

**City of Coon Rapids**  
**Mississippi River Corridor Critical Area (MRCCA)**  
**Land Alteration Permit Application**

**Directions:** Within the MRCCA, land alterations in certain areas require a permit. A complete permit application is needed to evaluate compliance with the City of Coon Rapids' land alteration standards. Projects that involve vegetation removal may also require the completion of a separate MRCCA vegetation clearing permit application. Please review the Property Owner Guidance for Land Alteration Permits before completing this application.

**Applicant Information**

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

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

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

Email Address: \_\_\_\_\_ Cell: \_\_\_\_\_

**Contractor/Agent**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_ Cell: \_\_\_\_\_

**Site Information**

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

Parcel #: \_\_\_\_\_

**Type of land alteration project**

A land alteration permit is required for the following activities in riparian areas and the bluff impact zone (see table in Property Owner Guidance for Land Alteration Permits for riparian areas subject to permit requirements). Please indicate the type of land alteration project being proposed (check all that apply). If none, a land alterations permit is not required and this application is not needed.

- Land disturbance of more than 10 cubic yards or an area greater than 1,000 square feet in riparian areas.
- Construction or replacement of riprap, retaining walls and other erosion control structures in riparian areas and/or the bluff impact zone. (Repair of existing erosion control structures above the Ordinary High Water Level (OHWL) does not require a permit if it does not involve any land alteration or disturbance.)
- Erosion control developed under a plan approved by the local government or a resource agency, in the bluff impact zone.
- Access paths, stairways, lifts, landings and other development allowed as an exemption in the bluff impact zone under Section 12 (of the model ordinance)
- Repair and maintenance of existing buildings and facilities in the bluff impact zone.

**All other land alteration activities in the bluff impact zone are prohibited.**

**Submittal Requirements.** Submit all of the following along with this application form:

- A brief description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- An aerial photo and/or site plan showing:
  - Property Boundaries
  - Location and label of riparian areas and/or the bluff impact zone
  - The location of the proposed land alteration area, including the outer grading limits

**For riprap, retaining walls or other erosion control structures, also submit the following:**

- Photos showing that an established erosion problem exists.
- Explanation that the proposed structures are the minimum necessary to correct the problem.
- Construction plans showing consistency with the following design standards:
  - For retaining walls, the walls must not exceed five feet in height and must be placed a minimum horizontal distance of ten feet apart
  - For shoreline riprap, the height must not be higher than the regulatory flood protection elevation (RFPE).
- For retaining walls and rip rap exceeding these design standards, submit design drawings and a statement by a professional engineer testifying that a larger structure is needed to correct the erosion problem.
- For projects involving work below the Ordinary High Water Level (OHWL), an email or permit from the DNR documenting approval of work below the OHWL.

**For activities in the bluff impact zone, also submit the following:**

- For access paths, stairways, lifts, landings and other developments allowed as an exception under Section 12, explain how the project was designed, phased or sited to minimize land alteration. If not application state so \_\_\_\_\_  
\_\_\_\_\_
- For erosion control developed under a plan approved by the local government or a resource agency, submit the approved plan. In this situation, if the above submittal requirements are included in the plan, then the above items do not need to be submitted separately.

**Signatures**

I certify that the information contained in this application is true and correct to the best of my knowledge. I understand failure to conform to approved plans and conditions or to comply with lawful directives to abate violations arising from work undertaken contrary to this permit may be cause for future enforcement actions to remedy said violations.

Owner's Printed Name

Applicant's Printed Name

Owner's Signature

Applicant's Signature

Planner: 763-767-6452 email: [planning@coonrapidsmn.gov](mailto:planning@coonrapidsmn.gov)

**Internal Use Only**

Case Number(s): \_\_\_\_\_ Area: \_\_\_\_\_ PIN: \_\_\_\_\_

PC Date: \_\_\_\_\_ CC Date: \_\_\_\_\_ Total Fee: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Date Complete: \_\_\_\_\_ 60 Days: \_\_\_\_\_