



# 2025 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)

The permit application form, and a \$60 application fee must be **received by October 15<sup>th</sup>** of each year for the following year. PLEASE be sure to include all requested documents and payment with your application. **Renewals Only:** If payment is received after October 15<sup>th</sup>, there will be a late fee assessed of \$60.

### Office Use Only

<b>Date Received:</b> _____	<b>Attachments/additional information received:</b>
Amount paid: \$ _____	___ Plans to prevent lake pollution
Check #: _____	___ Safety plans
<b>Approval Date:</b> _____	___ Proof of insurance
<b>Stipulations:</b> _____	___ Permits: county, DNR, municipality, etc.

**1. Applicant Information:**

Organization Name: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Description of lake area to be used** (add additional information on separate sheet, if needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. General description of use** (Including, but not limited to, the following):

Purpose \_\_\_\_\_  
Approximate dates: placement in lake \_\_\_\_\_ removal \_\_\_\_\_  
Date(s) and Time of use: \_\_\_\_\_  
Maximum number of users at any one time: \_\_\_\_\_  
Vehicles or other equipment that will be used: \_\_\_\_\_  
Description of structure(s): \_\_\_\_\_  
\_\_\_\_\_

Lake and shore used will be cleaned up and returned to its original condition by \_\_\_\_\_  
(Date)

**4. Precautions to prevent pollution of the lake:** Attach a detailed plan providing for proper waste disposal, Eurasian Watermilfoil and Zebra Mussel 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:** Please attach (1) a certificate of insurance for your planned activity; (2) a copy of an endorsement adding White Bear Lake Conservation District as "additional insured" and stating your insurance is primary (no contribution will be sought from the additional insured's policy) and that 30 days notice of cancellation will be provided to WBLCD.
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 Dept.).
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*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 who assumes responsibility for the presence and removal of the structures from the lake (if other than applicant):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Ski course applicants:** Courses are to be moved to different locations **every THREE weeks.**  
*Please initial agreement:* \_\_\_\_\_

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](mailto: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](mailto:wblcd@msn.com)

Completed applications will be reviewed at both the WBLCD Lake Utilization Committee (LUC) and Board meetings on the third Tuesday of the month (except December), 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](http://www.wblcd.org).**