

Permit application – single dock and multiple user dock, ramp, mooring, and/or permanent structures as part of a business

Application Process:

1. **Complete and submit application with \$75 application fee** (non-refundable), **\$125 commercial sales, services and rentals fee** (if applicable), **and late fees** (if applicable) **by Oct. 15, 2023**. A \$25 per slip per week late fee will be assessed for late applications, and an incomplete application or diagram will cause a delay in processing. If submitting application by email, mail or drop off fee. Make check payable to WBLCD.
2. **Submit the following up-to-date documents, or information:**
 - A. Accurate dock/structure diagram
 - B. DNR Permit(s)
 - C. Certificate of insurance (COI) naming the WBLCD as the Certificate Holder.
3. Applications will be reviewed by the WBLCD Board at its November meeting.
4. First half unit fees are due by **April 1** of license year (or prior to dock installation).
5. Second half unit fees are due by **August 1** of license year.

OFFICE USE ONLY

Date Received: _____

Attachments/Information Received:

Amount paid: \$ _____

Dock/structure diagram

Check #: _____

DNR Permit(s)

Approval Date: _____

Certificate of Insurance (COI)

Permit Stipulations: No Yes (details): _____

Lake Elevation (at time of approval): _____

1. **STATUS:** **New** **Renewal** (identical to last year)
 Renewal (revised from LAST year) **Renewal** (revised from THIS year)

2. CONTACT INFORMATION:

Applicant Name: _____ **Title:** (owner, assn. rep., etc.) _____

Address: _____

Phone: _____ **Email:** _____

Owner of Site (if different from applicant): _____

Address: _____

Phone: _____ **Email:** _____

Site location (If different from applicant or owner information):

Address: _____

[The above site information describes property which is riparian to White Bear Lake; and applies pursuant to the White Bear Lake Conservation District's Ordinance #5 for a new, renewed or revised Single or Multiple User Dock, Ramp or Mooring License, in accordance with all data and other information submitted herewith and made a part hereof.]

3. FACILITY USE CLASSIFICATION (Check one.):

- Commercial Marina Municipal Marina Private Municipal Private Club
 Other (please explain): _____

4. SERVICES PROVIDED (Check all that apply.):

- Boat rentals Boat storage
 Boat service Boat sales
 Launching ramp Fuel available
 Restaurant Sanitary facilities – Number of units: _____
 Boat toilet pumping Other (explain): _____

5. APPLICATION DOCUMENTS (Please submit the following information):

A. DOCK/STRUCTURE DIAGRAM

- The detailed diagram must be labeled with accurate dock(s) and/or structure(s) lengths, widths, or mooring positions; numbered slips and location of temporary public slips or moorings (no overnight parking).
- Include the depth of the water at the end of each dock.
- Include the date that the diagram was created.
- If neighboring Authorized Dock Use Areas (ADUAs) have docks or other structures in the lake, accurately show their position and distance on your diagram.
- **Indicate your ADUA with a dashed line.** The line should start from where your property lines touch the 924.89 ft. Ordinary High Water Level (OHWL) and should surround the area you intend to use.

Check the box for each type of diagram submitted:

- A certified survey and legal description is preferred; however if not available, a detailed dock/structure diagram as described above may be acceptable.
 Site plan of structure to overlay survey
 Dock or structure construction detail sheet
 Gas storage detail sheet (if applicable)

B. DNR PERMIT(S) - All required permits, and licenses need to be up-to-date with the MN Department of Natural Resources (DNR), and the municipality and county in which access to the site is located. Check the box below regarding your DNR permit valid with this application:

- I've attached a new or revised DNR Permit.
 The WBLCD has my existing DNR Permit on file. Information is recorded below:
DNR Permit # _____ Exp. Date: _____

C. CERTIFICATE OF INSURANCE (COI) Submit the COI with your application each year, naming the WBLCD is the Certificate Holder, and complete the information below:

Company: _____
Amount of coverage \$ _____ Date Expires: _____

6. DOCK OR STRUCTURE INFORMATION:

- The diagram submitted with this application should contain detailed and accurate information.
- The "Authorized Dock Use Area" (ADUA) for Commercial Bay operations shall not exceed 300 feet as measured from the OHWL.

7. FEES:

Total Fees (Due with Application)

Application Fee - \$75 \$ _____

Commercial Sales, Services and Rentals Fee - \$125
(if applicable) \$ _____

Late Application Fee (if applicable)
\$25 x # _____ slips X # _____ weeks = \$ _____

TOTAL SUBMITTED WITH APPLICATION: \$ _____

Total Unit Fees (Due Later)

Number of watercraft (Watercraft means any vessel or structure used or designed for navigation on water.):

- ***Slips/Moorings/Lifts/Tie-ons** (*Does not include temporary public slips or moorings with no overnight parking.)

Total Number _____ x \$75 = \$ _____

- **Municipal skid/ramp fee** Total Number _____ x \$12 = \$ _____

License Deposit (If applicable) - \$60 \$ _____

TOTAL UNIT FEES: \$ _____

Divide Total Unit Fees by 2, and record payments due below:

Due by April 1: \$ _____

Due by August 1: \$ _____

INFORMATION ONLY - FOR LAKE USE STUDY

Please include the following information:

Number of temporary public slips/mooring: _____

Number of rental watercraft: _____

Number of watercraft on storage racks: _____

8. PERMANENT DOCK OR STRUCTURE ON THE LAKE:

New permanent dock/structure fee - \$5,000.00 \$ _____

Annual Renewal dock/structure fee - \$1,000.00 \$ _____

9. ADJOINING PROPERTY OWNERS - Includes all lakeshore owners within 200 feet either side of the property line.

North or West Owner(s):

Name _____

Address: _____

Name _____

Address: _____

Name _____

Address: _____

South or East Owner(s):

Name _____

Address: _____

Name _____

Address: _____

Name _____

Address: _____

Any other affected parties:

Name _____

Address: _____

Name _____

Address: _____

CERTIFICATION PAGE

I certify that the information provided herein and the attachments hereto are true and correct statements. I understand that any License issued may be revoked by the District for violation of any WBLCD Ordinance, and that the District may reduce the approved slips in the following two years by the number that the operator is found to be in excess during the permitted year. I agree to reimburse the District for any legal, surveying, engineering, inspection, maintenance or other expenses incurred by the district. I, also, understand that the District may require a deposit to cover these expenses. I consent to permitting officers and agents of the District to enter the premises at all reasonable times to investigate and to determine whether or not there is compliance with the Codes of the District.

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

Print Name: _____

Relationship to Site: _____

Submit your application and documents by *email, mail, or in person to:

White Bear Lake Conservation District
4701 Highway 61 N.
White Bear Lake, MN 55110

Email: wblcd@msn.com

**If submitting application by email, please mail or deliver permit fees to the 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 Lake Utilization Committee (LUC) and Board meetings on the third Tuesday in November, White Bear Lake City Hall Council Chambers. The LUC meets at 6 pm; the Board at 7 pm.

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