

Application to install a watercraft cleaning station at a DNR public water access

The Minnesota Department of Natural Resources (DNR) supports strategies that may work to prevent the spread of aquatic invasive species (AIS), such as allowing installation of self-operated watercraft cleaning stations at DNR-administered public water accesses. The DNR is able to enter into Lease Agreements with local governments to accomplish this work. The local government is responsible for watercraft cleaning station equipment acquisition, installation, maintenance and removal activities and assumes all liability with the public's use of the station.

About This Form:

- **It may only be completed by a local government.** Other organizations, such as lake and river associations, may partner with a local government to accomplish this work.
- **It applies only to DNR-administered public water accesses.** If the access site is not owned by the DNR, you must secure permissions from the organization that administers the access and you do not need to fill out this form. Ownership information can be found on DNR's [LakeFinder](#).
- **It applies only to structures to be affixed to DNR property with the purpose of cleaning watercraft.** It does not apply to mobile decontamination units.
- More details can be found in the accompanying documents: Considerations of Local Government-Owned Watercraft Cleaning Stations at DNR-Administered Public Water Accesses, Draft Lease Agreement, and Additional Terms.

Procedure:

The local government interested in installing a watercraft cleaning station at DNR-administered accesses must fill out this form for each site and:

- Mail a copy to Tina Wolbers, Ecological and Water Resources, Box 25, 500 Lafayette Road, St. Paul, MN 55155 OR
- Email an electronic copy to Tina Wolbers at tina.wolbers@state.mn.us

The DNR will review this request and determine if the installation of a watercraft cleaning station is feasible and appropriate for this site. After approval, the local government must sign a Lease Agreement with the DNR that details the terms and conditions for the project.

Project & Site Information

Today's Date: _____ **Preferred installation date (pending request approval):** _____

Contact Information

Name: _____

Email: _____

Local Government: _____

Phone: _____

Address:

Potential Project Partners:

(lake and river associations, non-profits, businesses, other local governments, etc.)

Site Information

You can find access information using DNR's [LakeFinder](#).

DNR-Administered Public Water Access Name: _____

Waterbody Name: _____

County: _____

Proposed watercraft cleaning equipment to be installed, please describe:

Energy: how will the station will be powered? Please describe:

Important Considerations

DNR Requirements	Maintenance	Insurance
<p>The station must:</p> <ul style="list-style-type: none"> • Fit within the current site design/layout. • Not unduly inconvenience or restrict the public's use of the site. • Not cause any safety or traffic hazards at the site. • Not interfere with parking at the site. 	<p>The local government is responsible for all maintenance including, but not limited to:</p> <ul style="list-style-type: none"> • Securing and connecting to a power supply. • Excavating and pouring of a concrete pad, to attach the equipment. • Replacing broken or vandalized equipment. • Trash removal. • Septic service. 	<p>The local government shall procure liability insurance, naming the State as additional insured in the amount of at least \$500,000 per individual and \$1,500,000 per occurrence from an insurance carrier licensed to do business in Minnesota.</p>

Agreements

- I understand this request must first be approved by the DNR **AND** my organization must enter into a Lease Agreement with the DNR before any work is conducted at the site.
- I understand my organization is responsible for all equipment acquisition, installation, maintenance and removal activities.
- I understand my organization assumes all liability with the public's use of the station.
- I have read the "Considerations" document.

I agree with the terms and conditions above:

Signature: _____ Date: _____

What to expect next:

- The DNR will review this application and determine if the installation of a watercraft cleaning station is feasible and appropriate for this site.
- A DNR Parks and Trails Division Area Supervisor will contact you to assess the feasibility of the site. Your organization and the Area Supervisor will determine additional lease terms specific to the site.
- The DNR will develop a Lease Agreement specific to the site.
- The Lease Agreement will be signed by your organization and the DNR.