

# MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

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## MSCWMO PROJECT REVIEW GUIDE: A STEP-BY-STEP PROCESS

This document is for guidance. Applicants should consult the MSCWMO Watershed Management Plan for specific requirements. Roles and responsibilities during the MSCWMO project review process — for applicants, member communities, and the MSCWMO — are outlined below.

### **STEP 1: PREAPPLICATION**

During the pre-application period, representatives for a proposed project will prepare plans and specifications that meet the requirements of the MSCWMO. Applicants should follow the MSCWMO submittal items checklist and consult the MSCWMO Watershed Management Plan for applicable policies and performance standards. It is strongly recommended that representatives of the project meet with MSCWMO, the member community, and other agencies early in the planning process to coordinate the review process and to discuss potential issues. Other agencies that may be involved include: Washington County, the MN Department of Natural Resources, and the US Army Corps of Engineers.

#### Step 1 roles and responsibilities:

**Applicant:** Prepare plans and specifications that meet MSCWMO requirements. Notify MSCWMO and member community that a plan submittal is forthcoming. Meet with MSCWMO, member community, and other government agencies early in the process to discuss the proposed project.

**Member Community:** Meet with applicant and others to discuss plans and specifications.

**MSCWMO:** Meet with applicant and others to discuss plans and specifications.

### **STEP 2: PROJECT SUBMITTAL**

The proposed project plans and specifications are submitted to the member community. A duplicate copy of plans and project review fee are submitted to the MSCWMO. The project's eligibility for review is determined.

#### Step 2 roles and responsibilities:

**Applicant:** Submit plans, specifications and review fees to the MSCWMO. Projects must be submitted at least 21 days before the next scheduled MSCWMO board meeting in order to be considered at that meeting. Late or incomplete submittals will be scheduled to a subsequent meeting date.

**Member Community:** Notify MSCWMO that the review process has started. The MSCWMO will not begin the review process without payment from the applicant.

**MSCWMO:** Collect plans and specifications from the applicant. If submittal requirements of the MSCWMO are met, project is eligible for review. The MSCWMO must collect payment from the applicant prior to beginning the review process.



### **STEP 3: MSCWMO PROJECT REVIEW**

Project submittal items are reviewed for compliance with MSCWMO policies and performance standards.

#### Step 3a roles and responsibilities (Preliminary review – submittal items):

**Applicant:** Answer questions and make revisions as requested by reviewing agencies.

**Member Community:** Coordinate internal project review with MSCWMO review.

**MSCWMO:** Review project submittal items for compliance with MSCWMO policies and performance standards. Only items submitted at least 21 days before the next scheduled MSCWMO board meeting are eligible for review. After project is reviewed by MSCWMO, preliminary review comments are prepared.

#### Step 3b roles and responsibilities (Preliminary review – final revisions):

**Applicant:** Answer questions and make revisions as requested by reviewing agencies.

**Member Community:** Provide preliminary member community review comments to MSCWMO.

**MSCWMO:** MSCWMO staff will prepare preliminary review comments and provide a draft copy to the applicant and member community before the next MSCWMO board meeting.

#### Step 3c roles and responsibilities (Final review):

**Applicant:** The applicant or project representatives may wish to attend the MSCWMO board meeting. Attendance is not mandatory.

**Member Community:** Member community representatives may wish to attend the MSCWMO board meeting. Attendance is not mandatory.

**MSCWMO:** The MSCWMO Board considers the preliminary review comments and any variance requests during a regularly scheduled board meeting. The project is reviewed based on MSCWMO Policies and Performance Standards. After the meeting, the applicant and member community will be notified of the Board's comments in writing. MSCWMO will provide the member community with comments that must be incorporated into the member community comments for the project.

### **STEP 4: MEMEBR COMMUNITY REVIEW**

The member community considers project at an official meeting and approves or denies the project based on their criteria. Comments provided by MSCWMO must be incorporated into this review. The member community cannot approve or deny a project until MSCWMO review comments have been incorporated into the member community review comments.

#### Step 4 roles and responsibilities:

**Applicant:** The applicant or project representatives may wish to attend the member community meeting. Attendance is not mandatory.

**Member Community:** Considers the project at an official meeting. The review comments provided by MSCWMO must be incorporated into the member community comments for the project. Projects are subject to meeting submittal deadlines and any required public notices.

**MSCWMO:** The MSCWMO will provide the member community with comments to be incorporated into their review of the project. MSCWMO staff may attend the member community meeting.

#### **STEP 5: MEMBER COMMUNITY APPROVAL/DENIAL**

The project is approved, denied, or tabled by the member community. If project is tabled or denied, applicant may go back to Step 2 and make required revisions. An additional application fee may be required.

##### Step 5 roles and responsibilities:

**Applicant:** Review and implement conditions of approval, if applicable. Complete any additional requirements from the member community or MSCWMO. Ensure that all required agency approvals have been obtained before scheduling construction.

**Member Community:** Provide an approval status update to the applicant and send copies to all interested parties, including the MSCWMO.

**MSCWMO:** Obtain a project status update from the member community.

#### **STEP 6: PRECONSTRUCTION MEETING**

A pre-construction meeting will be scheduled.

##### Step 6 roles and responsibilities:

**Applicant:** Schedule a pre-construction meeting; notify the member community, MSCWMO, and other interested parties of the construction timeline.

**Member Community:** Attend the pre-construction meeting.

**MSCWMO:** Attend the pre-construction meeting.

#### **STEP 7: CONSTRUCTION INSPECTIONS**

MSCWMO will inspect the project during construction. Inspections will focus on erosion and sediment control requirements, proper installation of stormwater management features, and compliance with other applicable requirements and regulations. If the site is required to obtain a Minnesota Pollution Control Agency (MPCA) National Pollutant Discharge Elimination System (NPDES) permit, the site is subject to inspection by the MPCA. The Minnesota Department of Natural Resources (MNDNR) must certify member community approval of projects within the River District.

##### Step 7 roles and responsibilities:

**Applicant:** Construct the project according to approved plans and specifications. Conduct regular inspections of the project to ensure compliance.

**Member Community:** Coordinate inspections with MSCWMO.

**MSCWMO:** Conduct regular inspections to ensure compliance with applicable regulations, which may include MPCA NPDES permit requirements. Provide applicant and member community with copies of inspection reports.