

Permit application for single- or multiple-user dock, ramp, mooring, and/or permanent structures for non-businesses (as required by WBLCD Ordinance 5)

Application Process:

1. Complete and submit application, supporting documents, application fee of \$60 (non-refundable) and unit fees by *Oct. 15, 2026. *(Print form or complete online and save to your device.)* An incomplete application or diagram will cause a delay in processing.
***A \$60 late fee is due with the application if submitted after the deadline.**
2. Submit the following up-to-date documents, or information:
 - A. Accurate dock/structure diagram
 - B. Permit information - DNR, other
 - C. Insurance Information
3. Applications are considered at WBLCD Board meetings, held the third Tuesday of each month (except December).

OFFICE USE ONLY

Date received: _____

Attachments/Information Received:

Amount paid: \$ _____

☐ Detailed diagram

Check #: _____

☐ Permits: DNR, other

Approval date: _____

☐ Insurance Information

Permit Conditions: ☐ No ☐ Yes (details): _____

Lake Elevation (at time of approval): _____

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

2. CONTACT INFORMATION:

Applicant: _____ 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 and Multiple User Dock, Ramp or Mooring Permit, in accordance with all data and other information submitted herewith and made a part hereof.]

3. SITE USE CLASSIFICATION (Check one.):

- | | |
|--|--|
| ☐ Dock/Homeowners Association | ☐ Multiple Dwelling |
| ☐ Outlot Association | ☐ Municipal |
| ☐ Private Club | ☐ Private Municipal |
| ☐ Other (please explain): _____ | |

State the intended use of the site: _____

- 4. SANITARY FACILITIES PROVIDED:** ☐ **Yes**, Number of units: _____
☐ **No**

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

A. DOCK/STRUCTURE DIAGRAM

- The detailed diagram must be labeled with accurate dock and/or structure lengths, widths, or mooring positions.
- Include the depth of the water at the end of the 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 on your drawing.
- **Indicate your ADUA with a dashed line.** The line may 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.

- ☐ 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. PERMITS

All required permits and licenses have been obtained from the MN Department of Natural Resources, and the municipality and county in which access to the site is located.

Check the box below regarding permit information:

- ☐ I do not require a DNR or city permit.
- ☐ The following permit(s) are attached to this application:

C. CERTIFICATE OF INSURANCE (COI) (Check one, if applicable):

☐ We/I have public liability insurance and have attached a certificate of Insurance (COI), naming the WBLCD as **Additional Insured**. (Preferred) **OR**

☐ We/I have current coverage with a homeowner's insurance policy and have attached a copy. Complete the information below:

Company Name: _____

Amount of coverage \$ _____ Date Expires: _____

☐ Each individual dock user has coverage with a homeowner's insurance policy.

6. DOCK OR STRUCTURE INFORMATION:

- The diagram submitted with this application should contain detailed and accurate information.
- The Authorized Dock Use Area (ADUA) means that area in the Lake which may be used for docks, moorings, boat storage, swimming floats, ski jump storage, diving towers, and other such equipment. The ADUA is further defined as that area extending into the Lake, as measured from the OHWL, (1) a distance of 200 feet, or (2) in situations where, at a distance of 200 feet, the Lake is less than four feet deep, then either that distance at which the Lake is four feet deep, or a distance of 300 feet, whichever is less.

7. APPLICATION AND UNIT FEES

Application Fee - \$60 \$ _____

Late Application Fee (if applicable) - \$60 \$ _____

Unit Fees - \$60 (per each registered *watercraft within the defined ADUA):

TOTAL Number of Units in ADUA = _____

minus **- 4**
(First 4 units are free)

TOTAL payable Units = **x \$60 =** \$ _____

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

TOTAL FEES DUE WITH APPLICATION: \$ _____

*Watercraft means any vessel or structure used or designed for navigation on water.

INFORMATION ONLY - FOR LAKE USE STUDY

Please include the following information:

Number of watercraft on storage racks: _____

Number of watercraft stored on land: _____

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. 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 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.**