



City of Columbus  
16319 Kettle River Blvd.  
Columbus, MN 55025  
Phone: 651-464-3120  
M-F 8am-4pm  
[permittedr@ci.columbus.mn.us](mailto:permittedr@ci.columbus.mn.us)

### **EXCAVATION AND FILL PERMIT INFORMATIONAL HANDOUT**

- Chapter 9 of Columbus City Code regulates Excavation, Grading and Mining in Columbus. The full city code is available at: [www.ci.columbus.mn.us](http://www.ci.columbus.mn.us). The following information does not cover all requirements related to excavation and fill work; please read Chapter 9 in its entirety prior to submitting application.
- General provisions of Chapter 9 include:
  - Excavation, grading or filling is defined as the removal, digging, filling, rearranging or transportation of **more than two hundred (200) cubic yards of materials**. Projects moving less than 200 cubic yards of material do not need a permit.
  - “No excavation, grading or filling shall increase drainage flow onto neighboring property or disrupt an existing natural drainage way.”

#### Required Documentation to obtain Excavation and Fill Permit:

- 1) **Scaled site plan** of proposed project
- 2) **Watershed approval** - Either a permit or letter/email of non-applicability from:
  - a. Rice Creek or Coon Creek Watershed Districts, or the Sunrise River Water Maintenance Organization. (Appropriate watershed district is determined by site address. Watershed district map and contact information is available on the city’s website.)
  - b. Minnesota DNR (if project impacts protected waters for wetlands and/or is within 1000’ of shoreland)
  - c. U.S. Army Corps of Engineers (if wetlands are impacted that are part of a waterway)
- 3) **Storm Water Management Plan** - Storm Water Management Plan must consist of Existing Site Map, Site Construction Plan, and Plan of Final Site Conditions. Include two copies of the plan and any graphic representations scaled at 1 inch to 100 feet with two feet contours. Refer to Chapter 7D for full details.
  - a. Storm Water Management Plan **must** include:
    - Existing site map and proposed excavation area(s).
    - Adjacent land up to 300 feet in all directions.
    - Structures, improvements and roads.
    - Temporary and final drainage plans.
    - Temporary and final grading plans.
- 4) **Completed Excavation and Fill Permit Application** (see attached)



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### Excavation and Fill Permit Fees:

- 5) Application Fee - \$250.00
- 6) Escrow - \$1,000.00 per acre of excavation
- 7) Public Hearing (if required) - \$200.00
- 8) Commercial Contractors License (if applicable)
- 9) Plus associated professional review costs

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*\*Review this handout carefully; submit application only when ALL required documentation is included.  
Applications that are incomplete will result in a delay of permit processing.*



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## **EXCAVATION & FILL PERMIT APPLICATION**

Applicant is:                      Property Owner                      Contractor                      Developer

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Property Owner(s):

Name

Phone:

Email:

Address

PIN:

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Contractor:

Company

Phone:

Contact Person

License #:

Address

Email:

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Developer:

Company

Phone:

Contact Person

License #:

Address

Email:

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Project Details:

Site address of proposed work:

Estimated number of cubic yards to be moved:

Description of proposed work:

Rev. 12/28/2023



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Grading/drainage impact (Describe the direction of drainage on the property. Include contour lines on the site plan):

Will graded/fill materials be transported to/from the site?      Yes      No

If yes, describe the transportation route of materials to be moved:

Duration of time needed to complete work:

Requested days and hours of operation:

*I hereby apply for an excavation/fill permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Columbus and with the Minnesota 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.*

*Applicant's printed name*

*Applicant's signature*

*Date*

*Property Owner's printed name*

*Property Owner's signature*

*Date*

Rev. 12/28/2023