

PENNINGTON COUNTY  
Permit to Work within Right of Way  
Ditching

I. PURPOSE

- A. County Highways are maintained for the movement of vehicles, loads and pedestrians as provided by law. In the interest of public convenience and necessity, circumstances at times make it desirable to allow individuals and utility companies to use the highways for other purposes. However, to prevent recurring dangerous and annoying interruptions to traffic on highways, to avoid interference with future highway construction, and to provide common and uniform standards and methods of performance, it is necessary that rigid control be maintained, that standard procedure be followed, and that standard specifications and regulations be enforced through the issuance of permits to authorize all regulated activities of the public within County Highway limits.

II. APPLICATION FOR DITCHING WORK IN ROW

- A. No work shall be undertaken on County Right of Way until the approved copy of the application has been received by the applicant. A survey by Red Lake Watershed or SWCD may be required to determine proper grades.
- B. The attached entrance and ditching design standards have been developed to serve as a guide in the construction of entrances. Applicants will be required to use these designs. Department inspects site, order corrective work if necessary, and returns deposit upon satisfactory completion of work.
- C. A monetary deposit of \$500.00 per mile is required and will be returned upon satisfactory completion of the work.
- D. There is no initial applicant fee although there is an After the Fact fee of \$500.00 a mile fee.

## SPECIAL REQUIREMENTS

1. Ditching must follow detail attached.
2. All materials excavated must be disposed of outside of the County Highway Right of Way, or as the County Engineer directs.
3. All work must be done in a good workmanship like manner.
4. All work must be done without any expense to the County.
5. Other affected landowners, if any, shall be informed and their approval obtained by the applicant and by signing this application the applicant is indicating that he has complied with this requirement.
6. The Pennington County Highway Department shall be notified of the start of the work for approval.
7. Applicant needs to get the green copy of the approval sheet before starting work.
8. Permit is good for one year from date of approval.

DITCHING REQUESTS

NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

Type of Request:

- change in place conditions  lower/raise culvert  centerline culverts (see Part II. C 6)
- ditch cleaning  landowners that will be affected by ditch cleaning have been notified
- other

Location Road No. \_\_\_\_\_ Twp \_\_\_\_\_ Section \_\_\_\_\_

Location Sketch on next sheet:

Show location of proposed crossing in relation to the center line of the county highway and other pertinent features such as right of way line, shoulder line, curb line and edge of surfacing. The facility should also be referenced to adjacent land lines. Also, show all current crossings and driveways.

How many other entrances exist?

Deposit Policy Explained

WORK TO START \_\_\_\_\_

COMPLETED BY \_\_\_\_\_

I, We, the undersigned, herewith accept the terms and conditions of the regulations as attached hereto of the Pennington County Highway Department and agree to fully comply therewith to the satisfaction of the Pennington County Highway Department. **No work can commence until approved by the Pennington County Engineer.**

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Applicant's Signature (s)

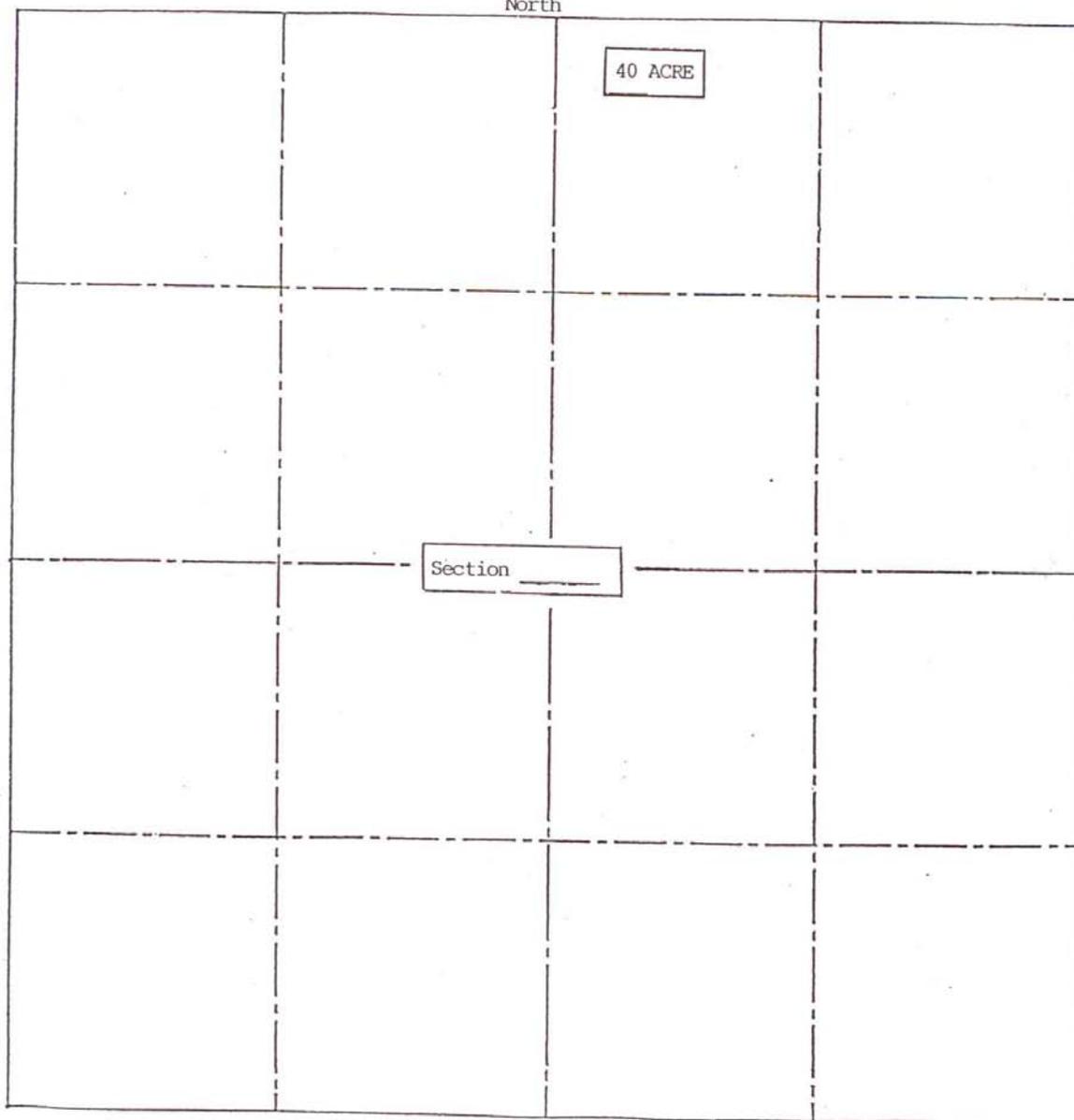
SECTION PLAT SHEET

DATE \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

COUNTY \_\_\_\_\_ CR/CSAH \_\_\_\_\_

North



AUTHORIZATION OF PERMIT

Date location checked \_\_\_\_\_, 20\_\_\_\_\_

Comments and Recommendations:

( ) Survey Required ( ) Culvert Provided by County ( ) Landowner bears all expenses

Watershed Permit \_\_\_ Yes \_\_\_ No Culvert Size: \_\_\_\_\_ Length: \_\_\_\_\_  
Aprons required along CSAH Roads

( ) Deposit Attached

In consideration of their agreement to comply in all respects with the regulations of the Pennington County Highway Department attached hereto. Permission is hereby granted for the work to be done as described in the above application, said work to be done in accordance with the attached requirements as herein stated:

PENNINGTON COUNTY HIGHWAY DEPARTMENT

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Department Official

Copies: Green Applicant  
Yellow Maintenance Foreman

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SPECIAL REQUIREMENTS

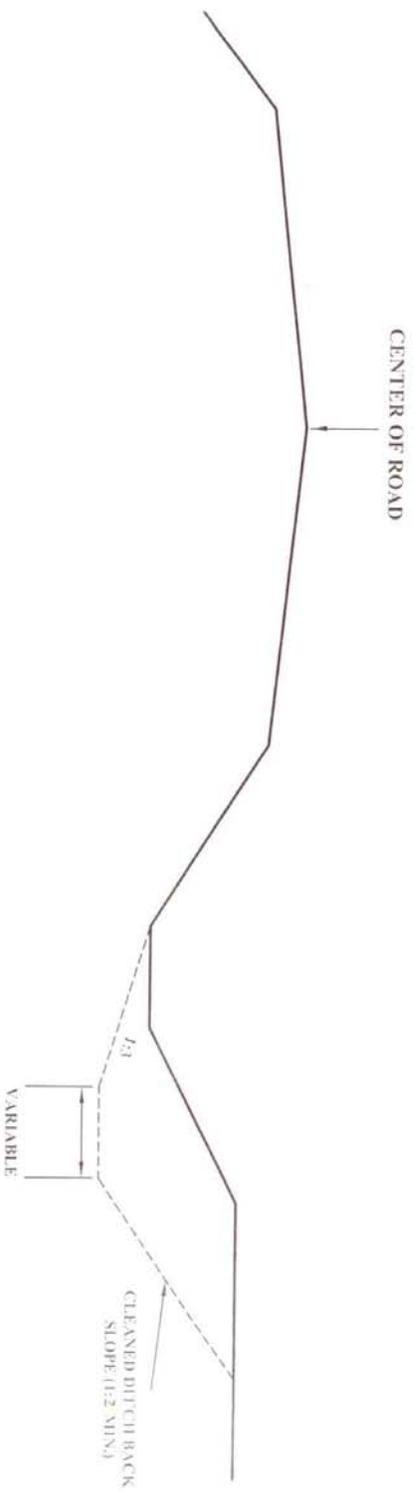
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PERMIT RELEASE

Date Inspected \_\_\_\_\_ By \_\_\_\_\_

Deposit Returned \_\_\_\_\_ By \_\_\_\_\_

# PENNINGTON COUNTY HIGHWAY DEPARTMENT DITCH CLEANING REQUIREMENTS



PROPOSED DITCH -----  
EXISTING DITCH \_\_\_\_\_

ROADSIDE DITCH DETAIL