



*Kittson County Highway Department*

401 2nd Street S.W.  
Hallock, MN 56728  
Phone: (218) 843-2686

**Fee Must be Submitted With Permit Prior to Work**

## RIGHT-OF-WAY PERMIT – RURAL

### RURAL DRAINAGE, DITCH, TILE CULVERT OR ENTRANCE WORK WITHIN HIGHWAY ROW

Name of Applicant \_\_\_\_\_ Cell # \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Email Address \_\_\_\_\_

Work to be Done: *(select all that apply)* Road No.: \_\_\_\_\_

Remove Entrance	Construct New Entrance		
Remove Culvert	*Install New Culvert	Lengthen Culvert	Culvert Size _____
Clean Ditch	Tiling Lift Station	Tiling Outlets	

**\*Installing new culverts or lowering culverts not allowed without Watershed Permit**

**Include plan sheets, profiles, pipe diameter and etc. for the Engineer's review**

Location: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Culvert Location \_\_\_\_\_

Ditch Cleaning Beginning Point \_\_\_\_\_

Ditch Cleaning Ending Point \_\_\_\_\_

Drain Tile Outlet Location and Description \_\_\_\_\_

**ANTICIPATED START DATE:** \_\_\_\_\_ **COMPLETION DATE:** \_\_\_\_\_

**LANDOWNER AGREES TO CALL GOPHER STATE ONE** \_\_\_\_\_ (initial)

I, We, the undersigned, herewith accept the terms and conditions of the permit, special provisions as attached hereto of the Kittson County Highway Department and agree to fully comply therewith to the satisfaction of the Kittson County Highway Department. In the event of a road improvement project, I also understand the road authority will not be responsible for repairs to or moving the above-described work.

Date \_\_\_\_\_ Signature \_\_\_\_\_

### AUTHORIZATION OF PERMIT

**Permit No.** \_\_\_\_\_

In consideration of the applicant's agreement to comply in all respects with the regulation of the Kittson County Highway Department covering such operations, permission is hereby granted for work to be done as described in the above permit, said work to be done in accordance with the attached special provisions.

It is expressly understood that this permit is conditioned upon replacement or restoration of the County Highway Right-of-Way to its original or to a satisfactory condition.

Date \_\_\_\_\_ County Engineer \_\_\_\_\_

## RIGHT-OF-WAY PERMIT – RURAL SPECIAL PROVISIONS

All work shall be accomplished in a workmanship like manner.

All work shall be accomplished without expense to Kittson County.

The Applicant will be responsible for notifying the utility companies within close proximity of approved work are before commencing work.

GOPHER STATE ONE CALL

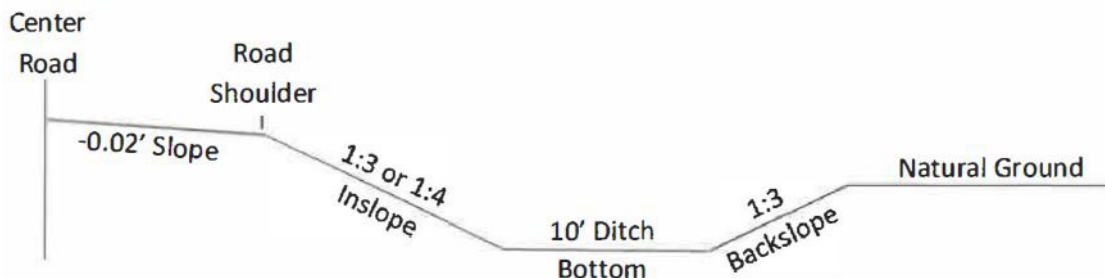
1-800-252-1166

OR

<http://www.gopherstateonecall.org/>

Where the character or condition of the work creates a hazard to the public, the applicant agrees to maintain sufficient warning signs to alert the public. Any traffic control required shall be the responsibility of the applicant at their expense.

In slopes, backslopes and ditch bottoms must be cut as indicated in detail below:



Permission to clean a ditch will not be granted if the cleanout will cause a berm or dike on the adjacent property that can't be effectively and safely mowed (1:3 slope or greater).

Ditch cleanout must be maintenance only. Applicant must determine original grades as approved by Kittson County. Excavation can't extend below original grade.

Other affected landowners if any, must be informed for their approval by the applicant. By signing this application, the applicant is indicating that he has complied with this requirement.

In instances where farm field entrances are involved, Kittson County will determine the need and length of the culvert needed. A Watershed Permit will be required for size and elevation of the culvert.

When dealing with entrances, if it is determined a culvert is necessary, Kittson County may participate in half the cost of a new culvert up to \$1,200.00 in accordance with the Kittson County Culvert Maintenance Policy. Otherwise, all culvert material, bands, gates and aprons along with material required to properly construct the entrance are all at the expense of the applicant.

In instances when dealing with a culvert through a Kittson County Road, unless the culvert has failed or has been determined to be in need of replacing, all expenses are the responsibility of the applicant for all culvert material, road building material and labor to complete the project.

If there is any damage to the Kittson County Road due to the applicant's work, the cross section and condition of the road will be returned to its original state at the applicant's expense. A copy of the existing typical section (if available) shall be provided as a reference for the applicant to use in returning the roadway to its original construction.

Completion of work includes any and all cleanup measures. Any unused or waste material excavated must be disposed of properly outside of Kittson County Right-of-Way or as directed by Kittson County. Area of work shall be cleared of garbage. Pavements shall be swept of gravel/dirt residue.

The Kittson County Highway department shall be notified when all work permitted by this application has been completed and until work has been approved, the applicant is still liable for said condition of their work.

This permit expires 12 months after the date of authorization or may be renewed.

**ADDITIONAL COMMENTS**

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