

# INSTRUCTIONS FOR COMPLETING APPLICATION FOR TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS DRAINAGE PERMIT TP-30795-02

Note: An incomplete application will delay processing.

## Fill Out Form Completely

Print (in ink), or type the application

- Be sure to sign it at the bottom. Submit the original form only.
- COPIES AND FAXES ARE UNACCEPTABLE AND WILL BE RETURNED TO YOU.
- Fees (non-refundable): Open Cut \$1,000; Boring \$200; Parallel Installation \$200; Outlet \$100

Complete each item on the application. If any item does not apply, print "N.A." in the blank.

Long legal descriptions should be attached to the application on separate sheets of paper.

- The legal description of the property may be obtained from your deed to the property or tax statement.

Include plans of proposed work, on no larger than 11" x 17" sheets, along with:

- Drainage area map with existing and final contours
- Drainage calculations showing rate of run off for existing and proposed conditions
- Calculations for culvert, pond and pipe sizing, plans and profiles of all proposed drainage structures
- Indicate water flow directions on drainage map for all of site drainage
- Include calculations/details for special structures, weirs, orifices, etc.
- Indicate wet land impacts and mitigation when applicable
- Indicate temporary erosions control devices on the plan sheet

Before a drainage permit that outlets to county right of way or crosses the county highway/road can be reviewed or issued it is required that the applicant submit letters from any other affected regulatory agencies, listed below, before a permit will be considered. These letters must indicate that the property to be drained is not a wetland; the agencies approve the drainage request and any conditions the agencies have put on the request. If any of the agencies call the area to be drained wetland, Traverse County Highway Department cannot permit the entry of the tile or ditch onto county land. If the drainage also affects an adjacent landowner, a letter from the landowner is required.

- Department of Natural Resources (DNR) If the land to be drained is over 10 acres
- The Natural Resource Conservation Service (N.C.R.S.)
- The Farm Service Agency (F.S.A.)
- The Watershed District in their area
- The Local Ditch Authority

After the application has been completed, signed and dated, mail the application (both sides of form) with the required plans, letters, and calculations to the Traverse County Highway Department office at 708 3<sup>rd</sup> Ave North, PO Box 485, Wheaton, MN 56296. Contacts and addresses can also be found at: <http://www.co.traverse.mn.us/contact-traverse-county/>

## After the Drainage Permit has been approved

The permit will have special provisions indicating the construction requirements. Read and observe these instructions during construction operations.

## Security Deposit

A security deposit is required for permits that authorize work in county right of way to ensure that work is completed to Traverse County Highway Department's satisfaction. The actual amount required will depend on the specific situation. The Traverse County Highway Department Permit Section will determine the amount and type of deposit to be submitted, (if applicable), payable to the TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS. Minnesota rules require that deposits be submitted in the form of a certified check, cashier's check, or surety bond payable to the TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS. Deposits must be irrevocable and cannot expire. *A permit will not be issued until the deposit is received.*

## After construction is completed

After construction has been completed and all turf items re-established, the applicant must notify the Traverse County Highway Department permit office for a final inspection. If all work is satisfactory, the deposit will be returned to the applicant.

**TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS  
APPLICATION FOR DRAINAGE PERMIT**

Permit # \_\_\_\_\_  
 Township \_\_\_\_\_ Section \_\_\_\_\_  
 CSAH # \_\_\_\_\_ County Road. # \_\_\_\_\_  
 R.P. \_\_\_\_\_  
 (DO NOT COMPLETE THIS SECTION. FOR OFFICE USE ONLY.)

ATTACH A SKETCH OF THE PROPOSED WORK AND RELATION TO COUNTY HIGHWAY/ROAD.  
 SUCH SKETCH SHALL BE DRAWN TO SCALE WHEN REQUIRED BY THE ENGINEER. PRINT OR TYPE APPLICATION.  
 SIGN IN SPACE PROVIDED. SUBMIT TO LOCAL OFFICE OF TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS.

APPLICANT	TELEPHONE	ADDRESS (Street, City, State, Zip)
PROPERTY OWNER	TELEPHONE	ADDRESS (Street, City, State, Zip)
PARTY PERFORMING WORK	TELEPHONE	ADDRESS (Street, City, State, Zip)
LOCATION OF PROPOSED WORK (City/Township)	(County)	(Distance)
SPECIFIC ROAD INTERSECTION OR LANDMARK	Highway/County Road	in Miles of
TYPE OF DRAINAGE <input type="checkbox"/> Tile Outlet <input type="checkbox"/> Parallel Installation <input type="checkbox"/> Open Ditch <input type="checkbox"/> Other	AREA TO BE DRAINED Acres	CASING SIZE AND TYPE PIPE SIZE AND TYPE
LEGAL DESCRIPTION OF PROPERTY	WORK TO START ON OR AFTER (Date)	WORK TO BE COMPLETED BY (Date)

I, We, the undersigned, herewith accept the terms and conditions of the permit requirements of the TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS and agree to fully comply therewith to the satisfaction of the TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS. It is agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is further understood that this permit is issued subject to the approval of local city, village, township, or borough authorities having joint supervision over said street or highway/road and subject to applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Board and any other affected governmental agencies.

Furthermore, except for negligent acts of the County, its agents and employees, the applicant or his/her agents or contractor shall assume all liability for, and save the County, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing usage, constructing, reconstructing, maintaining and using of said drainage facility under this application and permit for construction.

Name and Title \_\_\_\_\_ (Print or Type) Email address \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER	<b>AUTHORIZATION OF PERMIT</b>	SEE REVERSE SIDE FOR PERTINENT REGULATIONS AND LIMITATIONS
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It is expressly understood that this permit is conditioned upon replacement or restoration of the county highway/road to its original condition or to a satisfactory condition. In consideration of the applicant's agreement to comply in all respects with the regulations of the TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS covering such operations, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with special provisions as hereby stated:

**SEE ATTACHED SPECIAL PROVISIONS**

\_\_\_\_\_ Date All Work To Be Completed By  
 \_\_\_\_\_ Authorized Traverse County Highway Department Signature  
 \_\_\_\_\_ Date of Authorized Signature

<b>DISTRIBUTION</b> Original to Area Maintenance Engineer Applicant Subarea Supervisor Roadway Regulations Supervisor	<b>DEPOSIT REQUIREMENTS</b> <input type="checkbox"/> No Deposit Required <input type="checkbox"/> Deposit Required in the Amount of \$ _____ Date Deposit Received _____ <b>Deposit to be returned upon satisfactory completion of all work.</b>	<b>DEPOSIT TYPE</b> Cashier's Check # _____ Certified Check # _____ Money Order # _____ Bond # _____
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DATE WORK COMPLETED \_\_\_\_\_ (The date when the work is completed must be reported to the local Traverse County Highway Department Roadway Regulations Supervisor.)

## MINNESOTA LAW REGULATING DRAINAGE WORK

The State law is as follows:

### **MN Statute 160.20 DRAINAGE**

#### **Subdivision 1. Connecting drains to highway drains.**

When the course of natural drainage of any land runs to a highway, the owner of the land shall have the right to enter upon the highway for the purpose of connecting a drain or ditch with any drain or ditch constructed along or across the highway, but before making the connections, shall first obtain a written permit for the connections from the road authority having jurisdiction. The connections shall be made in accordance with specifications set forth in the permits. The road authority shall have power to prescribe and enforce reasonable rules and regulations with reference to the connections. The highway shall be left in as good condition in every way as it was before the connection was made.

#### **Subd. 3. Installing drain tile along or across highway.**

When the course of natural drainage of any land runs to a highway, the owner of the land who has been granted a permit as provided in subdivision 4 may install drain tile along or across the highway right-of-way along the general course of the natural drainageway, provided further that there will be no diversion of drainage waters away from the natural receiving drainageway immediately downstream from the highway. Any installations shall be made in accordance with specifications set forth in the permit and any rules that apply to the installations. When any installation is made pursuant to this subdivision the highway shall be left in as good condition in every respect as it was before the installation was made.

#### **Subd. 4. Conditions**

(a) A road authority may accept applications for permits for installation of drain tile along or across the right-of-way under its jurisdiction. The road authority may adopt reasonable rules for the installations and may require a bond before granting any permit. Permits for installation along a highway right-of-way must ensure that the length of the installation is restricted to the minimum necessary to achieve the desired agricultural benefits. A permit must not allow open trenches to be left on the right-of-way after installation of the drain tile is completed. A road authority that grants a permit for drain tile installation is not responsible for any damage to that installation resulting from the action of the authority or any other permittee utilizing the right-of-way.

(b) A person who installs drain tile along or across a highway right-of-way without obtaining a permit as provided in this section is guilty of a misdemeanor.

(c) The commissioner shall take no action under this section which will result in the loss of any federal aid for highway construction in the state.

(d) For the purpose of this section, "highway" means any highway as defined in section 160.02 which is located outside the corporate limits of a home rule charter or statutory city.

### **SPECIFICATIONS AND PERMIT REQUIREMENTS**

1. All construction details shall be entered on Form TP30795-02 or supplemental sheets as required.
2. Installations shall be in accordance with Specification 2502 of the Minnesota Standard Specifications for Construction.
3. Where work on or near the traveled roadway is necessary, proper signs, channelizing devices, warning lights, and barricades shall be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Minnesota Field Manual on Temporary Traffic Control Zone Layouts, Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), Minnesota Standard Sign Manual, and the appropriate provisions of Standard Specification 1710.
4. Allowable materials for longitudinal installations shall be:
  - Corrugated metal pipe (Std. Plate 3040)
  - Reinforced concrete pipe (Std. Plate 3000)
  - Thermoplastic pipe (Spec. 3245)
5. Connections of field tile to allowable longitudinal installations shall be made a minimum of three feet beyond the highway right of way line using an inspection tee.(Std. Plate 3143)
6. All casings shall be jacked or bored.
7. All system installations shall be at a minimum of three feet below existing ground.
8. No installations will be permitted in the shoulder or inslope of the roadway.
9. The owner, his successor or assigns, shall maintain the installation in perpetuity.
10. If drainage work to be done lies within the limits of any city, village or watershed district, permission must be obtained from the local governing authority involved. If drainage work to be done involves county, judicial, or group drainage systems, permission must also be obtained from the authority involved. If any drainage is diverted from the owner's property he shall have written approval from the landowners upon whom it is discharged.
11. The applicant shall comply with all rules and regulations of the Minnesota Environmental Quality Board and any other affected governmental agencies.
12. The applicant shall furnish, install and maintain an approved culvert marker post at outlet of drainage tile.
13. The drainage work shall not interfere with any existing utility facilities on the county highway/road right-of-way.
14. Removal of trees or shrubs within the right of way requires prior approval of the Traverse County Highway Engineer or his authorized representative.
15. No equipment will be permitted to operate on or across the roadway which will damage the roadway or shoulder surface.
- 16. Certified Check or Bond may be required to insure proper restoration of highway surfaces and to cover payment for any damage to highways or County property. Additionally, any expense incurred by the TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS above the posted deposit will be assessed against the applicant. In the event that the construction has not been started by the "WORK TO BE COMPLETED BY" date, this permit becomes null and void and deposit refunded.**
17. The County reserves the right to remove or repair, with its own forces but at the expense of the applicant, any tile outlet which is not maintained and causes damage to adjacent right-of-way. Applicant must obtain a permit to do maintenance work on the drainage system covered by this permit.
18. If the TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS shall make any improvements or change on all or any part of its right of way upon, over, under or along the county highway/road, then and in every case the applicant herein named shall, after notice from the TRAVERSE COUNTY DEPARTMENT OF HIGHWAYS or his authorized agents, proceed to alter, change, vacate or remove from county highway/road right of way said works necessary to conform with said changes without cost to the Traverse County Department of Highways.
19. After work on a project is completed the applicant must notify the Traverse County Highway Engineer or authorized representative that such work has been completed and is ready for final inspection and acceptance.
20. Issuance of this permit is subject to the provisions of Chapter 103B of the Minnesota Statutes.