



CITY OF MEDICINE LAKE

LAND EXCAVATION/FILLING/GRADING PERMIT INSTRUCTIONS

10609 South Shore Drive
Medicine Lake, MN 55441

763-542-9701

public_works@cityofmedicinelake.com

The City of Medicine Lake requires a Land Excavation/Filling/Grading Permit for the extraction or filling of sand, gravel, black dirt or other natural material from the land or the grading of land by a person in the amount of fifty (50) cubic yards or more. This also requires a Road Hauling Permit.

Fees: Application: \$250; Escrow: \$1000

Fee is waived if the permit application is in conjunction with a stormwater management plan.

REQUIRED ATTACHMENTS

- Site survey depicting existing conditions on the site and all pertinent legal information.
- Site plan: one PDF copy drawn and published to-scale of 1:20 but no smaller than 1:50 showing:
 - Lot lines
 - Existing topography
 - Water (OHW) and drainage courses within 350 feet of property
 - Wetlands within 350 feet of property
 - Floodplain (elevation 890.4)
 - Proposed finished grade with elevations
 - Proposed landscape plan
 - Erosion control
 - Location of easements and underground utilities (sewer and water), etc.
 - Proposed drainage plan
 - Zoning information for the site including hardcover calculations
 - Proposed driveways and/or sidewalks
 - Proposed buildings
 - Any additional information as may be reasonably required by the City

APPLICATION SUBMISSION

- Applications should be submitted in electronic form to the following address:
public_works@cityofmedicinelake.com.
- Please mail a check for the fee and escrow amounts with a copy of the application to City of Medicine Lake, 10609 South Shore Drive, Medicine Lake, MN 55441. The check should be made payable to the City of Medicine Lake and include the permit type and address on the check.
- The City will review the application for completeness and will contact you to verify the permit fee, securities, and other documentation. Following approval and receipt of all required documents and payment, the City will email you the permit.
- If additional fees are required to cover costs incurred by the City, the City Clerk has the right to require additional payment. Such expenses may include (but are not limited to) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The applicant also acknowledges that it may be required to file, at his or her expense, appropriate resolutions, agreements or other documents evidencing approval of the

application. The applicant agrees that the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from this application to Hennepin County to be assessed with next year's property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such an assessment.

- **Review Process:** If the Land Excavation/Filling/Grading Permit Application meets requirements, the City shall issue a permit valid for a specified period of time that authorizes the activity contingent on the implementation and completion of the storm water pollution control plan. No permit shall be issued if the storm water pollution control plan does not meet requirements. The City may suspend or revoke any permit authorizing a land disturbance activity if the work being completed differs from the work specified in this application.

Land Excavation/Grading Review Process: The City Representative shall forward a copy of all land excavation/grading applications to the City Council. Upon receiving information and reports from the City Representative, the Council shall determine as to whether, and when, and under what conditions such permit for an excavation or grading is to be issued to the applicant by the City. All excavation and grading operations shall be completed within ninety (90) days of the issuance of the permit. Upon completion the permit holder shall notify the City Representative in writing of the date of completion. More information can be found in City Code §1900.

Land Filling Review Process: The City Representative shall process all land fill permit applications. Such applications, when determined to be necessary by the City Representative and all those for more than 50 cubic yards shall be forwarded to the Planning Commission. If not sent to the Planning Commission for review and comment, the City Representative shall determine as to whether, and when, and under what conditions a land fill permit for less than 50 cubic yards shall be issued. If sent to the Planning Commission for review and comment, the Planning Commission shall provide information and reports to the City Council. The City Council shall then make its determination as to whether, and when, and under what conditions such permit for a land fill greater than 50 cubic yards is to be issued to the applicant by the City Representative. All land fill operations shall be completed within ninety (90) days of the issuance of the permit. Upon completion the permit holder shall notify the City Representative in writing of the date of completion. The applicant shall also obtain a road and hauling permit from the City. More information can be found in City Code §1800.

For further information see [City of Medicine Lake Zoning Regulations](#) and [Medicine Lake Ord 146, Land Use Fees 2025](#)

The activity requiring this permit may also trigger a requirement to connect to city water.

City Water Connection: The following actions require any existing residential property improved with one or more structures and not connected to City Water Services for the purposes of potable water to connect to the City water system:

- a. Any demolition, remodel, rebuild, or addition to a private property where the value of the project as reported on the official building permit is equal to or more than *\$100,000 or 50% of the existing value of the property* as reported on the current Hennepin County Assessors estimated market value.
- b. Any act of splitting, subdividing, or combining of property.
- c. When the property is sold, advertised for sale or there is any other change or prospective change in the ownership of the property (ex: owner added by deed, transfer on death deed, transfer to a trust, etc.)