

**Parts 323 and 353 for Joint Permit Application
ADMINISTRATIVE COMPLETENESS
REVIEW CHECKLIST**

Processor:

Project Name:

File No.:

Review Date:

Application Rec'd Date:

Purpose: The information requested in Sections I, II, and III of the Joint Permit Application are required to determine administrative completeness. The department must provide notification of deficiencies in new applications within 30 days of receipt. Additional information may be required to make a permit decision.

Directions: Compare each item in this list with the corresponding section of the submitted application. For each item indicate Yes (Y), No (N) or Not Applicable (NA)

Yes, No or NA	Application Section	Regulatory Citation	SECTION I – AUTHORITY
	3	324.32312(1)	Part 323: Is the project in a designated high risk erosion area or environmental area?
	3	324.35304(1)	Part 353: Is the project in a designated critical dune area?
	3	Part 31: 324.3104(4) Part 301: 324.30102 Part 303: 324.30304 Part 307: 324.30718, 324.30722 Part 315: 324.315(6) Part 325: 324.32512 Part 326: 324.32603 (1)	Is the project also regulated by Part 31 (Flood Plain Authority), Part 301 (Inland Lakes), Part 303 (Wetland Protection), Part 307 (Lake Level), Part 315 (Dam Safety), Part 325 (Submerged Lands) or Part 326 (Submerged Log Recovery)? If yes, complete the appropriate review checklist. For Part 326 complete the proper application.
			SECTION II – GENERAL INFORMATION
	Appendix C	324.32312(1) 324.32312(2) 324.35309(1)	Is the application accompanied by the required application fee? Part 353 fees are in addition to all other fees.
	1	324.35304 (1)(b-d)	Is the project location with a legible location map provided? Needed to review site and notify Local Unit of Government.
	1*	R281.22 (7)(a) R281.23 (11)(a) Sec. 35319 (j)	Part 323 and Part 353: Was the Legal Description of lands included in the project provided?
	1	See Section 1 of application	Is a Property Tax Identification Number provided? This information is used by Water Resources Division to identify site and determine regulatory authority under the HREA section of Part 323. The Property Tax Identification Number is available on the property tax bill and from the county Equalization Office.
	2	R281.22 (7)(d) R281.23 (11)(d)	Is the applicant, agent, and/or property owner name and contact information provided?
	2	R281.22 See Section 2 of application	Is the applicant the sole owner of the property? Proposed impacts may be on multiple properties.
	2	See Section 2 of application	Have letter(s) of authorization been provided if the application was not signed by the property owner or the project impacts areas not owned by the applicant?
	9	R281.22 (7)(d) R281.23 (11)(d)	Has the applicant signed and dated the certification block?

			SECTION III – REGULATED ACTIVITY
	3	R281.22(7)(b)	Part 323 HREA: Has a description of the proposed permanent structure been submitted?
	3	R281.23(11)(c)	Part 323 Environmental Area: Has a detailed description of the proposed project been provided?
	20	R281.22(7)(c)	Part 323 HREA: Was a sketch of the proposed site showing the location of the proposed structure in relation to property lines and prominent features provided?
General Directions		R281.23(11)(b)	Part 323 Environmental Area: Has a drawing of the site with the proposed project clearly shown been submitted?
	6, 20	324.35313(a)	Part 353: Has a permit or letter from the County Enforcing Agency certifying compliance with Part 91 been provided?
	6, 20	324.353313(b)	Part 353: For applications proposing septic work has a local health department approval for a septic system been provided?
	6, 20	324.353313(c)	Part 353: Has the applicant provided assurances that the cutting and removing of trees and other vegetation will be performed according to forestry management guidelines.
	20	324.35313(d)	Part 353: Has a site plan containing the data concerning the physical development of the site and extent of disruption of the site been submitted? Include the disposal location of excavated materials and how the disposal site will be accessed. (This may include plan views and cross sections with proper labeling, including the proposed depth of the disposed excavated material.)

* Staff has identified a regulatory need for this information as part of the administrative review process and are reviewing the application to modify the pertinent section to ensure that it is requested.

Part 2. A table of information which may be needed to make a permit decision but does not have to be submitted initially to deem an application administratively complete. As each project is unique the following list is not all inclusive.

Yes, No or NA	Application Section	Regulatory Citation	Item
	20		Is the project staked or flagged? This will be necessary for staff to evaluate the area of impact in order to make a permit decision. If the project is not staked or flagged, a delay in application processing may result.
	20	R281.21 (o); 35316(1)(i)	What is the year the current property boundaries were created?
	20	324.35314(1)	Has the following information been submitted: lot size, width, density, front and side setbacks, storm water drainage, wind and water erosion control, restabilization.
		324.35313 324.35319	Has an environmental assessment been submitted for special use projects?
	20	324.35313 324.35320	Has an environmental impact statement been submitted for special use projects?