



**City of Gem Lake**  
Heritage Hall  
4200 Otter Lake Road | Gem Lake, MN 55110  
651-747-2790/92 | 651-747-2795 (fax)  
E-mail [city@gemlakemn.org](mailto:city@gemlakemn.org)



## Stormwater Permit Application Packet

Applicants must review the entire packet, fill in all applicable areas, and submit with the permit fee before application will be reviewed.

### Requirements:

- ☐ Completion of City of Gem Lake Stormwater Permit Application
- ☐ City of Gem Lake City Contractor License if not State Licensed
- ☐ City of Gem Lake Escrow Agreement
- ☐ MN Department of Labor and Industries – Plumbing Plan Review Approval Letter (Commercial Only)
- ☐ To be provided by Contractor:
  - ☐ Stormwater Maintenance Agreement (see sample)
  - ☐ Certificate of Survey (unless waived by City staff)
  - ☐ Project Narrative briefly describing the proposed project, phasing, schedule, and other factors relating to the management of stormwater

### Contact Information:

Gem Lake City Clerk:	651-747-2790 <a href="mailto:city@gemlakemn.org">city@gemlakemn.org</a>
Gem Lake City Engineer:	Justin Gese 612-209-0731 <a href="mailto:jgese@sehinc.com">jgese@sehinc.com</a>
Gem Lake City Building Official:	Mike Johnson 651-747-2762 <a href="mailto:mike.johnson@whitebeartownship.org">mike.johnson@whitebeartownship.org</a>

### City Ordinance:

<https://gemlakemn.org/>

Click “Ordinances” – then search “131 Consolidated Land Use Ordinance” – then search Section 22. Erosion, Sediment, and Waste Controls and Stormwater Management



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## Stormwater Management Permit Application

### Property Information

Property Owner: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor Information

Contractor: \_\_\_\_\_

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

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

CPESC License #: \_\_\_\_\_ State License #: \_\_\_\_\_

Site Manager: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Purpose of Land-Disturbing Activity

Public: ☐ Linear Projects ☐ Stormwater Pond

Residential: ☐ New Home Construction ☐ Addition Remodel (excavation more than 1,000 cubic feet)

Commercial/Industrial: ☐ Less than 5 acres ☐ More than 5 acres

☐ Other \_\_\_\_\_

### Project Information

Project Address/Location: \_\_\_\_\_

Legal Description or PIN #: \_\_\_\_\_ Size of Parcel: \_\_\_\_\_ Acres \_\_\_\_\_ Square feet

Size of Disturbed Area (square feet): \_\_\_\_\_

Impervious Area: ☐ Increased by \_\_\_\_\_ sq ft ☐ Decreased by \_\_\_\_\_ sq ft

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Estimated Valuation of Work: \$ \_\_\_\_\_

Project Details:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: It may take a minimum of 15 business days to review applications.**



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## Contractors License Application

### Contractor Information

Company Name: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ MN Tax ID #: \_\_\_\_\_

We request that the below indicated license(s) be granted pursuant to the Ordinances of the City of Gem Lake and the State of MN.

☐ By checking the box, the applicant agrees and acknowledges the electronic signature is valid and binding in the same force and effect as a handwritten signature.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant required to provide a "Certificate of Insurance" listing the City of Gem Lake as the certificate holder, showing a policy of Public Liability Insurance and proof of Worker's Compensation Insurance.**

**\*\* Excavators, Wreckers, Sewer and Water contractors must list the City of Gem Lake as an additional insured.**

### Licenses

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> Automatic Underground Sprinkler System Installer   | <b>\$100.00</b> |
| <input type="checkbox"/> Blacktopping & Concrete / Masonry  | <b>\$100.00</b> |
| <input type="checkbox"/> Commercial General Construction  | <b>\$100.00</b> |
| <input type="checkbox"/> Demolition **  | <b>\$100.00</b> |
| <input type="checkbox"/> Excavating & Grading **  | <b>\$100.00</b> |
| <input type="checkbox"/> Fence  | <b>\$100.00</b> |
| <input type="checkbox"/> Mechanical - Must provide Gas Competency or a CSST training certificate / Gastite Card and Mechanical Bond | <b>\$100.00</b> |
| <input type="checkbox"/> Outside Sewer & Water Installation ** - Must provide copy of Pipe Laying Bond & Pipe Layers Card           | <b>\$100.00</b> |
| <input type="checkbox"/> Sign - Must provide copy of Sign Bond Certificate  | <b>\$100.00</b> |
| <input type="checkbox"/> Specialty Contractor – If not licensed by the State of Minnesota   | <b>\$100.00</b> |
| <input type="checkbox"/> Tree / Trimming Removal  | <b>\$100.00</b> |

### Office Use Only

License No. \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

License Price: \_\_\_\_\_ Card Processing Fee: \_\_\_\_\_ License Total: \_\_\_\_\_

# Certificate of Compliance Minnesota Workers' Compensation Law

**THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT**

**PRINT IN INK or TYPE.**

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)		
DBA ("doing business as" or also known as an assumed name) (if applicable)		
BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE ZIP CODE
COUNTY	E-MAIL ADDRESS	

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. *You must complete number 1 or 2 below.***

## **NUMBER 1 – Workers' compensation insurance policy information**

INSURANCE COMPANY NAME (not the insurance agent)	NAIC Number	
POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

## **NUMBER 2 – Reason for exemption from workers' compensation insurance**

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

- ☐ I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- ☐ I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- ☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

☐ Other: \_\_\_\_\_

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

**PRINT NAME**

APPLICANT SIGNATURE (required)	TITLE	DATE
--------------------------------	-------	------

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.



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## Erosion Control Agreement

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

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

Building Permit #: \_\_\_\_\_ SWPPP Permit #: \_\_\_\_\_ Escrow Amount: \$ \_\_\_\_\_

### Before and land disturbing activity takes place, you must:

1. **Call for an inspection of the following items as required prior to beginning any work.**

Please call 651-747-2790 to schedule an inspection. Failure to do so will result in a stop-work order and may cause additional charge for re-inspection.

- A rock/gravel construction entrance to all established roads shall be provided and maintained.  
**This entrance shall be used for all contractor vehicles and deliveries until final inspection.**
- Sediment logs or silt fence shall be installed three (3) feet from the edge of the road with fence returns at drive entrance and at fence ends. Additional silt fence, sediment logs or other erosion control measures shall be erected within the site as directed by the City of Gem Lake. Inlet protection devices shall be installed as required by the City.
- Do not use silt fence material as an inlet protection device substitute.

### Throughout the project:

1. All silt fences, rock construction entrances and other erosion control measures shall be continuously maintained, especially after rainfall events.

If dirt, silt or debris enters the street or adjacent ponds, storm sewers, swales or ditches, the permit holder is responsible for cleanup within 48 hours of notification. **If the permit holder fails to do this, the City may arrange cleanup and deduct the cost from the permit holder's erosion control escrow. Work will not be allowed to restart until the escrow fund is replenished.**

**Initial here:** \_\_\_\_\_

2. Failure to adhere to these items will result in a stop-work order and an additional charge for re-inspection.
3. Contact the Gem Lake Building Department if you would like a preliminary inspection of the rough grade.

### Before a Final Certificate of Occupancy (CO) is issued and/or before the escrow money can be released:

1. **All disturbed areas must be sodded or have a well-established turf cover if seeded and mulched or hydro-seeded.**

**Initial here:** \_\_\_\_\_

2. All erosion control devices must be removed.
3. In instances where the season of the year does not allow acceptable final turf establishment (approx. Nov. 1 to May 1) or on a case by case basis, if turf cannot be established prior to final inspection, a temporary (conditional) Certificate of Occupancy may be obtained. To obtain a temporary CO, the following conditions must be met:
  - Sod is no longer being cut
  - Site is mulched and seeded regardless of snow cover or season of year
  - Site must be in compliance by June 1st
  - Multi-unit developments with an irrigation system/landscaping
  - Maintenance of erosion control measures and street cleanup will remain the responsibility of the permit holder. As noted previously, failure to do so will result in the City arranging for the necessary work, and the cost will be deducted from the permit holder's erosion escrow.

### Please initial on the lines above and sign below to acknowledge understanding of the terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Company Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

[Maintain 3" top margin for recording]

**DECLARATION for MAINTENANCE  
of STORMWATER FACILITIES**

THIS DECLARATION is made by \_\_\_\_\_ (“Declarant”), [address], in favor of the City of Gem Lake, a body with powers pursuant to the authorization and policies contained in Minnesota Statutes, Chapters 103B, 105, 462, and 497, Minnesota Rules, parts 6120.2500-6120.3900, and Minnesota Rules Chapter 8410 and 8420, as mentioned.

WHEREAS Declarant(s) **[marital status is an individual]** hold(s) fee interest in real property within the City of Gem Lake, Ramsey County, Minnesota, platted and legally described as:

**[insert legal description]**

(“Property Owner”).

WHEREAS no one other than Declarant(s) and **[insert name(s) of any other parties holding interest in the property]** possess(es) any right, title or interest in the Property; **[If any person or entity other than Declarant possesses a right, title or interest, a Consent and Non-Disturbance must be executed by that person or entity and included with the declaration.]**

WHEREAS the facilities on or to be located on the Property to which the maintenance requirements in this declaration apply as **[delineated and]** labeled on the scaled site plan Exhibit A and legally described on Exhibit B, each incorporated herein, are as follows (the “Facilities”):

**[list stormwater facilities as labeled on Attachment A]**

**[Note: A legal description is required only for swales, buffers or other non-structural features that cannot be clearly delineated on Exhibit A.]**

WHEREAS Declarant desires to subject the Property to certain conditions and restrictions imposed by the City of Gem Lake as a condition to issuance of City Permit # \_\_\_\_\_ for the mutual benefit of the City of Gem Lake and Declarant.

NOW THEREFORE, Declarant makes this declaration and hereby declares that this declaration constitutes covenants to run with the Property, and further declares that the Property will be owned, used, occupied, and conveyed subject to the covenants and restrictions set forth in this declaration, all of which bind in perpetuity all persons owning or acquiring any right, title or interest in the Property, and their heirs, successors, personal representatives and assigns, but only during the period of ownership of that right, title or interest.

1. Declarant will inspect the Facilities at least annually.
2. Declarant will maintain and repair the Facilities:
  - a. In the case of basins and other Facilities where sediment collects, to preserve live storage or capacity at or above the design volume or, where no design live storage volume or capacity is incorporated into the permit, the volume or capacity recommended by the manufacturer.
  - b. In the case of conveyances and other structures, to preserve design hydraulic capacity.
  - c. In the case of Facilities relying on soils and vegetation for stormwater management or treatment, to preserve healthy vegetation and design soil permeability.
  - d. In the case of all Facilities, as necessary to preserve the integrity and intended function of the Facility.
3. **[Include if wholly or partly within Wetland Management Corridor buffer]** The Facilities or elements thereof are located within vegetated wetland buffer that is protected by a buffer maintenance declaration recorded on the title of the Property. Entry onto the buffer for Facility maintenance must minimize buffer disturbance, restore buffer and otherwise conform to the terms of the buffer maintenance declaration. Excavated sediments will not be placed within the buffer, temporarily or permanently.
4. **[Include if capped tile line is included in the Facilities]** The Facilities include a drainage tile line or lines for the purpose of draining a Facility for maintenance and/or modifying the function of a Facility, and that is capped or otherwise inoperative in normal operation of the Facilities. The drainage tile may be placed into operation only with written concurrence of the City of Gem Lake.
5. Declarant will submit to the City of Gem Lake annually, within 30 days of the anniversary of permit issuance, a report listing inspection dates, Facilities inspected, Facility conditions and actions taken, and dates of actions taken.

6. If Declarant is not maintaining a Facility in accordance with this declaration, then the City of Gem Lake may give written notice to Declarant detailing the deficiency. If the deficiency has not been corrected within twenty (20) days after receipt of this notice, or Declarant has not within that period deemed adequate by the City for the deficiency to be corrected, then the City without further notice may take steps that it deems reasonable to correct the deficiency, and may have access to the Property during reasonable times for that purpose. Provided, that the City will give notice before entry and exercise due care to avoid unnecessary disturbance or damage to the Property. Within thirty (30) days of receipt of invoice Declarant shall reimburse the Township for all costs incurred by the City in correcting the deficiency, including but not limited to contract and administrative costs and attorneys' fees.
7. Any notice under this declaration will be sent by certified mail, return receipt requested, or delivered to the following address:

**[insert Declarant's name & address]**

Declarant may change this address by a certified letter to the Town of White Bear referencing the permit number.

8. Declarant must file an executed copy of this declaration with Ramsey County **[Recorder's Office/Registrar]**, filing cost to be borne by the Declarant. This declaration will be unlimited in duration without being re-recorded.

**[INDIVIDUAL DECLARANT]  
DECLARANT**

STATE OF MINNESOTA    }  
                                      } ss.  
COUNTY OF RAMSEY    }

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary

(stamp)



**[CORPORATE OR PARTNERSHIP DECLARANT]  
DECLARANT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MINNESOTA    }  
                                      } ss.  
COUNTY OF RAMSEY    }

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by \_\_\_\_\_ as the \_\_\_\_\_ of \_\_\_\_\_,  
a **[business entity]** under the Laws of Minnesota, on behalf of Declarant.

\_\_\_\_\_  
Notary (stamp)

This instrument was drafted by:

Name: \_\_\_\_\_

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

**CONSENT and NON-DISTURBANCE**

**Legal description of subject property:**

**[insert]**

Ramsey County, Minnesota

\_\_\_\_\_ is the current holder and owner of a Mortgage, made and subscribed by \_\_\_\_\_, filed for record on **[insert date]**, as Document No. **[insert]**, in the Office of the County **[Recorder/Registrar]**, Ramsey County, Minnesota.

\_\_\_\_\_ hereby consents to the attached Declaration for Maintenance of Stormwater Facilities ("Declaration") by \_\_\_\_\_ to the City of Gem Lake, and joins in the execution hereof solely as Lien Holder and hereby does agree that in the event of the foreclosure of the Mortgage, or other sale of the property described in the Declaration under judicial or non-judicial proceedings, the same shall be sold subject to the Declaration.

Signed and Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

**[insert name and title]**

STATE OF \_\_\_\_\_  
COUNTY OF RAMSEY

The foregoing Consent and Non-Disturbance was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(stamp)