



PERMIT APPLICATION – EXCAVATING & GRADING

City of Prior Lake | Engineering
 4646 Dakota Street SE | Prior Lake, MN 55372
 Office: 952.447.9850 | permits@PriorLakeMN.gov

SITE INFORMATION <input type="checkbox"/> Shoreland District – Updated Survey Required <input type="checkbox"/> Bluff – Building Permit Required				
Site Address			Parcel ID	
Owner:			Phone:	
Email:	Subdivision	Lot	Block	Zoning
PERMIT DETAILS <input type="checkbox"/> Retaining Wall 4ft or greater – Building Permit & Survey Required				
Location of work: <input type="checkbox"/> Watercourse <input type="checkbox"/> Wetland <input type="checkbox"/> Upland				
Purpose for proposed project:			Total Area to be Disturbed	
Description of work:				
Qty of Material to be Moved:		Estimated Start Date	Estimated End Date	
APPLICANT/CONTRACTOR INFORMATION <input type="checkbox"/> Work being completed by property owner <input type="checkbox"/> NOTE 24 HR. EMERGENCY CONTACT				
Company Name			License No	
Address		City	State	Zip
Contact Person		Phone	Email	
Surveyor		Phone	Email	
PROVIDE THE FOLLOWING WITH APPLICATION			CONDITIONS FOR APPROVAL	
<p>*Important* Before Starting Work Excavator and Contractors MUST comply with Sections 216D.03 to 216D.07 of Minnesota Statutes.</p> <input type="checkbox"/> Project/Development Name _____			<input type="checkbox"/> Call Gopher State One 800.252.1166 or 651.454.0002 or go to www.gopherstateonecall.org or	
<input type="checkbox"/> Map or plat of the proposed project including <ul style="list-style-type: none"> <input type="checkbox"/> Project location <input type="checkbox"/> Note amount of materials proposed <input type="checkbox"/> Description of the area <input type="checkbox"/> Depths/heights throughout the area and the proposed angle of all slopes to be shown on a 2' contour map at a scale of 1" = 50' or larger <input type="checkbox"/> Proposed and original contours – including property within 200' of project site signed by an engineer or surveyor registered in the State of Minnesota 			<input type="checkbox"/> Pre-Inspection of project area Engineering Department <input type="checkbox"/> Maximum 4:1 slope without prior approval <input type="checkbox"/> Maximum 3:1 slope adjacent to natural resource <input type="checkbox"/> Minimum grade for drainage swales shall be 2% or greater <input type="checkbox"/> All conditions outlined by other permitting agencies must be met including <input type="checkbox"/> DNR <input type="checkbox"/> Corps of Engineer <input type="checkbox"/> Scott County <input type="checkbox"/> Prior-Spring Lake Watershed Dist. <input type="checkbox"/> MN DOT <input type="checkbox"/> MPCA	
<input type="checkbox"/> Erosion or Sediment Control Plan			<input type="checkbox"/> Slopes greater than or equal to 3:1 must have an approved erosion control Best Management Practices installed immediately after finished grading	
<input type="checkbox"/> Effect on existing utilities			<input type="checkbox"/> Applicant is responsible for all damages to other properties or facilities as a result of work covered by the permit	
<input type="checkbox"/> Letter of Credit / Deposit equal to the cost to restore site			<input type="checkbox"/> Final Grade Inspection – permits@PriorLakeMN.gov	
<input type="checkbox"/> Public Liability Insurance			<input type="checkbox"/> DNR Approval for shoreline work at or below 904	
FEE SCHEDULE				
<input type="checkbox"/> Residential Excavating / Grading Permit Fee: \$150.00		<input type="checkbox"/> Commercial/Developers Fee: \$955.00/Mo, \$400.00 Min.		
<input type="checkbox"/> Residential Work Started Without a Permit Fee: \$300.00		<input type="checkbox"/> Security for Commercial/Developer Restoration: \$2,000.00/Acre		
SIGNATURE				
I hereby certify that I have read section 8-193 of the city code and accept the terms and conditions outlined herein. I hereby further agree to fully comply therewith to the satisfaction of the City of Prior Lake Engineering Department or its designated agent. I further hereby certify that the information contained herein is correct and agree to do the proposed work in accordance to provisions of the ordinances of the City of Prior Lake and any other governing agency requirements. I further agree that any plans and specifications submitted herein shall become part of this permit application. This permit will expire in six (6) months from the date of issue if a passing final inspection is not obtained.				
Signature of Applicant				Date
Printed Name of Applicant				

City of Prior Lake

Landscaping: Grading and Filling

When is a grading and excavating permit required?

1. Land disturbances more than 500 square feet
2. Movement of more than 50 cubic yards (five dump truck loads)
3. Movement of more than 10 cubic yards or disturbance of 500 square feet in a shoreland district (1,000 feet from a lake).
4. Please call the engineering department at (952) 447.9850 if you're unsure of the requirements or have other concerns.



Other Requirements

1. Maximum 4:1 slopes are allowed in "maintained" areas except approved by City Engineer. Maximum 3:1 slopes are allowed adjacent natural resources.
2. Slopes greater than or equal to 3:1 must have approved erosion control Best Management Practices installed immediately after finished grading.
3. Minimum grade for drainage swales must be 2% or greater.
4. Properties within a bluff impact zone or bluff setback have more specific requirements.
5. Removal or depositing of material greater than 400 cubic yards requires a conditional use permit, unless it is part of a preliminary plat application.



Erosion Control Tips:

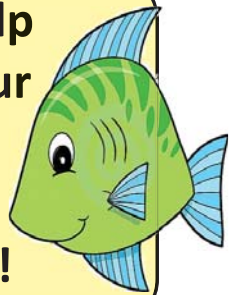
1. Install silt fence or other perimeter protection prior to starting a project.
2. Do not place soil or materials in the street.
3. Sweep up any material tracked into the street daily.
4. Call (952) 447-9850 for an inspection prior to work.



Public Nuisance Conditions

- Allowing any condition that obstructs, or renders dangerous for passage, any public highway, street or right of way.
- Allowing any soil or other debris to wash or erode from private property or construction sites onto the public street, drainage system, adjacent property, ponds, wetlands or lake system.
- Property owner subject to fines and citations for public nuisance conditions.

**Please help
protect our
lakes and
natural
resources!**



* Contact Engineering Department at (952) 447-9850 or permits@PriorLakeMN.gov with questions.

City of Prior Lake

Landscaping: Retaining Walls



When is a Permit Required for your Retaining Wall?

Retaining walls over four feet high or have more than two tiers must be designed by a Minnesota registered professional engineer, need a Building Permit, and have a fence constructed at the top of the wall.

The retaining wall construction will require the submittal of detailed plans and specifications for a review by City of Prior Lake staff. Show top and bottom elevations of the wall on the grading plan.

A structural engineer must also provide signed construction drawings. As a part of the permit a structural review is performed by the city. The permit fees are dependent on the extent of the project.

Retaining walls are to be located on private property. The construction of any retaining walls within the public right-of-way will need prior approval of the City of Prior Lake City Engineer.

Contact Engineering Department staff at (952) 447-9830 for the specific requirements.



Impervious Surface

For all properties located in the Shoreland Districts (SD), the maximum impervious surface coverage is 30%.

Storing Construction Materials

Materials may be stored on the residential property, if the property owner has a building permit for the on-site work. Construction and landscaping material, which shall be consumed or used on the property within the next 30 days and kept in a neat, workman-like fashion.

For more information or questions, please contact the building department at (952) 447-9850.