



# 2025 Commercial Permit Application

## Permit application for single- and multiple-user dock, ramp, mooring, and/or permanent structures as part of a business (as required by WBLCD Ordinance 5)

### 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, 2024**. 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 \$125=\$ \_\_\_\_\_

- **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](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 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](http://www.wblcd.org).**