

Animal feedlot or manure storage area permit application

CSF and Interim Permit Program

Doc Type: Permit Application

Applicability: Use this form to obtain, modify, or extend the term of a construction short form (CSF) or interim permit.
Keep a copy of this application form and all submittals for your records.

After completing and signing this form, submit it and any required enclosures as instructed below:

For facilities located in a delegated county, send the signed form and any enclosures to the County Feedlot Officer (CFO). All other facilities must submit this form and any enclosures to the Minnesota Pollution Control Agency (MPCA) as follows:

- Scan and email the signed form and any enclosures to FeedlotSubmittal.pca@state.mn.us.
- If submission via email is not possible, you can mail the signed form and any enclosures to:

Attn: Feedlot Master File Staff
Minnesota Pollution Control Agency
18 Wood Lake Drive SE
Rochester, MN 55904

I. Permit type and reason for application

Feedlot Registration Number: _____

Please indicate which type of feedlot permit you are applying for (*choose only one*):

- Construction Short Form Interim (correcting a pollution hazard)

Please indicate the reason for the permit application (*choose only one*):

- New Permit
(No existing CSF or interim permit)
- Permit Modification
(Changes to sites with an existing CSF or interim permit)
- Permit Extension - Current CSF or Interim Permit number: _____
(Work not completed prior to permit expiration)

Indicate below the reason(s) the work may not be completed prior to permit expiration

Estimated amount of time required to complete the work: _____ days months
Note: The length of the extension is limited to 24 months for CSF permits and 90 days for interim permits

A permit extension request only requires completion of pages 1 and 6 of this application form (the remaining pages can be left blank).

Note: When the notice to neighbors and property owners is applicable (page 6) the content of the notice must include the date the original permit was issued and the new proposed completion date as well as the normally required information.

II. Owner's name(s) and address(es) - (All partners of a Limited Liability Partnership (LLP) must be listed.)

Primary owner – Will be used as the mailing address

Additional owner – attach additional sheets as necessary

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Phone: _____ Zip: _____	Phone: _____ Zip: _____
Email: _____	Email: _____

Note: The term owner includes all persons having possession, control, or title to an animal feedlot or manure storage area (including lessees or renters). All owners must be listed. Attach to this application the names, addresses, and phone numbers of all additional owners.

III. Facility name and site address

Site Name: _____

Facility is a MN Ag Water Quality Certified Farm (MAWQCP)

Complete if facility address is different than the primary owner address:

Street: _____

City: _____ State: MN

Phone: _____ Zip: _____

Contact person for day-to-day activities

Name: _____

Street: _____

City: _____ State: _____

Phone: _____ Zip: _____

Cell phone: _____

Email: _____

(General letters/notices may be sent by email where one is indicated.)

IV. Facility location

County: _____ Township name: _____

Township (26 – 71 or 101 – 168)		Range (1 – 51)		Section (1 – 36)	¼ Section (160 acre) (NW, NE, SW, SE)	¼ of ¼ Section (40 acre) (NW, NE, SW, SE)
T	N	R	W			

V. Sensitive features

1. Is any part of the facility within 1,000 feet of any type of surface waters or tile intake? Yes No
 If Yes, select all types below
 Lake River Stream (Perennial or Intermittent) Tile Intake
 Pond Creek Ditch Wetland Calcareous Fen Unknown

2. Is any part of the facility located within 300 feet of a river/stream? Yes No

3. Is any part of the facility located within a delineated flood plain (100 year flood)? Yes No

4. Is any part of the facility located within designated shoreland? Yes No

5. Is any part of the facility located within 1,000 feet of a karst feature? (sinkholes, caves, disappearing springs, resurgent springs, karst windows, dry valleys, or blind valleys) Yes No
 If Yes, complete a. and b. below:
 a. Are there 4 or more sinkholes within 1,000 feet? Yes No
 b. Is any part of the facility within 300 feet of a known sinkhole? Yes No

6. Is any part of the facility located within 1,000 feet of the following types of wells: Yes No
 If Yes, select the applicable well type below:
 a community water supply well
 a well serving a public school as defined under Minn. Stat. § 120A.05
 a well serving a private school excluding home school sites
 a well serving a licensed child care center where the well is vulnerable (Minn. R. 4720.5550, subp. 2)

VI. Environmental Review (complete when construction or expansion is proposed)

Mandatory environmental review is required when the addition of 1,000 or more animal units (AU) is proposed as part of the construction/expansion at any facility. The threshold when environmental review is mandatory is reduced to 500 AU when any part of the facility is located within a "sensitive area". The facility is within a sensitive area when any of the following apply.

- Any part of the facility is within a delineated floodplain (yes to question 3 above)
- Any part of the facility is within designated shoreland (yes to question 4 above)
- Any part of the facility is within 1,000 feet of a karst feature (yes to question 5 above)
- Any part of the facility is within a vulnerable drinking water supply management area
- Any part of the facility is within a federal, state, or local wild and scenic river district
- Any part of the facility is located within the Minnesota River Project Riverbend area or the Mississippi headwaters area

Additionally mandatory environmental review is required for "Phased actions". Phased actions are defined under Minnesota law (Minn. R. ch. 4410) as two or more projects located in the same geographic area and constructed sequentially within three years of each other by the same proposer. When this is the case, the animal units from all projects are combined to determine if environmental review is required. The following will assist the MPCA to evaluate if your project qualifies as a "phased action".

Do you have ownership interest in another livestock operation that was constructed/expanded within the past three years or are you substantially certain you will be constructing/expanding another livestock operation within the next three years?

Yes No

If Yes, how far away (straight-line distance) is it located from the project proposed in this application? _____ miles

There are also rule provisions to require completion of the environmental review process in the event of a citizen petition or upon the discretion of the MPCA. Please see the MPCA fact sheet entitled "[When is Environmental Review Required for Feedlots](https://www.pca.state.mn.us/quick-links/environmental-review)" (available on the MPCA website at <https://www.pca.state.mn.us/quick-links/environmental-review> and/or Minn. R. 4410 for further details.

VII. Animal numbers and animal unit (AU) calculation

Complete the table below to identify the **maximum** number of animals housed at that facility. All animal numbers and animal sizes used to complete this table should reflect the animal holding **capacity** of the facility even if the facility does not currently house or propose to house that number of animals. At no time is the number of animals at the facility allowed to exceed the capacity provided below without first obtaining a permit or permit modification.

Current Capacity - List the current head count **capacity** for each animal type in column 3 below. For sites with a permit, this should match the currently permitted number of animals. Next, multiply the AU Factor in column 2 by the number of animals listed in column 3 to get the *Current AU Capacity* for each animal type (column 4). Finally, add together all AU's in column 4 to get a total at the bottom of the chart. *If this application is for a brand-new feedlot site leave columns 3 and 4 blank. (ie. bare piece of ground)*

Final Capacity - List the final head count **capacity** for each animal type in column 5 below. This number should include current animals plus or minus any expansion or reduction in each animal type. This should reflect the maximum AU capacity requested with this permit application. Next, multiply the AU Factor in column 2 by the number of animals listed in column 5 to get the *Final AU Capacity* for each animal type (column 6). Finally, add together all AU's in column 6 to get a total at the bottom of the chart.

1. Animal type	2. Animal unit factor	Current facility capacity		Final facility capacity (Current +/- Changes)	
		3. Head count	4. Animal units = column 2 x column 3	5. Head count	6. Animal units = column 2 x column 5
A. Dairy cattle					
Mature cow (milked or dry) over 1,000 lbs.	1.4				
Mature cow (milked or dry) under 1,000 lbs.	1.0				
Heifer	0.7				
Calf	0.2				
B. Veal					
Veal	0.2				
C. Beef cattle					
Slaughter steer/heifer, stock cow, or bull	1.0				
Feeder cattle (stocker or backgrounding), heifer	0.7				
Cow and calf pair	1.2				
Calf (weaned)	0.2				
D. Swine					
Over 300 lbs.	0.4				
Between 55 and 300 lbs.	0.3				
Under 55 lbs.	0.05				
E. Horses					
Horse	1.0				
F. Sheep					
Sheep or Lamb	0.1				
G. Chickens with a liquid manure system					
Layer Hens or Broilers	0.033				
H. Chickens with a dry manure system					
Broilers over 5 lbs.	0.005				
Broilers under 5 lbs.	0.003				
Layer Hens over 5 lbs.	0.005				
Layer Hens under 5 lbs.	0.003				
I. Turkeys					
Over 5 lbs.	0.018				
Under 5 lbs.	0.005				
J. Ducks					
Duck (with a liquid manure handling system)	0.01				
Duck (with a dry manure handling system)	0.01				
K. Animals not listed in A to J (AU factor in column 2 = average weight of the animal type divided by 1,000 lbs.)					
Animal type:					
Total animal unit capacity			Current AU capacity		Final AU capacity
Add all numbers in column 4 for Current AU total					
Add all numbers in column 6 for Final AU total					

VIII. Animal holding areas

Complete the table below for all your animal holding areas.

If you have more than six animal holding areas on your site, continue your list on an additional copy of this page.

Animal holding area ID

List each animal holding area in a separate column

Facility Site Sketch ID (i.e., #1, A, Barn 1)						
Status: (check one box only) Proposed - not permitted previously Approved - permitted but not yet operational Existing - current operational component Modifying - change to a permitted component	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating
Distance to nearest well (ft.)						
Pasture Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Type of animal holding areas

Write approximate dimensions in feet in the space below

(indicate dimensions and floor type)

(width x length or area with units for irregular shapes)

Total confinement barn (slatted floor)						
Total confinement barn (solid floor)						
Partial confinement barn						
Open lot with runoff controls						
Open lot without runoff controls						
Animal Holding Area Floor Type (check all that apply)	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other

Indicate the maximum capacity (number of animals) of each animal holding area

Animal numbers

The total number of all animals listed should match the final animal numbers listed on page 3.

Mature dairy cows (over 1,000 lbs.)					
Mature dairy cows (under 1,000 lbs.)					
Dairy heifers					
Dairy calves					
Veal					
Slaughter steer/heifer, stock cow or bull					
Feeder cattle-stocker/background/heifer					
Cow and calf pair					
Beef calves (weaned)					
Swine over 300 lbs.					
Swine between 55 and 300 lbs.					
Swine under 55 lbs.					
Horses					
Sheep or lamb					
All chickens with liquid manure system					
Broiler chickens over 5 lbs. - dry system					
Broiler chickens under 5 lbs. - dry system					
Laying hens over 5 lbs. - dry system					
Laying hens under 5 lbs. - dry system					
Turkeys - over 5 lbs.					
Turkeys - under 5 lbs.					
Ducks					
Other:					

IX. Manure handling, feed storage, and dead animal areas

Complete the table below for your manure storage, feed/silage storage areas and dead animal disposal areas on your site. If you have more than six manure storage, feed/silage storage, and dead animal management areas on your site, continue your list on an additional copy of this page.

Manure, feed, or dead animal areas *List each manure handling, feed storage, and dead animal area in a separate column*

Facility Site Sketch ID (i.e., #1, A, Basin 1)						
Status: (check one box only) <i>Proposed</i> - not permitted previously <i>Approved</i> - permitted but not yet operational <i>Existing</i> - current operational component <i>Modifying</i> - change to a permitted component	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating	<input type="checkbox"/> Proposed <input type="checkbox"/> Approved <input type="checkbox"/> Existing <input type="checkbox"/> Modifying <input type="checkbox"/> Eliminating
Distance to nearest well (ft.)						

Type of liquid manure or process wastewater storage/treatment areas (indicate dimensions) *Write approximate top dimensions in feet in the space below (width x length x depth or volume with units for irregular shapes)*

Earthen or GCL lined basin						
Below barn concrete tank						
In-ground concrete tank/basin (outdoor)						
Above-ground concrete tank						
Synthetic lined (HDPE, EPDM, etc.) basin						
Steel tank (i.e., slurry-store)						
Composite lined (2 liner types) basin/tank						
Vegetated Infiltration Area						
Other (describe):						

Type of solid manure, feed storage, and dead animal areas (indicate dimensions and floor type) *Write approximate dimensions in feet in the space below (width x length or area with units for irregular shapes)*

Permanent Stockpile						
Dead Animal Management Area						
Covered Feed Storage Area						
Uncovered Feed Storage Area						
Sweet Corn Silage Storage Storage Pad Area Tonnage on site at any one time						
Other (describe):						
Stockpile, Feed Storage, or Mortality Area Floor/Liner Type (check all that apply)	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Soil <input type="checkbox"/> Other

X. Changes to groundwater monitoring plan (complete only if applicable)

If groundwater monitoring is required at the facility, this application can request changes to the MPCA-approved groundwater monitoring plan. In order to request changes to the groundwater monitoring plan, please indicate the type of change requested.

- Elimination of monitoring Change to sampling frequency
 Change to sample testing protocol Other

When a change is requested, please include with this permit application documentation from a qualified professional that provides a technical analysis and justification for the requested changes.

XI. Non-delegated county public meeting minutes (complete only if applicable)

A county which has not accepted delegation of the feedlot program must hold a public meeting prior to issuance of a feedlot permit by the MPCA for an animal feedlot with a capacity of 300 or more animal units.

Date meeting has occurred or is scheduled to occur: _____

Verification of public meeting.

A copy of the meeting minutes must be provided to the MPCA for verification of completion prior to permit issuance.

XII. 500 or more AU: Notice to residents and property owners within 5,000 feet

When required. A notice is required in *either* of the following situations:

- **Construction of a new** feedlot, or manure storage area, which will have a capacity of 500 AU or more.
- **Expansion of an existing** feedlot, or manure storage area, which currently has, or will have upon completion of the expansion, a capacity of 500 AU or more.

Notice methods. The owner shall not less than 20 business days before the anticipated issuance date of the permit, provide notice to each resident and each owner of real property within 5,000 feet of the perimeter of the proposed facility. This notice *must* include, at a minimum, the information provided in Minn. R. 7020.2000, subp.4.

An example notice can be found in the factsheet *Permit Notification Requirements – Feedlots with more than 500 Animal Units* available on the MPCA website <https://www.pca.state.mn.us/sites/default/files/wq-f3-09.pdf>.

Verification of notice. The MPCA must verify that this notice has been completed prior to permit issuance. Documentation that this notice has been completed can be provided with the permit application (preferred) or submitted at a later date, prior to permit issuance.

When the notice has been completed prior to this application

Please include with this application one of the following to provide verification that the required notice has been completed:

- An affidavit of publication from a newspaper of general circulation used to provide this notification.
- A list of all parties, with their location, that were notified by certified mail and copies of all signed mail return receipts.
- A list of all parties, with their location, that were personally visited with a date and signature from each party and certification signed by a notary public indicating in detail what was discussed.

When the notice has not been completed prior to this application

Please include with this permit application both of the following:

- A copy of the content of the notification
- Date notification is scheduled to occur: _____

Note: The permit cannot be issued prior to receiving verification that the notice has actually taken place. This verification must be one of the three items listed above.

XIII. Certifications and signature

Notification to local officials

The Applicant certifies that, if the application includes construction of a new facility or expansion of an existing facility, all local zoning authorities have been notified in accordance with Minn. R. 7020.2000 subp. 5.

Construction Stormwater (CSW) Requirements

The Applicant certifies that, if construction will disturb 5 or more acres, they have made a separate application for a CSW permit. For construction activities that disturb at least 1 acre but less than 5 acres, the Applicant certifies to comply with the requirements of the current CSW NPDES general permit (Minn. R. 7090.2020 provides permit coverage even though no application has been made).

Need for NPDES or SDS permit

If the MPCA determines that a NPDES or SDS permit is required, the Applicant certifies that this application will serve as an application for a NPDES or SDS permit, as appropriate. The Applicant agrees to submit additional information, as requested by the MPCA, in order to complete the NPDES or SDS permit application process including payment of the applicable permit application fee.

Applicant Signature

I hereby certify that the design, construction, and operation of the facility will be in accordance with this application and plans, specifications, reports, and related communications approved by the MPCA, and in accordance with applicable permit conditions or regulations/standards of the MPCA. I also certify under penalty of law that this document and all attachments were prepared under my direction or supervision and the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

The person that signs this application must be one of the following:

- A. For a corporation, a principal executive officer of at least the level of vice president
- B. For a partnership, a general partner
- C. For a sole proprietorship, the proprietor

Print name: _____ Print official title: _____

Office phone: _____ Cell phone: _____

Signature: _____ Date: _____

To sign up for electronic communications including the MPCA feedlot newsletters, please go to the MPCA website at <https://public.govdelivery.com/accounts/MNPCA/subscriber/new>.

Required enclosures (Permit applications submitted without all required enclosures are incomplete.)

All forms are available on the [CSF & Interim permits](https://www.pca.state.mn.us/feedlots) page of the MPCA feedlot program website at:
<https://www.pca.state.mn.us/feedlots>

- A. A site sketch/aerial photograph indicating the location of the existing and proposed facility components.
- B. A Manure/Nutrient Management Plan (MMP) – The following are optional forms to assist with MMP development:

When **all** manure is transferred to another entity for utilization, complete a MMP using the form:

[MMP requirements when ownership of manure is transferred.](#)

When **any** portion of manure is applied to land owned, rented, or leased by the applicant(s), or applied to other land where nutrient application decisions are made by the applicant(s), complete a MMP using the spreadsheet form:

[MPCA Manure Management Planner.](#)

Notes: The MMP requirements when ownership of manure is transferred form is incorporated into the spreadsheet to account for instances when only some of the manure is transferred.

A hand-entry version of the [MPCA Manure Management Planner.](#)

- C. Plans and Specifications for construction, modification, or expansion of any liquid manure storage area.
- D. **Conditional** - Environmental Assessment Worksheet (EAW) Fee
When the project requires environmental review **and** is located in a county that has not accepted delegation of the county feedlot program, there is a fee of \$4,650 for processing of an Environmental Assessment Worksheet (EAW) that must be included with this permit application. (**Check payable to:** Minnesota Pollution Control Agency)
- E. **Optional** – Verification of the notifications required in part XII of this application. If not submitted with the application, the MPCA must receive the verification prior to permit issuance. It is strongly recommended that the applicable verifications be included with the permit application.