



Minnesota
Pollution
Control
Agency

Construction Short-Form and Interim Permit Application for an Animal Feedlot or Manure Storage Area

This permit application must be completed and submitted for
Construction Short-Form and Interim Permits.

I. Owner's Name(s) and Address(es)

Name: _____ Name: _____
Address: _____ Address: _____
City: _____ City: _____
State: _____ State: _____
Phone: () _____ Phone: () _____

Note: If there are more than two owners, attach to this application the names, addresses, and phone numbers of all additional owners. At least one owner must sign the permit application in Section XIV. **If this is a Limited Liability Partnership (LLP) all partners must be listed.**

II. Facility Name and Address (complete if facility name/address is different than information listed above)

Legal name of facility: _____
Street: _____
City/State/Zip: _____
Phone: () _____

III. Contact Person for Facility (this is the person that the MPCA will contact with questions regarding the facility)

Name: _____
Street: _____
City/State/Zip: _____
Phone: () _____
E-mail: _____

IV. Preferred Mailing Address Permit, reports, and other correspondence should be mailed to (check only one):

- ☐ Owner Address in Section I
☐ Facility Address in Section II
☐ Contact Person in Section III

V. Facility Location

County: _____ Township name: _____

Township (26 – 71 or 101 – 168)	Range (1 – 51)	Section (1 – 36)	¼ Section: (NW, NE, SW, SE)	¼ of ¼ Section (NW, NE, SW, SE)	Latitude	Longitude
T__N	R__W					

VI. Reason for Application and Previous Permit Information

A. List your registration number (if known): _____

B. List any existing feedlot permits: _____

C. Reason for application: (Check all that apply)

- ☐ 1. Original application for a Construction Short-Form (CSF) or Interim Permit.
☐ 2. Request for re-issuance of an existing CSF or Interim Permit
☐ 3. Request for modification of an existing CSF or Interim Permit.
☐ 4. Proposed new feedlot or manure storage area.
☐ 5. Proposed reuse of an existing feedlot or manure storage area not used for five (5) years or more.
☐ 6. Proposed increase in animal numbers at an existing feedlot.
☐ 7. Proposed expansion or modification of an existing liquid or solid manure storage area.
☐ 8. Proposed change in operation not described in 4 to 7, describe: _____

VII. Animal Numbers and Animal Unit (AU) Calculation

If you have an existing facility, list the maximum number of animals held at any given time for each existing animal type in column 3 below. Next, multiply the AU Factor in column 2 by the number of animals listed in column 3 to get the Existing AU Capacity for each animal type (column 4). Add the AU capacity numbers in column 4 for a total and enter the existing total at the bottom of the chart. If a new facility is being proposed, leave columns 3 and 4 blank.

For both new and existing facilities, in column 5 list the proposed maximum number of animals that will be held at the facility at any given time during the five year duration of the permit. Next, multiply the AU Factor in column 2 by the number of animals listed in column 5 to get the Maximum AU Capacity for each animal type (column 6). Note: the number in column 5 should include existing animals plus or minus any expansion or reduction in each animal type. Add the AU capacity numbers in column 6 for the Final AU Total and enter the total at the bottom of column 6.

1. Animal Type	2. Animal Unit Factor (see note below)	3. Existing Number of Animals (leave blank if new site)	4. Existing AU Capacity = column 2 x column 3	5. Maximum Number of Animals (for new or after expansion)	6. Maximum AU Capacity = column 2 x column 5
A. Dairy Cattle					
Mature cow (milked or dry) over 1,000 pounds	1.4				
Mature cow (milked or dry) under 1,000 pounds	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 pounds	0.4				
Between 55 and 300 pounds	0.3				
Under 55 pounds	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 pounds	0.005				
Broilers under 5 pounds	0.003				
Layer hens over 5 pounds	0.005				
Layer hens under 5 pounds	0.003				
I. Turkeys					
Over 5 pounds	0.018				
Under 5 pounds	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 1000 pounds)					
Animal type 1: _____	1: _____	1: _____	1: _____	1: _____	1: _____
Animal type 2: _____	2: _____	2: _____	2: _____	2: _____	2: _____
TOTAL ANIMAL UNIT CAPACITY Add all numbers in column 4 for Existing AU total Add all numbers in column 6 for Final AU total			Existing AU Total		Final AU Total

VIII. Buildings, Lots, Manure Handling, Feed and Dead Animal Storage Areas

Complete the table below for your animal holding, manure storage, and feed/silage storage areas. A list of common facility types is provided to choose from, or describe it in your own terms. If you have more than six animal holding, manure storage, and feed/silage storage areas on your site, please attach a separate sheet that includes the information requested below for each additional facility. Each of the facilities listed below should correspond to those provided on the sketch required in Section XI.

A. Facility Number # 1 # 2 # 3 # 4 # 5 # 6

Write "Existing", "New", or "Eliminating"						
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B. Types of Animal Confinement Areas Write approximate dimensions in feet in the space below (width x length)

Total confinement barn						
Partial confinement barn						
Open lot with runoff controls						
Open lot without runoff controls						
Pasture access ("X" or "✓" if yes)						

C. Facility Floor Type Place "X" or "✓" in appropriate box

Slats over manure storage						
Concrete slab						
Earthen or dirt						
Other (describe)						

D. Liquid Storage Areas Write approximate top dimensions in feet in the space below (width x length x depth)

Earthen or soil lined						
Poured reinforced concrete						
Composite lined						
Above-ground concrete tank						
Fiberglass-lined steel tank						
Concrete block or stave pit						
Milk center wastewater storage						
Feed/silage runoff storage						
Other (describe - include other process wastewater storage)						

E. Handling Areas for Solid Manure, Feed and Dead Animals Note approximate dimensions in feet (width x length x depth)

Stacking slab						
Stockpile						
Manure pack on lot or floor						
Feed storage areas (describe if covered or uncovered)						
Dead animal treatment						
Other (describe)						

F. Animal Numbers Note: these animal numbers should total the same as proposed animal numbers listed on page 2

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 w/liquid manure system						
Broiler chickens over 5 lbs. - dry system						
Broiler chickens under 5lbs. - 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						
Others (list types)						
1.						
2.						

IX. Soils, Location, Surface Water, and Ground Water Features

- A. Soils. List the soil type or texture and depth to saturated soils at the facility as identified in the USDA Soil Survey Manual for your county or from a site-specific soil investigation. Owners submitting manure storage area plans and specifications, as required in Section XIII., item D., of this application, with a completed soils investigation should write "**see enclosed**" if included.

1. Soil type(s) or texture(s): _____
2. Depth to seasonal high water table or saturated soils: _____

- B. Sensitive areas. The following information is needed to determine compliance with location restrictions. Questions 1 and 2 relate to restrictions in Minn. R. chapter 7020. Questions 3 to 7 are necessary to evaluate mandatory Environmental Assessment Worksheet (EAW) requirements under Minn. R. 4410.4300, for new facilities of 500 AU or more and existing facilities expanding by 500 AU or more. Please answer if the facility (existing and proposed) is located wholly or partially in any of the following sensitive locations:

1. Shoreland:

- a. Are there any rivers or streams within 300 feet of the feedlot? ☐ Yes ☐ No
- b. Are there any lakes or ponds with designated shoreland within 1,000 feet of the feedlot? ☐ Yes ☐ No

If you answered yes to (a) or (b), list the names of these water bodies and the approximate distance (in feet) to the feedlot.

Name: _____ Approximate distance: _____

Name: _____ Approximate distance: _____

2. A delineated flood plain? ☐ Yes ☐ No
 3. A state or federally designated wild and scenic river district? ☐ Yes ☐ No
- If yes, name: _____

4. The Minnesota River Project Riverbend Area? ☐ Yes ☐ No

5. The Mississippi Headwaters Area? ☐ Yes ☐ No

6. A drinking water supply management area delineated under chapter 4720 where the aquifer is identified in the wellhead protection plan as vulnerable to contamination? ☐ Yes ☐ No

7. Within 1,000 feet of a known sinkhole, cave, resurgent spring, disappearing spring, Karst window, blind valley, or dry valley? ☐ Yes ☐ No

If yes to question 7, is the facility within 300 feet of a sinkhole? ☐ Yes ☐ No

- C. Wells. The following information is needed to determine compliance with Minnesota Department of Health Well Codes and Minn. Rules pt. 7020.2005.

1. Is the facility located within 100 feet of a private well; or within 1,000 feet of the following types of wells: a community water supply well, a well serving a public school as defined under Minn. Stat. §120A.05, a private school, excluding home school sites, or a licensed child care center where the well is vulnerable according to Minn. R. 4720.5550, subp. 2? ☐ Yes ☐ No

2. What is the shortest distance (in feet) from an animal holding area to a well?

Approximate distance: _____

Building/lot number from page 3: _____

3. What is the shortest distance (in feet) from a manure storage area to a well?

Approximate distance: _____

Structure/area number from page 3: _____

D. Surface Tile Intakes.

Are any surface tile intakes within 1,000 feet of animal holding, manure storage areas, or any other part of the production facility?

☐ Yes ☐ No

Approximate distance: _____

Building/lot number from page 3: _____

X. Manure Management

The type of manure management plan required for your facility depends on whether you transfer ownership of your manure to another person. Begin with part X.A. and follow the instructions to determine if you transfer ownership and which type of manure management plan you need to complete.

A. Transferred Manure.

1. Answer questions 1.a. and 1.b. below to see if you (the feedlot owner/operator) transfer ownership of any of your manure.

- a. Is all manure from your feedlot applied onto land that is owned, leased, or rented by yourself? Yes ☐
No ☐

If you answer “**Yes**” then you do not transfer ownership of your manure and you can move on to Section X.B.

If you answer “**No**”, go to the next question (1.b.).

- b. For all manure application sites not owned, leased or rented by the feedlot owner/operator, have you (the feedlot owner/operator) or employees working under your direction been given control of the field and nutrient planning decisions, including planning for nutrient rates, timing and methods? Yes ☐ No ☐

For fields where the answer is “**Yes**,” ownership of manure is not transferred and you can move on to item B (non-transferred ownership).

For fields where the answer is “**No**,” manure ownership is considered to be transferred and you must complete item 2, below.

2. If all or part of the ownership of your manure is transferred, complete items a. through c., below.

- a. Approximately how much of your manure (in tons or gallons) has transferred ownership? _____
- b. For all manure where ownership is transferred, complete the manure management plan requirements as described in the MPCA guidelines “Manure Management Plan Requirements when Ownership of Manure is Transferred”, which can be found at the MPCA website at: <http://www.pca.state.mn.us/hot/feedlot-management.html>. For an Interim Permit submit the manure management plan with this permit application. For a Construction Short Form permit, be prepared to submit the plan if requested by your County Feedlot Officer or MPCA staff person.
- c. Where a land application agreement(s) exists for application of transferred manure to neighboring land how many acres are available under the access agreement(s)? _____

Are the signed land application agreements enclosed? Yes ☐ No ☐
(see example agreement form at the MPCA website at:
www.pca.state.mn.us/publications/feedlots-landappagreementform.pdf)

B. Non-transferred Manure. For all other manure (where ownership of manure is not transferred), complete items 1 and 2, below.

1. List the number of acres available for spreading non-transferred manure:

Acres owned: _____ Acres rented/leased: _____

Other acres where the feedlot owner/operator controls field and nutrient planning decisions: _____

Are signed land application agreements enclosed for these acres? Yes ☐ No ☐
(see example agreement form at the MPCA website at:
www.pca.state.mn.us/publications/feedlots-landappagreementform.pdf)

2. Prepare a manure management plan that includes the required items in the MPCA guidelines “Manure Management Plan Requirements when Ownership of Manure is Transferred”, which can be found at the MPCA website at: <http://www.pca.state.mn.us/hot/feedlot-management.html>. For an Interim Permit submit the manure management plan with this permit application. For a Construction Short Form permit, be prepared to submit the plan if requested by your County Feedlot Officer or MPCA staff person.

XI. Site Sketch.

Use this page to draw a sketch of the existing facilities and any proposed facilities. The sketch must show the location of buildings, manure storage areas, silage and feed storage areas, milking center wastewater storage or treatment areas, and runoff control structures. The sketch must also show all tile inlets, wells, rivers or lakes, sinkholes, and water courses within 1,000 feet of the facility. Show the approximate path that water running off outside lots follows. Label barns, open lots, and manure storage areas on this sketch with the same number that each structure is listed under Part VIII. on page 3 of this application (i.e., Barn #1 on the page 3 should be labeled #1 on the sketch).

XII. Required Notifications for Permit Application Process.

The notifications under items A through C are required to be done during the permit application process. Additional notices are required to be made by the feedlot owner/operator in accordance with 1) Minn. R. 7020.2002 during removal of manure; 2) Minn. R. 7020.2100, subp. 5, for construction of a liquid manure storage system; and 3) Minn. R. 7020.2125, subp. 4.E., for construction of a permanent manure stockpile area.

A. All Facilities: Notice to County, Township, and City Authorities.

An owner of an animal feedlot or manure storage area (facility) proposing to construct a new or expand an existing facility of any animal unit (AU) capacity shall complete the information listed below and submit a copy to all local units of government that may have zoning authority over the project (e.g., if the project is located in a township, submit the form to the township and to the county).

Name of owner(s) or legal name of facility: _____
(Please Print)

Location: _____
County Township Section $\frac{1}{4}$ Sec. $\frac{1}{4}$ of $\frac{1}{4}$

Type (species) of livestock: _____ Total AUs: _____

Type(s) of confinement buildings, lots, and animal holding areas: _____

Type(s) of manure storage areas: _____

List the local authorities that have been notified: County _____ Township and/or City: _____

B. 500 or More AU: Notice to residents and property owners within 5,000 feet of a proposed project.

1. **Notice Methods.** An owner of an animal feedlot or manure storage area that is **proposing to construct a new or expand an existing facility** to house 500 AU or more, or store the manure generated by 500 AU or more (after construction or expansion), 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 be completed in one of the following methods:

- Newspaper Notice. Publish in a newspaper of general circulation within the affected area a notification containing the information listed in item A., above.
- Written Notice. Send a written notice to each resident and owner of real property containing the information listed in item A. above. This notice may be delivered by first-class mail or in person; or
- Conditional Use Permit Notice. Provide equal or greater notification than that required in item A. above as part of obtaining a county Conditional Use Permit.

2. **Verification of Notice.** I have attached the information that documents that the necessary steps have been taken to complete the notice method not less than 20 days before I expect my permit to be issued. This information consists of one or more of the following forms of notice (check all that apply):

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

C. Public Meeting for Facilities with less than 1,000 AU.

If your facility : - Will have a capacity of less than 1,000 AU; and
- Is constructing a new facility or expanding an existing facility,

Has a public meeting been held, or will a public meeting be held, where citizens will be provided opportunity to give input regarding your facility?

Yes ☐ No ☐

If "YES", provide the date: _____

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

- A. **Site Sketch** required under Section XI.
- B. **Aerial Photograph** of the land within 1,000 feet of the facility. The aerial photograph must show the location of buildings, manure storage areas, silage and feed storage areas, dead animal storage areas, milking center storage or treatment areas, and runoff control structures.
- C. **Manure Management Plan** including the information listed in Section X (interim permit applications only; submit the manure management plan with construction short form applications when requested by the County Feedlot Officer or MPCA staff person).
- D. **Plans and Specifications for construction** of any liquid manure storage area. If construction, expansion, or modification of a liquid manure storage structure is proposed as part of this permit application, plans and specifications that meet the requirements in Minn. R. 7020.2100 are to be developed and submitted with this application. If construction, expansion, or modification of a permanent manure stockpile site is proposed as part of this permit application, and the stockpile site requires a liquid manure storage area for runoff containment, the owner must include plans and specifications required in Minn. R. 7020.2100.
- E. **Notifications** required under Section XII.

XIV. Applicant's Agreement and Certification

I, the undersigned applicant(s), in accordance with Minn. R. chapter 7020 for the control of pollution from animal feedlots and manure storage areas and the Code of Federal Regulations 40 § 122, hereby apply to the MPCA for a permit to construct, expand, and/or operate an animal feedlot or manure storage area under a construction short form and/or an interim permit. I certify that, in accordance with Minn. R. 7020.0505, subp. 4, item E, and 40 CFR 122.21, I will submit additional information relating to the facility design, construction, or operation as requested by the MPCA to evaluate compliance with applicable federal and state laws and rules.

I hereby certify that the design, construction, and/or operation of the facility described in this permit application will be in accordance with the plans, specifications, reports, and related communications approved by the MPCA or delegated county feedlot pollution control officer and on file in its office; and in accordance with the conditions that have been or may be imposed in the permit or any applicable regulations or standards of the MPCA. I further certify that the design, construction, and operation of the facility will be in full compliance with the MPCA feedlot rules, Minn. R. chapter 7020.

I also certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, 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.

Name (print): _____

Official Title (print): _____

Phone Number: () _____

Signature: _____ Date signed: _____