

## LAND & WATER RESOURCES DEPARTMENT (“LWRD”)

### **RIPARIAN PROJECT POLICY AND PROCEDURES**

(Shoreland restorations, rain gardens, critical area stabilizations, etc.)

#### **PAYMENT PROCEDURE POLICY:**

1. Maximum payment limits are as follows:
  - a. Shoreline projects – non-structural = \$2 per square foot.
  - b. Rain gardens = \$3.25 per square foot (must provide calculation).
  - c. Critical area stabilizations – determined on a case-by-case basis.
  - d. Total cost share amount of \$10,000 per landowner.
2. Each cost share agreement sent to landowners must include our Bid and Payment Procedure policy.
3. Each structural practice must have design documentation and construction/ installation plans. Construction/installation plans are to include:
  - i. Plan view drawing at a minimum scale of 1 inch = 20 feet, to include locations of all plantings, buildings, structures, property lines, trees, water flow paths and erosion control.
  - ii. Details of plant species, sizes, and densities in restoration areas and rain gardens.
  - iii. Cross section and profile views of structural practices, with elevations.
  - iv. Operation and Maintenance Plan.
4. Operation and Maintenance Plan will be recorded on property deed. LWRD will pay cost if cost-shared; landowner will pay if not cost-shared.
5. No payment will be made for work done prior to signing of cost share agreement.
6. No payment will be made without signed Cost Share Calculation and Practice Verification from LWRD staff.
7. All requests for reimbursement on cost-shareable completed work must be received within the calendar year that the project was started with appropriate documentation, or submit a request to LWRD to extend the agreement into the following year.
8. Once the cost share payment has been made the project will be considered complete. Any additional cost share requests will be handled as a new project and must follow procedures from the beginning.

#### **PROCEDURE:**

1. Landowner contacts LWRD.
2. LWRD staff visits site to document environmental situation with sketches, pictures, measurements, and notes.
3. LWRD staff determines what course of action, if any, needs to be taken to address the problem or improve the situation.
4. LWRD staff determines value of project based on possible cost and benefit, and advises landowner on how to proceed.

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*---if project determined worth pursuing, then...---*

5. Landowner submits Site Information/Evaluation Record form including construction/installation plans, with cost estimates, and \$ 50.00 review fee.
6. LWRD reviews plans and ranks project relative to the other projects and priorities.
7. LWRD approves or denies the application (denial in writing).

*---if project is approved, then...---*

8. Plans are signed by LWRD staff certifying that the plans meet current standards and specifications, then a project file is created and a cost share agreement is generated following department policies concerning square footage payment limitations, maximum payment amounts, etc.
9. A form letter will accompany the cost share agreement giving a deadline in which the cost share agreement is to be signed and returned to the LWRD. One follow-up call will be made near the end of the 30-day period. The project file will be kept open for 30 days, and if the signed agreement is not returned, the file will be closed and cost share money reallocated toward other projects.

*---if cost share agreement is signed and returned, then...---*

10. Contractor or landowner shall notify LWRD 2 days before construction/installation begins. Payment will not be made for work completed prior to authorized contract.
11. LWRD may inspect construction/installation as necessary and must inspect those items not verifiable after construction/installation is complete.
12. Upon completion of construction/installation project, landowner or contractor will submit “as built” plans to document construction/installation.
13. LWRD staff shall conduct a final site inspection to document construction/installation met plans, including measurements, notes, and pictures.

*--- if construction has been completed according to plans, then ... ---*

14. The LWRD staff must sign a statement to certify construction/installation met plans, standards and specifications.
15. Landowner shall provide evidence to LWRD of payment of landowner portion of project cost, as per Bid and Payment Procedures policy.
16. LWRD processes bills for payment, reimburses landowner and/or landscaper, and records CSA and O&M Plan on property deed.

### Appendices

- DNR and NRCS standards or locations
- Riparian Site Information/Evaluation Record
- Bid & Payment Procedures for Polk County LWRD