



11955 CHAMPLIN DRIVE, CHAMPLIN, MN 55316-2399 • 763.421.8100 • ci.champlin.mn.us

## Stormwater Connection Permit Engineering Department

**LOCATION** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone \_\_\_\_\_

24-hour Contact: \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail: \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone \_\_\_\_\_

24-hour Contact: \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail: \_\_\_\_\_

**FACILITIES INFORMATION**

\_\_\_\_\_ Sump Pump (size)

\_\_\_\_\_ Draintile (size)

**TYPE OF CONSTRUCTION**

\_\_\_\_\_ Trench

\_\_\_\_\_ Plow

\_\_\_\_\_ Hole

\_\_\_\_\_ Chamber

\_\_\_\_\_ Bore (Type) \_\_\_\_\_

**Description of the work:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE**

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**FEE (\$50/PERMIT)**      **TOTAL DUE** \_\_\_\_\_

ACKNOWLEDGEMENT: The Applicant / Contractor hereby acknowledge that they must adhere to all Champlin Ordinances, MN State, and Federal Laws, in addition to the General Conditions which are attached to this document.

\_\_\_\_\_  
Signature of Applicant      Date  
Provide Scaled Drawings showing location of Facilities and Landmarks in PDF format.

\_\_\_\_\_  
Approved by      Date

City Comments:

# INSTRUCTIONS

Send the Permit Application by e-mail to the following:  
[cityengineering@ci.champlin.mn.us](mailto:cityengineering@ci.champlin.mn.us)

## STORMWATER CONNECTION PERMIT GENERAL CONDITIONS

### Permit Submittal Requirements:

1. Detailed Plans must contain and show the following:
  - a. Provide scaled drawings showing the location of all existing and proposed features, facilities, and improvements.
  - b. Specific location of all existing utilities in the corridor must be shown as located in the field.
  - c. Property lines and existing easements must be shown on drawings.
  - d. All drawings must show dimensions of the features to adjacent curb lines and landmarks.
  - e. Drawings must be submitted in English measurements at 100 ft scale with dimensions to one foot accuracy.
  - f. Electronic drawings must be provided in Pdf format. Permits will not be reviewed or issued until drawings have been submitted.
  - g. Permanent turf restoration plans are required and must include four inches of topsoil and sod, seed with mulch, hydro-seed mulch, or other means as approved by the city. No erosion control blanket with plastic mesh will be allowed in the city.
2. Provide details for the methods to verify public utilities, water services, sewer services, and other crossings that will be impacted or not be impacted.
3. If any impacts are identified to any roadway, boulevard features, or plantings, plans must provide detailed provisions to avoid or restore those elements and plantings.
4. Roadways must be specifically identified in the plans to preserve the integrity of the pavements and to provide provisions to eliminate impacts to the pavements.

### Construction Requirements:

1. The applicant must notify the Engineering Department before starting work, upon the completion of work, and at any time when the construction is within ten (10) feet of any City utility. The applicant must make the work-site available for inspection during and upon completion of work so that the City may inspect backfill and compaction.
2. Before utility installation begins, stake your utility running line and call for locates. After all utilities have been located, contact the Engineering Department for route approval at 763-421-8100. This permit will receive final approval upon field inspection by City staff.
3. The applicant is responsible for providing and maintaining traffic control as specified in the latest version of the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD). If the applicant does not possess a copy of the MMUTCD one can be obtained online on Mn/DOT's website.
4. The applicant cannot park in the boulevard or any areas beyond the curb/edge of road or on private property. Only equipment actively working on the proposed work/construction may be in the boulevard or beyond the curb/edge of road. All parking of contractor vehicles must be in legal on-street parking spots or other approved parking areas.
5. Permanent restoration must be completed within 14 days of work.
6. Contact City personnel at 763-421-8100 to notify the city of changes in work status or to arrange inspections.
7. Any impact to other features such as irrigation systems, pet containment fences, landscaping, etc. must be restored upon completion of the project.
8. The applicant must remove and properly dispose of all utility marking flags, upon the completion of the project.

9. Reference City Ordinance 58-200 through 58-206 for additional stormwater connection and discharges