



**CITY OF WOODLAND**  
20225 Cottagewood Road  
Deephaven, MN 55331  
952-474-4755

### **BUILDING PERMIT APPLICATION CHECKLIST**

- 1) \_\_\_\_\_ Building Permit Application
- 2) \_\_\_\_\_ Data Practices Advisory (Copy Righted Plans Notice)
- 3) \_\_\_\_\_ Construction Management Checklist
- 4) \_\_\_\_\_ Construction Site Management Statements
- 5) \_\_\_\_\_ Copy of the letter to adjacent properties
- 6) \_\_\_\_\_ Demolition Checklist
- 7) \_\_\_\_\_ Construction Parking Plan
- 8) \_\_\_\_\_ Vegetation Alteration Permit
- 9) \_\_\_\_\_ Land Alteration Permit
- 10) \_\_\_\_\_ Minnehaha Creek Watershed District (MCWD) Permit
- 11) \_\_\_\_\_ Road Damage Escrow Fee (required for Building construction projects over \$20,000) Separate Check made out to the City of Woodland for the Road Damage Escrow

*Staff recommends that contractors applying for building permits review the Zoning Code. The Woodland Zoning Code can be found on the City's Website. Or you may request a copy from the City Hall by calling 952-474-4755.*

Building Permit Documents Received \_\_\_\_\_

**Building Permit Documents Accepted Complete** \_\_\_\_\_

*Permits will not be accepted and submitted to Minnetonka for plan review until all documents are provided to the City and deemed complete.*



### DATA PRIVACY ADVISORY

In accordance with Minnesota State Statute 13.04, Subd. 2, "Rights of subjects of data", we would like to inform you that your request for a permit or license from the City of Woodland or any of its departments may require you to furnish certain private or confidential information.

You are notified that:

- 1) The information that you furnish will be used to determine your qualifications for a permit, approval or license requested.
- 2) You may refuse to supply data, but refusal may require that the City deny the permit, approval or license.
- 3) The information you provide may be shared with other local, state or federal agencies to the extent necessary to process the permit, approval or license.
- 4) If your requested permit, approval or license requires Council action, the information may become public. A copy of your application, permit, approval or license will be placed in your public property file.
- 5) You have certain rights under Minnesota Statute, Section 13.04 to review private data on yourself.
- 6) Your full name is required to process this application or permit.

#### Applicant:

NAME:	First	Middle	Last
Address			
City	State	Zip	Phone

I understand my rights as stated above

Applicant Signature	Date
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#### Owner:

NAME:	First	Middle	Last
Address			
City	State	Zip	Phone

I understand my rights as stated above

Owner Signature	Date
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Sec.13.04     **RIGHTS OF SUBJECTS OF DATA**

Subdivision 1. **Type of data.** The rights of individual on whom the data is stored or to be stored shall be as set forth in this section.

Subd. 2. **Information required to be given individual.** An individual asked to supply private or confidential data concerning himself shall be informed of: (a) the purpose and intended use of the requested data within the collecting state agency, political subdivision, or statewide system; (b) whether he may refuse or is legally required to supply the requested data; (c) any known consequence arising from his supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 5, to a law enforcement officer.

The commissioner of revenue may place the notice required under this subdivision in the individual income tax or property tax refund instructions instead of on those forms.

Subd. 3. **Access to data by individual.** Upon request to a responsible authority, an individual shall be informed whether he is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon his further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge to him and, if he desires, shall be informed of the content and meaning of that data. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to him for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created. The responsible authority shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority may require the requesting person to pay the actual costs of making, certifying, and compiling the copies.

The responsible authority shall comply immediately, if possible, with any request made pursuant to this subdivision, or within five days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible. If he cannot comply with the request within that time, he shall so inform the individual, and may have an additional five days within which to comply with the request, excluding Saturdays, Sundays and legal holidays.

Subd. 4. **Procedure when data is not accurate or complete.** An individual may contest the accuracy or completeness of public or private data concerning himself. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (a) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (b) notify the individual that he believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

The determination of the responsible authority may be appealed pursuant to the provisions of the administrative procedure act relating to contested cases.

**BUILDING PERMIT APPLICATION**

20225 Cottagewood Road  
Deephaven MN 55331

Return this Permit  
to City Hall #1

Date \_\_\_\_\_

(952) 474-4755

Permit # \_\_\_\_\_

Receipt # \_\_\_\_\_

DEEPHAVEN

GREENWOOD

WOODLAND

Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Site Address \_\_\_\_\_ P.I.D. \_\_\_\_\_

RESIDENTIAL  COMMERCIAL

Builder/Contractor \_\_\_\_\_ E MAIL \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Cell \_\_\_\_\_

NATURE OF WORK \_\_\_\_\_

New Construction  Addition  Remodel  Repair  Demo  Move

Overall Size \_\_\_\_\_ Plans Submitted:  Yes  No Survey Submitted:  Yes  No

Total Square Feet of Proposed Building (First floor) \_\_\_\_\_ (Second floor) \_\_\_\_\_

Height \_\_\_\_\_ Stories \_\_\_\_\_ Type of Construction \_\_\_\_\_

Exterior \_\_\_\_\_

Basement:  Full  Partial  Crawl Space  Slab

Garage:  Attached  Detached Proposed Square Feet \_\_\_\_\_ Height \_\_\_\_\_

Reroof: Sq. Ft. of Material \_\_\_\_\_ Weight of Shingles \_\_\_\_\_ Remove Old Roof:  Yes  No

Reside: Sq. Ft. of Material \_\_\_\_\_ Type of Siding \_\_\_\_\_

**ESTIMATED VALUATION OF THE JOB:**

[Include plumbing, heating, and electrical costs]

\$ \_\_\_\_\_

BUILDING PERMIT FEE \_\_\_\_\_

PLAN CHECK FEE \_\_\_\_\_

STATE SURCHARGE \_\_\_\_\_

S.A.C. \_\_\_\_\_

OCC. CERTIFICATE \_\_\_\_\_

CONTRACTOR S.C. \_\_\_\_\_

OTHER \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Contractors License Number \_\_\_\_\_

TOTAL DUE \_\_\_\_\_

Lead Abatement Certification # \_\_\_\_\_ Exp. Date \_\_\_\_\_

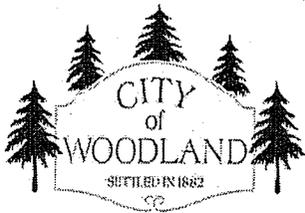
**SPECIAL NOTE:**

- 1. ALL PERMITS EXPIRE ONE YEAR FROM DATE OF ISSUE
- 2. SEPARATE PERMITS FOR PLUMBING, HEATING, ELECTRICAL AND FIREPLACE ARE REQUIRED

Building \_\_\_\_\_

STSC \_\_\_\_\_

SCR \_\_\_\_\_



**CITY OF WOODLAND**  
 20225 Cottagewood Road  
 Deephaven, MN 55391  
 Ph: 952-474-4755  
 Fax: 952-474-1274

Return this Document to the City Hall  
 # 2

**THIS IS AN APPLICATION FOR A PERMIT – IT IS NOT VALID UNTIL PROCESSED**

I hereby apply for a building permit and I acknowledge that the information provided in the permit application and submitted on the site plan is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Woodland and with the Minnesota State Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

NAME OF PROEPRTY OWNER \_\_\_\_\_  
 (REQUIRED)

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_  
 (REQUIRED)

NAME OF APPLICANT \_\_\_\_\_  
 (REQUIRED)

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_  
 (REQUIRED)

**NOTICE:** Permit expires if the work authorized has not begun within the 180 days from the date of the permit or if the work is suspended or abandoned for a period of 180 days. After 180 days a new permit must be obtained. The fee shall be one-half of the amount of a new permit fee. If the suspension or abandonment has exceeded one year, the permittee shall pay the full permit fee.

**BUILDING PERMIT DATA PRACTICES ADVISORY  
 PLEASE READ AND SIGN BELOW IF THE APPLICATION INCLUDES PLANS**

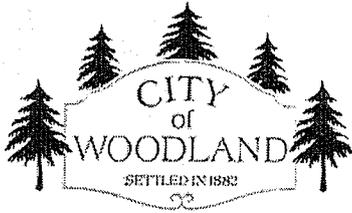
You may be required to submit building plans with your permit application so that the City can determine if a building permit should be issued. If you do not submit building plans when they are required, you will not obtain the permit. If you have a copyright in the plans and do not want the plans copied, please check the first box below. Copyrighted plans may be viewed, but not copied, by the public. If you believe the plans have information that would jeopardize the security of the property if the information were released; please check the box below that is designated security information and explain your reasons. Security information is not available for viewing or copying by the public. Building plans that contain security information should not be given to the public without written consent and will be provided only to government official who have a need to review them for permits and zoning applications. Other building plans not copyrighted would be available to be copied and viewed in full by anyone.

Please check one of the following:

- The Building Plan are copyrighted and should not be copied without written consent
- The Building Plans have security information and all or part of the plan cannot be copied.  
 Explain: \_\_\_\_\_
- The Plans are not copyrighted and do not have security information.

I acknowledge reading this data practices advisory.

\_\_\_\_\_  
 Name of Applicant Date



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 City Hall  
 # 3

## Construction Management Checklist

PROJECT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

Contractor \_\_\_\_\_

Applicant's name completing this information \_\_\_\_\_

Phone # \_\_\_\_\_

### ATTENTION RESIDENTS AND CONTRACTORS BUILDING IN THE CITY OF WOODLAND

The following checklist outlines the items that are required to be completed and submitted to City Hall prior to the issuance of any building permit in the City of Woodland:

Applicant Initials	Zoning Administrator
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_____	_____
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**Survey Requirement 700.03**

**Three** copies of a certified survey prepared within the preceding 6 months. Section 700.04 of the city code requires a certificate of survey, prepared by a registered land surveyor, for every application for the construction of any structure in the City of Woodland. The certified surveys must show all the property lines, required setbacks, the location of all existing and proposed structures, the existing and proposed grades at the foundation, the finished grades of all existing and proposed structures, the delineation of all wetlands, the OHWL and the 929.4 feet above-sea-level elevation of all lakes, the location of all existing and proposed shoreline improvements (including but not limited to riprap, seawall, or retaining timber), all existing and proposed contours shown at two foot intervals and the existing and proposed drainage on the property including volume and rate of flow.

Every application for building permit will be accompanied by a certified site survey (excluding interior remodels, re-roofs, re-siding and general maintenance) at a scale and in quantities deemed necessary by the Zoning Administrator. Because the survey will be used to determine whether an application is in conformance with city code, it will be the responsibility of the applicant to ensure information provided on the survey corresponds to submitted building plans (including existing and proposed topography). An issued building permit and/or land alteration permit will authorize only land alterations identified on a survey. Surveys will include all information as deemed necessary by the Zoning Administrator to provide for the enforcement of this chapter and the zoning chapter. An original signature is required on the certificate of survey.

- Note that As-built surveys will be required during and at completion of the project

**Applicant**      **Zoning**  
**Initials**        **Administrator**

\_\_\_\_\_      \_\_\_\_\_      **Three sets of building plans** showing all structural alterations including scaled elevations of all existing and proposed structures. *Ord. 700.03; Three copies of the building permit application and three copies of accompanying documents must be submitted to the City.*

\_\_\_\_\_      \_\_\_\_\_      A copy of a letter sent to all neighbors within a five hundred foot radius of the property identifying the proposed project, including contact information for the property owner and General Contractor.  
Proof that the applicant contacted all property owners within 500 feet of the applicant's property prior to the application date, to familiarize them with the proposed construction, and provide the property owners within 500 feet the contact information for the applicant, and explain that a copy of the permit application and accompanying documents will be available for inspection at the Woodland City Hall.

**A building permit shall be issued no sooner than ten (10) business days after the date of application.**

\_\_\_\_\_      \_\_\_\_\_      A completed Building Permit Application. The application fee must be paid prior to being issued a building permit. The permit fee is based on the cost of construction.

\_\_\_\_\_      \_\_\_\_\_      A signed statement of compliance with the Construction Site Management Ordinance. A copy of the ordinance is attached.

\_\_\_\_\_      \_\_\_\_\_      **A Construction Site Management Plan**, if required.

**(a) A site plan showing:**

- \_\_\_\_\_ (1) Site address.
- \_\_\_\_\_ (2) Names, addresses and phone numbers of persons responsible for preparing the construction site management plan.
- \_\_\_\_\_ (3) Site property lines.
- \_\_\_\_\_ (4) Location of proposed buildings and structures on site.
- \_\_\_\_\_ (5) Identification and location of all significant natural boundaries/buffers to neighboring properties.
- \_\_\_\_\_ (6) All property line fencing and erosion control fencing.
- \_\_\_\_\_ (7) Location of soil stockpiling.
- \_\_\_\_\_ (8) Locations of the temporary toilet, if required, and dumpster.
- \_\_\_\_\_ (9) Site entrance and on-site parking areas, and/or proposed street parking plan.

**(b) A document requiring:**

- \_\_\_\_\_ (1) A statement that all garbage/debris on the site will be picked up daily.
- \_\_\_\_\_ (2) A statement that the street will be swept clean once per week, and that the applicant will endeavor to have sweeping take place on Friday, so the street is clean for the weekend.
- \_\_\_\_\_ (3) A statement that the applicant has communicated with adjacent property owners that the project will be commencing and have provided them with contact information.

\_\_\_\_\_      \_\_\_\_\_      A completed vegetation alteration permit. Section 900.19 requires a permit for all alterations of vegetation in the city. All tree removal must be done by a licensed tree remover.

\_\_\_\_\_      \_\_\_\_\_      A completed Land Alteration Permit. Section 900.17(4) of the City Code requires that all land altering activity be reviewed and a permit approved by the city prior to any excavation.

**Applicant**      **Zoning**  
**Initials**        **Administrator**

- \_\_\_\_\_      \_\_\_\_\_      Proof that proper permits have been obtained from the Minnehaha Creek Watershed District (952-471-0590). You must submit a copy of the approved permit or have the Watershed District contact me either by phone or email indicating that a permit is not required.
- \_\_\_\_\_      \_\_\_\_\_      Parking plan.
- \_\_\_\_\_      \_\_\_\_\_      Road Damage Escrow – required for building projects over \$20,000.  
 Fee – paid to the City of Woodland
- \_\_\_\_\_      \_\_\_\_\_      Any other information required by City Staff. \_\_\_\_\_
- \_\_\_\_\_      \_\_\_\_\_      Copy of Woodland Zoning Ordinance provided \_\_\_\_\_
- \_\_\_\_\_      \_\_\_\_\_      New Construction or the addition of bedrooms requires a Septic Compliance Inspection  
 If the septic needs to be upgraded a separate permit is required and must be obtained prior to Commencing construction for the home. You must contact a septic contractor to provide a Septic compliance inspection to determine the status of the septic system.

**If you have any questions, contact Zoning Administrator Gus Karpas at  
 (952) 358-9938 or [Guskarpas@mchsi.com](mailto:Guskarpas@mchsi.com)**

**As-Built Surveys Required during the construction project**

City Ordinance 700.03, Subd. 3

**As-Built Foundation Survey**

Applicants for all new structures will provide to the city an **as-built foundation survey** upon completion of work to the foundation unless exempted in writing by the Zoning Administrator. The as-built foundation survey prepared by a Minnesota Registered Land Surveyor will certify both the final (front, side, rear, lakeshore and wetland) setbacks of the structure being built, and the elevations at which the new structure exists. Failure to provide a foundation survey upon foundation completion will result in the builder continuing with construction at the builder’s own risk.  
 Expenditures incurred beyond the construction of the foundation will not be considered in determining the actions required to bring the building back into conformance if not built to the approved plans. The foundation survey will be submitted to the city and on-site before proceeding with the framing or further construction. Inspection is done and approved by the building official.

**As-Built Final Construction Survey**

Applicants for all new structures and additions will provide to the city an as-built survey, prepared by a Minnesota Registered Land Surveyor and submitted to the city for review and approval upon the completion of all buildings and all additions to the buildings, unless exempted in writing by the Zoning Administrator. The as-built survey will certify both the **final** (front, side, rear, lake and wetland) setbacks of the structure being built, and the elevations at which the new structure exists. The city reserves the right to withhold the certificate of occupancy for a dwelling until final as-built survey has been submitted and approved.

**As-Built Grading Survey**

Applicants for all new structures and additions will provide to the city an **as-built grading survey**, signed by a licensed engineer or land surveyor and certified that the grades and elevations are in conformance with the city approved grading plan and that permanent iron monuments are in place at each lot corner, upon completion of work unless exempted in writing by the Zoning Administrator. The as-built grading survey will certify the final topography of the site and verify the drainage patterns existing upon completion of work and provide hardcover calculations. The city reserves the right to withhold the certificate of occupancy for a dwelling until final grading addresses all problems that may be detrimental to adjacent properties.

In the event that weather or other conditions prevent the completion of an as-built survey at the time the Certificate of Occupancy is requested, the city may issue a Temporary Certificate of Occupancy provided that applicant provide a \$2,500 escrow fee to ensure completion of the as-built survey. The escrow fee shall be returned to the permit applicant, without interest upon successful completion and submission to the city.



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 20225 Cottagewood Road  
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Return this Document to the City Hall  
 # 4

**Application for a Permit and Construction Site Management Plan Statements**

**PROJECT ADDRESS** \_\_\_\_\_ **DATE** \_\_\_\_\_

I acknowledge that the information provided in the building permit application and Construction Site Ordinance document, checklist and submitted site plan is complete and accurate and that the work will be in conformance with the ordinances and codes of the City of Woodland and with the Minnesota State Building Codes and all work will be in accordance with the approved plans.

Name of Property Owner \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
 (Required)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 (Required)

Applicant Telephone Contact # \_\_\_\_\_

**Construction Site Management Plan Statements**

\_\_\_\_(1) A statement that all garbage/debris on the site will be picked up daily.

***All garbage and debris created from construction at the above property address will be picked up daily and contained so that it will not blow into adjacent properties, wetlands, lake or the city streets.***

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_(2) A statement that the street will be swept clean once per week, and that the applicant will endeavor to have sweeping take place on Friday, so the street is clean for the weekend.

***The City street(s) will be cleaned and swept of mud, sand or debris generated from the construction of the above property weekly and as needed.***

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_(3) A statement that the applicant has communicated with adjacent property owners that the project will be commencing and have provided them with contact information.

***A written notice regarding the construction project has been sent to adjacent property owners concerning when the project is to commence, including contact information for the designated project manager.***

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONSTRUCTION SITE MANAGEMENT ORDINANCE

900.24 Construction Site Management. The purpose of these requirements is to ensure preparation and implementation of construction site management plans in order to limit the impact of construction on the immediate neighborhood.

Subd 1. General Regulations. All residential and commercial construction sites shall comply with the following:

- (a) Prior to issuance of a building permit, the applicant will be required to provide proof that they have contacted all adjacent property owners within five hundred (500) feet of the applicant's property to make them familiar with the proposed construction and to provide them with contact information for the applicant.
- (b) All construction activity which includes the physical alteration or repair of the structure envelope, i.e., the alteration of the footprint or height of an existing structure, or the construction of a new structure shall require the submittal of a road damage escrow as required by Section 305 of the City Code. In addition, the City Engineer will document the condition of the road surface in the vicinity of the access to the proposed project: 1) prior to the commencement of construction and, 2) before the refund of the escrow. All damage to the road that can be attributed to the project shall be repaired and restored to the previously existing condition by the owner of the construction site and to the satisfaction of the City Engineer by a duly licensed and approved contractor. In the alternative, the cost of repair to the road surface by the City's appointed contractor shall be deducted from the road damage escrow. All costs in excess of the submitted escrow amount will be charged to the property owner of record and must be paid in full. The City shall have the right to certify all unpaid costs made for road and right-of-way repairs. In the event that weather or other conditions prevent the completion of necessary road repairs, the City will retain the full escrow amount until such time road repairs can be made, not to exceed a period of 6 months. The remaining balance of the road damage escrow will be refunded with no accrued interest.
- (c) Construction activity, as defined in Section 415.01, Subd. 2, and 900.02, Subd. 10 and commercial property maintenance activity as defined in Section 415.01, Subd. 3, and 900.02, Subd. 11, at any time other than the hours of 7:00 a.m. to 6:00 p.m. on weekdays and 9:00 a.m. to 6:00 p.m. on Saturdays and no such activity is permitted on Sundays or on the following public holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Noise from equipment used during the removal of snow and generators and equipment used during power outages or other emergencies shall be exempt from the restrictions under this subsection.
- (d) The applicant shall submit a Construction Site Management Plan as outlined in Subdivision 2 of this Section.
- (e) Onsite parking of construction vehicles and equipment will be provided to the extent feasible. If street parking is necessary, it must be done in coordination with the city. Parking will be limited to only those zones designated by city resolution.

- (f) All equipment shall be stored within the confines of the construction site. If necessary, a property line fence will be required to ensure that no construction vehicles, materials or other debris encroaches onto adjacent properties.
- (g) A functioning toilet and a minimum of one dumpster are required on the site prior to commencement of construction activity. These are to be considerably placed in relation to adjacent properties.
- (h) Daily site clean up of debris and garbage is required.
- (i) Weekly street cleaning is required to remove all dirt, mud and debris from public streets. City staff will monitor the condition of public streets and may require more frequent street cleaning.

Subd 2. Construction Site Management Plan. The Construction Site Management Plan is a stand-alone document and shall include the following:

- (a) A site plan showing:
  - (1) Site address.
  - (2) Names, addresses and telephone numbers of persons responsible for preparing the construction site management plan.
  - (3) Site property lines.
  - (4) Location of proposed buildings and structures on site.
  - (5) Identification and location of all significant natural boundaries/buffers to neighboring properties.
  - (6) All property line fencing and erosion control fencing.
  - (7) Location of soil stockpiling.
  - (8) Locations of the temporary toilet, if required, and dumpster.
  - (9) Site entrance and on-site parking areas, and/or proposed street parking plan.
- (b) A document requiring:
  - (1) A statement that all garbage/debris on the site will be picked up daily.
  - (2) A statement that the street will be swept clean once per week, and that the applicant will endeavor to have sweeping take place on Friday, so the street is clean for the weekend.
  - (3) A statement that the applicant has communicated with adjacent property owners that the project will be commencing and have provided them with contact information.
- (c) Waiver. Specific provisions of this ordinance may be waived by City Staff based on the scope and duration of the specific construction project.
- (d) Notification and Inspection. The applicant or its authorized agent shall notify the City on completing the installation of all property line and silt fencing. The applicant shall not proceed with site activity until the City has been notified and allowed two full business days to inspect the site and, as necessary, confer with applicant.



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Ph: 952-474-4755  
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Return this  
Document to  
the City Hall  
  
# 5

**COPY OF LETTER TO ADJACENT PROPERTY OWNERS**

**CONSTRUCTION ADDRESS:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PROPERTY OWNERS:** \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

**Phone** \_\_\_\_\_

A copy of a letter sent to all neighbors within a five hundred foot radius of the property identifying the proposed project, including contact information for the property owner and General Contractor.

Proof that the applicant contacted all property owners within 500 feet of the applicant's property prior to the application date, to familiarize them with the proposed construction, and provide the property owners within 500 feet the contact information for the applicant, and explain that a copy of the permit application and accompanying documents will be available for inspection at the Woodland City Hall.



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Return this Document to the City Hall  
 # 6

SITE ADDRESS: \_\_\_\_\_ DATE \_\_\_\_\_  
 PROPERTY OWNER: \_\_\_\_\_  
 GENERAL CONTRACTOR: \_\_\_\_\_  
 DEMOLITION CONTRACTOR: \_\_\_\_\_  
 PERMIT # \_\_\_\_\_

Demolition of a structure cannot begin until a permit has been obtained and disconnects have been verified by the proper authority. The permit fee is based on valuation or cost of demolition.

**DEMOLITION CHECKLIST**

The following list must be signed and dated by the general contractor or their representative to indicate that the regulating authorities have been notified. This form must be returned to the City Offices prior to Demolition.

- The demolition requirements have been included with this checklist. Construction hours and road restrictions have also been included.

**3 Copies of a Certified Survey**

Three copies of a certified survey prepared within the preceding 6 months. Section 700.04 of the city code requires a certificate of survey, prepared by a registered land surveyor, for every application for the construction of any structure in the City of Woodland. The certified surveys must show all the property lines, required setbacks, the location of all existing and proposed structures, the existing and proposed grades at the foundation, the finished grades of all existing and proposed structures, the delineation of all wetlands, the OHWL and the 929.4 feet above-sea-level elevation of all lakes, the location of all existing and proposed shoreline improvements (including but not limited to riprap, seawall, or retaining timber), all existing and proposed contours shown at two foot intervals and the existing and proposed drainage on the property including volume and rate of flow.

City Zoning Administrator \_\_\_\_\_ - survey received \_\_\_\_\_  
 952-474-4755 City Zoning Administrator

**Gopher State One-Call** \_\_\_\_\_  
 # 651- 454-0002 contractor or representative

**Electrical disconnect** \_\_\_\_\_  
 Excel Energy 1-800-895-4999 contractor or representative

**Natural gas disconnect** \_\_\_\_\_  
 CenterPoint Energy 612-372-4720 contractor or representative

**City water disconnect**

City Hall 952-474-4755.

\_\_\_\_\_  
Permit # - Date

**City sewer disconnect**

City Hall 952-474-4755.

\_\_\_\_\_  
Permit # - Date

**Silt fence (as needed)**

City Zoning Administrator  
952-474-4755

\_\_\_\_\_  
City Zoning Administrator

(City Engineer and/or MCWD may need to also review)

**Tree Protection Plan**

**Tree Removal Permit**

City Zoning Administrator  
952-474-4755

\_\_\_\_\_  
City Zoning Administrator

**Septic System Permit**

Review of all plans/permits by Metro West Inspections

City Hall issues septic permits 952-474-4755

Septic system must be abandoned per Minnesota Rules Chapter 7080.

Permit and inspection is required for abandonment or Certify that existing Septic System can support new structure (provide a copy of certification/compliance report)

**Water wells** must be abandoned in accordance with the State Health

Department regulations # 651-201-4600

Provide copy of Well Abandonment Certificate \_\_\_\_\_

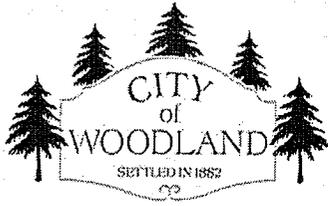
**Return a signed copy of this checklist to the City Hall Building Department before demolition begins.**

**WOODLAND DEMOLITION REQUIREMENTS**

1. Municipal Water meters and readers must be removed prior to demolition & returned to City Hall unless they are to be reused by the homeowner for new construction project on the same site. If the water meter and/or reader is damaged or lost during construction, the property owner will need to purchase a new meter through the City.
2. Water wells must be abandoned in accordance with the State Health Department regulations.
3. Abandoned fuel oil and gas tanks must be removed by a state licensed contractor, a separate permit must be obtained for tank removal, contact the Fire Marshal for inspections. (612-490-7720 – City of Wayzata)

4. Remove all construction debris. Following removal of the superstructure, a final inspection shall be completed by the inspector. The site shall be left clean and clear of all debris, with any excavation filled with earth level with the unaltered adjacent ground elevation (except when such excavation is to be used as part of a new building and such new building is under construction).
5. City water service must be disconnected and properly capped at the curb stop.
6. Sanitary sewer must be disconnected and capped at the property line or beyond demolition limits if the intent is to reuse.
8. Provide safety fencing around excavations.
9. Silt fence must be in place before demolition begins. Storm drains must be protected to prevent silt or debris from entering drains and to protect neighboring properties.
10. Protection of trees must be provided before equipment arrives on site.
11. Septic systems must be abandoned per Minnesota Rules Chapter 7080. All septic tanks must be pumped, crushed and filled with native soils. A permit is required and an inspection is required by the septic inspector.

**Completed copy of this checklist will be attached to the demolition permit**



**CITY OF WOODLAND**  
20225 Cottagewood Road  
Deephaven, MN 55331  
Phone: 952-474-4755  
Fax: 952-474-1274

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# 7

# City of Woodland Construction Parking Plan

The City of Woodland has limited parking zones and seasonal load limit restrictions allowed on City streets. Check with the City to confirm these limitations.

**Construction Site Address** \_\_\_\_\_

**Name of Home Owner:** \_\_\_\_\_

Contractor _____	
Contractor Address _____	
Phone _____	Fax _____
Primary Contact – Job Supervisor _____	
Cell _____	

Project Start Date \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

Nature of work \_\_\_\_\_

Primary Location of construction vehicle parking \_\_\_\_\_

Alternate location of parking \_\_\_\_\_

Construction hours are limited to M-F 7:00AM – 6:00PM and Saturday 9:00AM – 6:00PM

\_\_\_\_\_  
Signature (General Contractor or Site/Project Manager)                      Date



**CITY OF WOODLAND**  
 20225 Cottagewood Road  
 Deephaven, MN 55391  
 Ph: 952-474-4755  
 Fax: 952-474-1274

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 # 8

## Vegetation Alteration Permit 900.19

Applicant Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Applicant Address \_\_\_\_\_ Owner Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

**Property Address of Vegetation Alteration:** \_\_\_\_\_

### 900.19 Tree Removal and Vegetation Maintenance and Alterations.

Subd. 1. Purpose. The City finds that it has been established that trees and other vegetation stabilize the soil and control water pollution by preventing soil erosion and flooding, reduce air pollution, temper noise, and provide a natural habitat for wildlife. Indiscriminate removal of trees and clearing of vegetation cause deprivation of these benefits and that it is in the interests of the City and its residents to prevent the indiscriminate removal of trees and clearing of vegetation.

### **Check all that apply to request for permit:**

Subd. 2. Activities Requiring a Permit. Except as provided in Subd. 3 in this Section, no person shall engage in any of the following activities:

- \_\_\_\_\_ (a) intensive vegetation clearing
- \_\_\_\_\_ (b) removal of any tree having a diameter of more than 6 inches, unless exempted by subd. 3 of this section.
- \_\_\_\_\_ (c) tree and vegetation removal necessary for the construction of structures and public utilities and the construction of roads and parking areas otherwise complying with the applicable provisions of the Code; provided that any trees removed as a result of such construction shall be replaced as provided in Subd. 6 of this Section.

Subd. 3. Exceptions. The requirements of Subd. 2 of this Section do not apply to the following removal of trees and vegetation:

- \_\_\_\_\_ (a) removal of the species Boxelder, Buckthorn, Willow, Cottonwood, Green Ash, Siberian Elm and Prickly Ash
- \_\_\_\_\_ (b) removal of any tree and vegetation that is dead or diseased.
- \_\_\_\_\_ (c) tree and vegetation pruning within accepted tree management parameters.

## City of Woodland - Vegetation Alteration Permit (page 2)

Subd. 4. Permit. Prior to engaging in any activity that requires a permit under Subd. 2 of this Section, an application shall be submitted to the Zoning Administrator for a permit, which shall remain valid for 8 months from the date of issuance, for such activity. The application shall describe the proposed activity and its purpose in detail (landscape drawing included when appropriate; lot lines and structures noted when appropriate) and a description of all replacement plants and materials. The Zoning Administrator will not grant a permit for such activity unless the following criteria are met:

- (a) the activity will not adversely affect the ecological systems or increase the potential for soil erosion.
- (b) the activity is in conformance with accepted tree management practices.
- (c) the activity will not adversely impact property values of surrounding properties or the aesthetics of the neighborhood in which such activity is proposed to occur.

**Describe proposed activity and its purpose and a list of trees by type and number to be removed.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach a drawing which includes lot line, structures and a description of all replacement plants and materials:**

Subd. 5. Fertilizers and Pesticides. Fertilizers and pesticides must be used in such a manner as to minimize run off into shore impact zones and public waters by use of earth, vegetation or both.

Subd. 6. Replacement of Trees. Any tree removed pursuant to clause (c) of Subd. 2 of this Section or pursuant to a permit issued under Subd. 4 of this Section shall be replaced on the lot upon which removed if the Zoning Administrator determines that such replacement is necessary to meet the purpose set forth in Subd. 1. of this Section.

- (a) Replacement trees shall be of a species similar to the trees to be replaced and shall be no less than the following sizes:
  - (1) Deciduous trees – no less than three caliper inches
  - (2) Coniferous trees – no less than 7 feet high
- (b) Replacement trees shall be planted no later than the first fall or spring following the removal of the tree to be replaced or by such later date agreed to by the Zoning Administrator if planting during such period would not be in conformance with accepted tree management practices.
- (c) Any replacement tree that is not alive or healthy one year after the date of planting shall be removed and a new healthy tree of the same size and species

planted in its place. Planting shall occur no later than the first fall or spring following the expiration of such year.

### **City of Woodland - Vegetation Alteration Permit (page 3)**

Subd. 7. Shade Tree Disease Program. It is the intention of the City to conduct a program of shade tree disease control pursuant to authority granted by Minnesota Statutes, Section 18.023. This program is directed specifically at the control and elimination within the City of Dutch elm disease fungus, elm bark beetles, and of oak wilt fungus.

- (a) The City shall have the right to order or cause the removal of any trees that are dead or diseased on private property within the city, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the city.
- (b) Unless such trees pose immediate hazard to public safety, the owner of such trees will be ordered, in writing, to remove said trees, stating the reason for removal and the location of said tree or trees to be removed. Removal shall be done by said owners at the owner's expense within (14) days after the date of the order to remove or a time parameter placed by the Zoning Administrator in consideration of the time of year or protection against spread of disease. In the event the owner fails to comply with such order to remove, or if public safety considerations require immediate removal, the City shall then proceed to remove said tree or trees, and to charge removal costs to the owner of the property as provided by law in the case of special assessments.

Subd. 8. Fines. Any builder, contractor or agent who may have intentionally assisted in the commission of any such violation, shall be guilty of a separate offense. All such violations which are of a continuing nature shall constitute a separate offense for each day of such continuance, and each tree removed shall constitute a separate offense. Any person violating any provision of this Section, upon conviction, will be guilty of a misdemeanor.

Subd. 9. Enforcement. The Zoning Administrator is hereby charged with the responsibility for the enforcement of this Section and may serve notice to any person in violation thereof or institute legal proceedings as may be required, and the City Attorney is hereby authorized to institute appropriate proceedings to that end.

Subd. 10. Appeals. A person aggrieved by the administration of this Section may have thirty (30) days to appeal by petitioning the Zoning Coordinator in writing. The Zoning Administrator will consult the City Council at its next scheduled meeting.

This is to certify that I am making application for the described permit and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this permit. The information provided on this permit application is true and correct to the best of my knowledge.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Return Completed Application to the City of Woodland along with filing fee and materials required to delineate vegetation alteration as noted in the application.

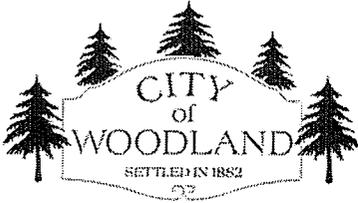
**Permit Fee: \$25** Payment Received: \_\_\_\_\_

Data Privacy Advisory received: \_\_\_\_\_

List of Planting Materials provided: \_\_\_\_\_

Zoning Administrator Comments: \_\_\_\_\_

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 20225 Cottagewood Road  
 Deephaven, MN 55331  
 Phone: 952-474-4755  
 Fax: 952-474-1274

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 City Hall  
 # 9

**900.17 LAND ALTERATION PERMIT**

Date \_\_\_\_\_

**Address of Land Alteration** \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant/ Contractor's Name: \_\_\_\_\_

Applicant/ Contractor's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

Zoning District: \_\_\_\_\_ R-1 \_\_\_\_\_ G-1 (Assembly Grounds)

Check all that apply: Excavating \_\_\_\_\_ Grading \_\_\_\_\_ Filling \_\_\_\_\_

Estimated cubic yards of fill to be added: \_\_\_\_\_

Describe proposed activity and its purpose: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Estimated start date of work: \_\_\_\_\_

Describe methods to be used to minimize soil erosion: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Will the grade be altered two feet or more: \_\_\_\_\_

900.17 Subd. 4. Land Alteration Permits

This is to certify that I am making application for the described permit and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this permit. The information provided on this permit application is true and correct to the best of my knowledge.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF WOODLAND**  
**LAND ALTERATION PERMIT -Page 2**

\_\_\_\_\_ Completed Land Alteration Permit Application

\_\_\_\_\_ 900.17 Land Alteration Permit Fee \$200.00 (non-refundable)

\_\_\_\_\_ Data Privacy Advisory

\_\_\_\_\_ Plan of Proposed Alteration – Three copies of a certified survey prepared within the preceding 6 months. Section 700.04 of the city code requires a certificate of survey, prepared by a registered land surveyor, for every application for the construction of any structure in the City of Woodland. The certified surveys must show all the property lines, required setbacks, the location of all existing and proposed structures, the existing and proposed grades at the foundation, the finished grades of all existing and proposed structures, the delineation of all wetlands, the OHWL and the 929.4 feet above-sea-level elevation of all lakes, the location of all existing and proposed shoreline improvements (including but not limited to riprap, seawall, or retaining timber), all existing and proposed contours shown at two foot intervals and the existing and proposed drainage on the property including volume and rate of flow.

\_\_\_\_\_ Review by City Engineer

\_\_\_\_\_ Does the grade change require a variance (900.14)

**900.17 Subd. 4. Land Alteration Permits.** No land in the City may be excavated, graded, or filled without a permit from the City Engineer and Zoning Administrator. The applicant will provide a scalable survey for the proposed alteration, showing the present and proposed elevations or contours, the existing and proposed drainage pattern including the volume and rate of runoff currently and proposed to leave the property and any other information requested by the City Engineer. The City Engineer and Zoning Administrator will consider whether the alteration and any related structures will comply with the applicable provisions of this Code, and the effects on drainage and destruction of ground cover and water holding areas.

All applications for a building permit in the City must be accompanied with a land alteration permit.

- a) Except in the Assembly Grounds, any excavation, filling or grading that would increase or decrease by up to 3 feet any ground level existing as of June 14, 2010 or the date of the application, whichever ground level is lower at any point, requires written permit from the City Engineer and Zoning Administrator. Any such land increase or decrease of more than 3 feet at any point requires a variance.
  
- b) Any excavation, filling or grading in the Assembly Grounds that would increase or decrease by up to 2 feet any ground level existing as of June 14, 2010 or the date of the application, whichever ground level is lower at any point, requires written permit from the City Engineer and Zoning Administrator. Any such land increase or decrease of more than 2 feet at any point requires a variance.

**CITY OF WOODLAND  
LAND ALTERATION PERMIT -Page 3**

**900.18. Topographic Alterations.** The following considerations and conditions apply to the issuance of permits involving topographic alterations, including building permits, grading and filling permits, conditional use permits, variances and subdivision approvals:

- (a) alterations must be designed and conducted in a manner that ensures only the smallest amount of bare ground is exposed for the shortest time possible;
- (b) mulches or similar materials must be used, where necessary, for temporary bare soil coverage, and a permanent vegetation cover must be established as soon as possible;
- (c) methods to minimize soil erosion and to trap sediments before they reach any lake, channel, stream, pond or wetland must be used;
- (d) altered areas must be stabilized to acceptable erosion control standards consistent with the field office technical guides of the local soil and water conservation districts and the United States Soil Conservation Services;
- (e) fill or excavated material must not be placed in a manner that creates an unstable slope;
- (f) plans to place fill or excavated material on steep slopes must be reviewed by qualified professionals for continued slope stability and must not create finished slopes of 30 percent or greater;
- (g) fill or excavated material must not be placed in bluff impact zones;
- (h) any alterations below the ordinary high water level of public waters must first be authorized by the commissioner under Minnesota Statutes, section 103G.245;
- (i) alterations of topography will be allowed only if they are accessory to permitted or conditional uses and do not adversely affect the adjacent or nearby properties; and
- (j) placement of natural rock rip-rap, including associated grading of the shoreline and placement of a filter blanket, is permitted if the finished slope does not exceed 3 feet horizontal to one foot vertical, the landward extent of the rip-rap is within 10 feet of the ordinary high water level, and the height of the rip-rap above the ordinary high water level does not exceed 3 feet.

Permits for excavations where the intended purpose is connection to a public water, such as boat slips canals, lagoons, and harbors, may be issued only after the commissioner has approved the proposed connection to public waters.

Return this Document to the City Hall

# 11

**CITY OF WOODLAND**

**Road Damage Escrow is based on project value Over \$20,000**

900.24 Construction Site Management. The purpose of these requirements is to ensure preparation and implementation of construction site management plans in order to limit the impact of construction on the immediate neighborhood.

- (b) All construction activity which includes the physical alteration or repair of the structure envelope, i.e., the alteration of the footprint or height of an existing structure, or the construction of a new structure shall require the submittal of a road damage escrow as required by Section 305 of the City Code. In addition, the City Engineer will document the condition of the road surface in the vicinity of the access to the proposed project: 1) prior to the commencement of construction and, 2) before the refund of the escrow. All damage to the road that can be attributed to the project shall be repaired and restored to the previously existing condition by the owner of the construction site and to the satisfaction of the City Engineer by a duly licensed and approved contractor. In the alternative, the cost of repair to the road surface by the City's appointed contractor shall be deducted from the road damage escrow. All costs in excess of the submitted escrow amount will be charged to the property owner of record and must be paid in full. The City shall have the right to certify all unpaid costs made for road and right-of-way repairs. In the event that weather or other conditions prevent the completion of necessary road repairs, the City will retain the full escrow amount until such time road repairs can be made, not to exceed a period of 6 months. The remaining balance of the road damage escrow will be refunded with no accrued interest.

Section 305 of the City Code

28	900.24 Subd. 1 (b)	<p><b>Road Damage Deposit</b></p> <p>Escrow Fee Based on Project Valuation:            \$ 20,000 - \$200,000 = \$ 2,500            \$200,001 - \$500,000 = \$ 3,500            &gt; \$500,001 = \$ 4,500</p> <p>Projects less than \$20,000 are not subject to a road damage escrow fee</p>	<p>Escrow Fee in conjunction with all construction activity per Ordinance 900.24 (b).            (refund of unexpended balance not to include earned interest)</p> <p>(effective 5-24-2013)</p>	<p>\$2,500.00 to \$4,500.00</p> <p>based on project value</p>
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Date: \_\_\_\_\_ Building Permit # \_\_\_\_\_

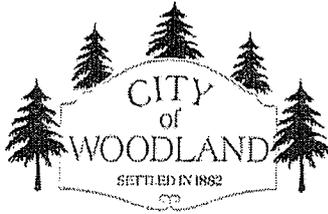
Property Address \_\_\_\_\_

Owner: \_\_\_\_\_

Road Damage Escrow Required:  Yes  No

Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_

Check made out to City of Woodland



## CITY OF WOODLAND

20225 Cottagewood Road

Deephaven, MN 55331

Phone: 952-474-4755

Fax: 952-474-1274

### SURVEY REQUIREMENTS

Every application for building permit will be accompanied by a certified site survey (excluding interior remodels, re-roofs, re-siding and general maintenance) at a scale and in quantities deemed necessary by the Zoning Administrator.

Because the survey will be used to determine whether an application is in conformance with city code, it will be the responsibility of the applicant to ensure information provided on the survey corresponds to submitted building plans (including existing and proposed topography). An issued building permit and/or land alteration permit will authorize only land alterations identified on a survey. Surveys will include all information as deemed necessary by the Zoning Administrator to provide for the enforcement of this chapter and the zoning chapter. An original signature is required on the certificate of survey. The survey shall provide the following information unless otherwise approved in writing by the Zoning Administrator:

- (1) Graphic scale of not less than one inch to 100 feet and north arrow;
- (2) Legal description of property;
- (3) Dimensions and bearing of front, rear, and side property lines;
- (4) Parcel size in acres and square feet;
- (5) Location and dimensions of all the existing improvements, including but not limited to; buildings, structures, retaining walls or timbers, riprap, seawall, steps, parking areas, driveways, storage areas, utilities, septic systems and wells; including but not limited to sanitary and storm manholes, hydrants, catch basins, power poles, phone boxes, fences, and any encroachments;
- (6) Location and dimension of all proposed buildings and structures;
- (7) Outside dimensions of proposed structure(s) including decks, porches, retaining walls (include elevations at bottom of footing and top of wall), stoops, stairs, cantilevers, fireplaces, bay and bow windows, egress window wells;
- (8) Impervious surface calculations - existing and proposed - % and square footage;
- (9) "Building pad" setbacks on the survey according to the ordinance provisions and show the closest distance between the buildings and front lot line(s), side lot line(s), rear lot line(s), Ordinary High Water Level, elevation of 929.4 feet above sea level, and shoreline improvements, including but not limited to riprap, seawall, or retaining timber;



## SURVEY REQUIREMENTS

- (10) Distance between principal buildings and accessory buildings and structures, and shoreline improvements;
- (11) Delineate all wetland, OHWL of Lakes, easements, driveways;
- (12) Delineate location of new/proposed ISTS with alternate site (as required);
- (13) Location of all easements of record including but not limited to tree preservation, wetland conservation, cross-access, etc.;
- (14) Topographic contours at 2 foot intervals of existing and proposed elevations
- (15) Lowest floor level, first floor elevation, top of block, and garage slab.
- (16) Indication of direction of surface water drainage by arrows and impervious surface calculations for the lot or parcel;
- (17) Tree removal, tree preservation and grading plan if required by the city;
- (18) Wetland boundaries with ordinary high water level and 100-year flood elevation if applicable;
- (19) Driveway grade (minimum 0.50 percent, maximum ten percent);
- (20) All trees in excess of six inches in diameter (diameter measured at four feet above grade);
- (21) Wetland buffer areas and wetland or lake setback dimensions;
- (22) Other information as required by the city;
- (23) Location and type of erosion and sediment control measures to be installed by permit holder.