



2026 Water Structure Permit Application

Permit for swimming floats, ski jumps, slalom courses, diving towers, buoys, markers, or other structures surrounded by navigable waters (as required by Ordinance #5)

Application Process:

1. Complete and submit the application, supporting documents and fee of \$60 by **October 15** of each year for the following year. (Print form or complete online and save to your device.)
Renewals Only: A \$60 dollar late fee is due with application if it is received after October 15.
2. Applications are considered at WBLCD Board meetings held the third Tuesday of each month (except December).

Office Use Only

Date Received: _____

Amount paid: \$ _____

Check #: _____

Approval Date: _____

Permit Conditions: _____

Attachments/additional information received:

____ Plans to prevent lake pollution

____ Safety plans

____ Proof of insurance

____ Permits: county, DNR, municipality, etc.

1. Applicant Information:

Organization Name (if applicable): _____

Applicant Name and Title: _____

Address: _____

Phone: _____ Email: _____

2. Description of lake area where structure(s) will be *located (Attach additional information or map, if needed; mark map as appropriate.):

***Note:** WBLCD Ordinance 5, Part III, Section 3.01. Subd. 1.a.4 requires that no structure come within 10 feet of any other structure.

3. Structure and Use Information - includes, but is not limited to, the following:

Description of structure(s):

Purpose: _____

Approximate dates of placement and removal of structure(s):

Date(s) and time of use: _____

Maximum number of users at any one time: _____

Vehicles or other equipment that will be used: _____

Date Lake and shore used will be cleaned up and returned to its original condition: _____

4. **Lake Pollution Prevention Plan:** Attach a detailed plan providing for proper waste disposal, aquatic invasive species (AIS) inspection and control, clean up, and other precautions to prevent pollution of the lake.
5. **Safety:** Attach a detailed plan providing for people, vehicle, equipment and boat safety and/or crowd control, if relevant.
6. **Insurance:** Attach a copy of insurance (COI), naming the WBLCD as Additional Insured for the term of the permit.
7. **List and attach copies of all other ****permits, licenses, and approvals required**** which have been obtained or list those requested, but not yet obtained, from other governmental units having jurisdiction (for example: DNR, Municipality, County, State, Sheriff's Office).

****Ramsey and Washington Counties require temporary structure permits as well. Please see their websites for more information:** [Water Patrol - Special Permits | Ramsey County](#), [Water Surface Use Permit Application | Washington County, MN - Official Website](#)

CERTIFICATION

By applying for a permit, the applicant consents to permitting officers and agents of the District to enter the permit area at all times to determine compliance with the Ordinances of the District. Any persons violating District Ordinances can be held guilty of a misdemeanor punishable by fine or imprisonment.

Signature of Applicant: _____ **Date:** _____

Signature of person responsible for placement and removal of the structure(s) from the lake (if other than applicant): _____ **Date:** _____

Signature of ski course applicant: *I acknowledge that courses are to be moved to different locations every three (3) weeks.* _____ **Date:** _____

Submit application, documents and fee:

- by mail or in-person: White Bear Lake Conservation District, 4701 Highway 61 N., White Bear Lake, MN 551109 (Located in the lower level of White Bear Lake City Hall)
- by *email: wblcd@msn.com - *If submitting application by email, mail or drop off permit fees to the WBLCD office
- Make check payable to WBLCD

If you have any questions, please contact the WBLCD Administrator.

- Phone #: (651) 429-8520
- Email: wblcd@msn.com

Completed applications will be reviewed at both the WBLCD Board and Lake Utilization Committee (LUC) meetings. The LUC meets at 6 pm and the Board at 7 pm in the White Bear Lake City Hall Council Chambers. The Board does not meet in December.

**For office hours, Ordinances, and more information on the WBLCD,
visit our webpage at www.wblcd.org.**