

## 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, supporting documents, application fee of \$75 (non-refundable), and \$125 commercial sales, services and rentals fee *(if applicable)* by \*Oct. 15, 2025. *(Print form or complete online and save to your device.)* An incomplete application or diagram will cause a delay in processing. *\*If submitting a late application, a \$25 per slip per week late fee will be assessed and is due with the application.*
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 Additional Insured.
3. Applications are considered at the WBLCD Board in November.
4. First half unit fees are due by **April 1** of the permit year; second half unit fees are due by **August 1** of the permit year.

### OFFICE USE ONLY

<b>Date Received:</b> _____	<b>Attachments/Information Received:</b>
Amount paid: \$_____	<input type="checkbox"/> Dock/structure diagram
Check #: _____	<input type="checkbox"/> DNR Permit(s)
<b>Approval Date:</b> _____	<input type="checkbox"/> Certificate of Insurance (COI)
<b>Permit Conditions:</b> <input type="checkbox"/> No <input type="checkbox"/> 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 site information on page 1 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 Permit, 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 as the **Additional Insured**, 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** (Applicant is responsible for payment of all approved slips for the permit year.)

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

- **\*Slips/Moorings/Lifts/Tie-ons** (\*Does not include Public Moorings, which are free, temporary public slips/moorings with no overnight parking.)

Total Number \_\_\_\_\_ x \$125=\$ \_\_\_\_\_

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

Permit 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 Public Moorings: \_\_\_\_\_

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 Permit 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 pay for all slips approved in the permit year and 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 application, documents and fee:**

- by mail or in-person: White Bear Lake Conservation District, 4701 Highway 61 N., White Bear Lake, MN 55110 (Located in 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](http://www.wblcd.org).**