

**INSTRUCTIONS  
FOR  
MINNESOTA POLLUTION CONTROL AGENCY (MPCA)  
SUBDIVISION REGISTRATION FORM  
AND  
MOORHEAD GRADING/EROSION CONTROL PERMIT  
-RESIDENTIAL CONSTRUCTION FORM**

If you are both the developer and the home builder for the residential addition (e.g. Eid-Co) you do not need to submit MPCA Subdivision Registration Forms. You can skip to the section titled **Instructions for Developer/Builders** on the next page.

**Step 1:** On the Internet go to the following City of Moorhead page:  
[http://www.ci.moorhead.mn.us/city\\_services/storm\\_water.cfm](http://www.ci.moorhead.mn.us/city_services/storm_water.cfm)

**Step 2:** Scroll to the section titled **Standard Permits and Forms**. Open the document titled **Subdivision Registration Form**. Print a copy of this form and close this page.

**Step 3:** You should have returned to the main storm water page. If not, return to the main storm water page now. In the section titled **Standard Permits and Forms** open the file named **Minnesota NPDES/SDS General Storm Water Permit for Construction Activity (MN R100001)**. Print a copy for your reference and close this page. Note: You can skip this step if you have previously printed the file.

**Step 4:** You should have returned to the main storm water page. If not, return to the main storm water page and scroll down to the heading **Subdivision Permits**. Open your subdivision.

**Step 5:** Next open the file that has your subdivision name and contains the words **MPCA Permit** or **Notice of Storm Water Permit Coverage**. Enter the identification number on **line 4** of the **Subdivision Registration Form**. Enter the project name on **line 5**. Close this page.

**Step 6:** You should have returned to your subdivision page. If not, return to your subdivision page now. Open the file that contains your subdivision name and the words **USGS Map**. Print this map and attach it to the **Subdivision Registration Form**. Close this page.

**Step 7:** On page 2 of the **Subdivision Registration Form** fill out the appropriate section for **New Owner** or **New Contractor**. **Note that MPCA requires a signature of the lot owner.**

**Step 8:** Click on "Back to Storm Water Management" to return to the main storm water page. In the section titled **Erosion & Sediment Control Standards** open and print each of the files found under the title **Single Family Residential Construction Erosion/Sediment Control Standards**. Note: You can skip this step if you have previously printed the files.

**Step 9:** Click on the "Back" button on your web browser to return to the main storm water page. In the section titled **Standard Permits and Forms** open the file named **MHD Grading/Erosion Control Application/Permit Form – Residential Construction**. Print this form. Fill out the parcel numbers or lot/block numbers and subdivision name and sign in the appropriate section. Note that the City only requires a signature of the person requesting the Building Permit.

**Step 10:** Bring (or fax) a copy of the completed **Subdivision Registration Form** and the **MHD Grading-Erosion Control Permit form – Residential Construction** to the City Building Codes Office when you apply for your Building Permit.

**Step 11:** You **MUST** send the **original Subdivision Registration** form to the Minnesota Pollution Control Agency (MPCA). The address is listed on the form.

## **Instructions for Developer/Builders**

**Step 1:** On the Internet go to the following City of Moorhead page:

[http://www.ci.moorhead.mn.us/city\\_services/storm\\_water.cfm](http://www.ci.moorhead.mn.us/city_services/storm_water.cfm)

**Step 2:** Scroll to the section titled **Standard Permits and Forms**. Open the document titled **MHD Grading/Erosion Control Application/Permit Form – Residential Construction**. Print a copy of this form and close this page.

**Step 3:** You should have returned to the main storm water page. If not, return to the main storm water page now. In the section titled **Standard Permits and Forms** open the file named **Minnesota NPDES/SDS General Storm Water Permit for Construction Activity (MN R100001)**. Print a copy for your reference and close this page. Note: You can skip this step if you have previously printed the file.

**Step 4:** You should have returned to the main storm water page. If not, return to the main storm water page and scroll down to the heading **Subdivision Permits**. Open your subdivision.

**Step 5:** Next open the file that has your subdivision name and contains the words **MPCA Permit** or **Notice of Storm Water Permit Coverage**. Enter the identification number after **MPCA Permit Number** of the **MHD Grading/Erosion Control Application/Permit Form – Residential Construction**. Close this page.

**Step 6:** Click on “Back to Storm Water Management” to return to the main storm water page. In the section titled **Erosion & Sediment Control Standards** open and print each of the files found under the title **Single Family Residential Construction Erosion/Sediment Control Standards**. Note: You can skip this step if you have previously printed the files.

**Step 7:** Fill out the parcel numbers or lot/block numbers and subdivision name on **MHD Grading/Erosion Control Application/Permit Form – Residential Construction**. Sign in the **Owner** section.

**Step 8:** Bring (or fax) the completed **MHD Grading-Erosion Control Permit form – Residential Construction** to the City Building Codes Office when you apply for your Building Permit.