



ROCHESTER PARK DEPARTMENT  
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## NATURAL LANDSCAPE PERMIT APPLICATION **SAMPLE**

\*the names and addresses below are not real and answers are made to help guide the process.  
Not all properties will be the same.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Tele \_\_\_\_\_ Fax\_ \_\_\_\_\_

Legal Address of property to be permitted: \_\_\_\_\_

The following are to be included with the application as attachments:

**\*look on the second page to see suggested responses**

**DISCLAIMER: not all of these categories are relevant to every project. Below are examples and suggestions. If they do not pertain to your project, then do not include them.**

- site plan
- description of vegetation to be used and general plant succession
- maintenance plan which includes:
  - the estimated transition period
  - the process to be used for the elimination of non-native vegetation
  - the process to be used for replanting o the location of all buffer strips
  - process for maintaining buffer strips
  - the location of all buffer strips along roads, sidewalks and paths and the
  - process for maintaining the buffer strips

PERMIT APPROVED \_\_\_\_\_ BY \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT DENIED \_\_\_\_\_ BY \_\_\_\_\_

DATE \_\_\_\_\_

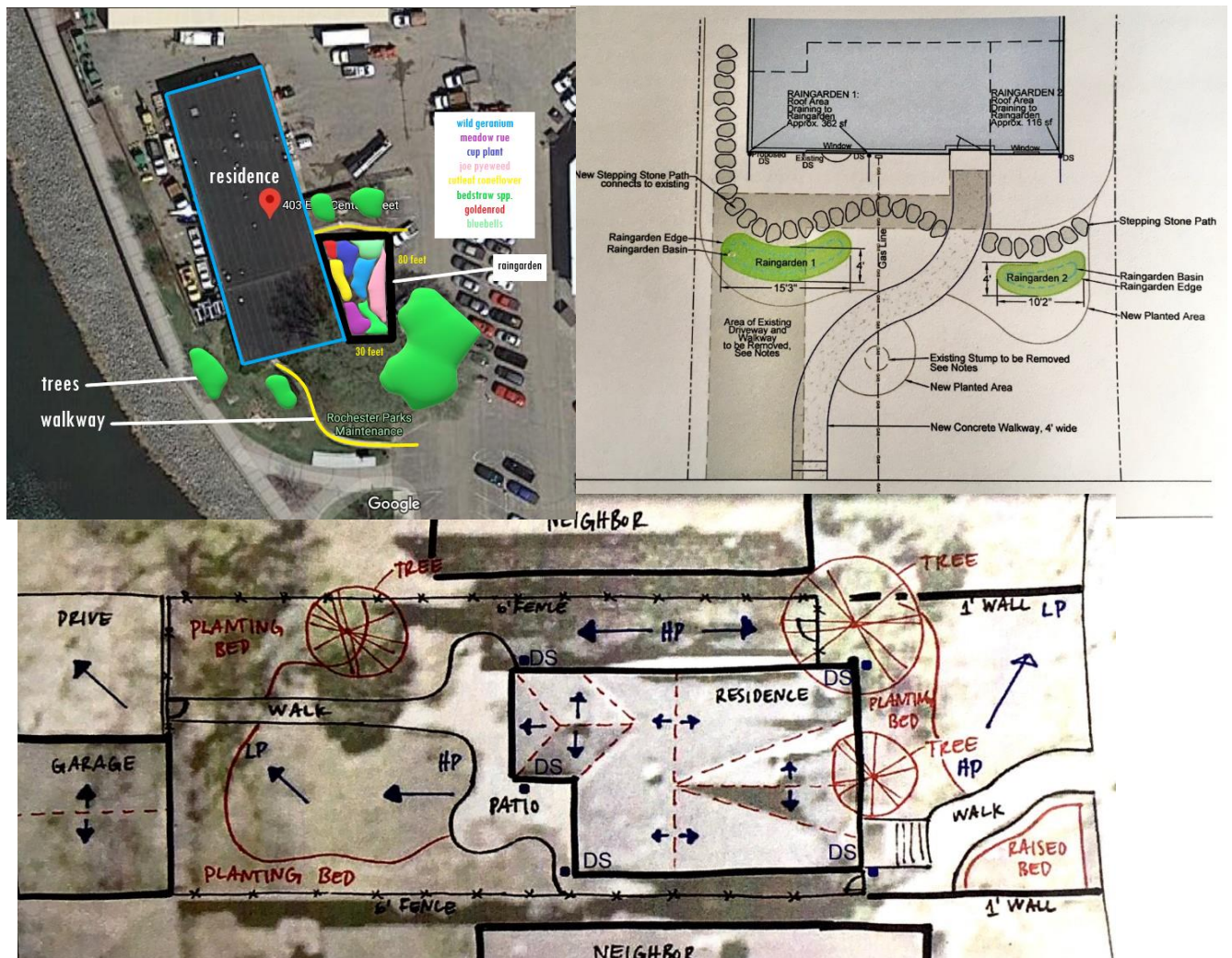
- management and maintenance plan incomplete
- plan proposes use of non-native grasses
- plan includes excessive transition period
- other \_\_\_\_\_

# SITE PLAN

Here is where you would include your map of the property with the area you intend to turn into a natural landscape. This can be presented in a variety of different formats including hand-drawn pictures, google maps images, printed image with drawings, or other mapping software- however you would like to clearly present it. Items to include in your map include area you plan to transform, size (feet) of plot, residence/house, surrounding significant features, species being planted, and property boundary. Keep in mind that all natural landscape permits require a 4 foot mowed buffer next all abutting property lines. *Exceptions are made if neighbor(s) provide written approval with the permit application.*

Other items that should be included in the section description are the slope (simply stated as level, rolling, or steep) and current conditions. Current conditions basically confirms what is taking up that space now- grass, lawn, garden, forest, patio, etc. Other optional descriptions include the type of development (raingarden, raised bed) or surrounding significant features (trees, patio, walkway, and sidewalk). It is also important to consider physical barriers that may protect area from small mammals or human interference like lawnmowers, brush cutters, and other.

Below are examples of a site plan map (*please note plans do not have to be complex*):



## DESCRIPTION OF VEGETATION AND PLANT SUCCESSION

Here is where you would include all the plant species you are including. Relevant information would be plant source (from seed, plugs, pots, or other), source of vegetation (nursery, store, or other), and seed mix (ex: warm season grasses, cool season grasses, wildflowers, perennials, annuals, etc.). Plant succession refers to how species dynamics will change over time. This could refer to how the first few years might be predominantly annuals, but over time perennials, grasses, or shrubs will be dominant. Basically describe how your plants might change over the years; if it is the same that is alright too.

## PROCESS OF ELIMINATING NON-NATIVE VEGETATION

This section has a few elements to consider: how will you remove what is currently there (grass, weeds, garden establishment), tools (tiller, herbicide, hand-weeding, mowing), and upkeep (how will you remove weeds without harming other plants). Ideally, this section would contain a timeline. Timelines do not have to be specific but at least mention seasonal checkups and grooming.

### Regrading

Regrading may be required in some instances. If so, Rochester Public Works requires additional permits.

- For public right of way regrading contact: [PWpermits@rochestermn.gov](mailto:PWpermits@rochestermn.gov)
- For private property regrading contact: [LBartolomei@rochestermn.gov](mailto:LBartolomei@rochestermn.gov)

\*Please note a grading permit and plan may be required if more than 50 cubic yards of soil is moved (equates to around a hole 1ft deep x 36 ft<sup>2</sup> area or 2 ft deep x 26 ft<sup>2</sup> area).

### Helpful links on invasive removal:

[https://extension.unh.edu/resources/files/Resource000988\\_Rep1135.pdf](https://extension.unh.edu/resources/files/Resource000988_Rep1135.pdf)

<https://www.mda.state.mn.us/plants-insects/minnesota-noxious-weed-list>

<https://www.dot.state.mn.us/roadsides/vegetation/pdf/noxiousweeds.pdf>

(^ guide to MN noxious weeds, their ecology, and time of year/ method for treatment)

## PROCESS FOR REPLANTING

This section outlines how you will plant your species each year. Will you designate areas of the natural landscape to certain species, will seeds be applied homogeneously throughout, and will the natural area be physically divided? This section also entails ensuring conditions are properly ready for planting. Will you till the soil, add fertilizer (*only when necessary*), add mulch or other organic material to hold moisture?

## LOCATION AND MAINTENANCE OF BUFFER STRIPS

Reminder: all natural landscape permits require a 4 foot mowed buffer next all abutting property lines. *Exceptions are made if neighbor(s) provide written approval with the permit application.*

Here is where you would outline where and how you would install and manage your buffer strips. Buffer strips serve as protection from surrounding elements and ensure that plants are not growing into the right-of-way or other private property. This can be done by establishing a mulch boarder, growing shorter plants along the edge, or keeping lawn. Please include the width that you plan to establish for your buffer strip and abutting property lines that may be of concern. Maintenance can simply be reached through routine weeding and mulching. If your buffer is a lawn, maintenance can be as simple as not mowing in the buffer zone.