Occupancy: Certifies a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.

Project documentation requirements vary by project.

