



WATONWAN COUNTY PUBLIC WORKS DEPARTMENT

ROAD DITCH CLEANING PERMIT APPLICATION

A \$50 permit application fee must accompany this application. If the permit is denied the \$50 fee will be returned.

See attached Watonwan County Road Ditch Cleaning Policy.

Call GOPHER STATE ONE CALL (811) BEFORE digging.

All work is to be completed within one (1) year of approval, any work after that time will need additional approval from the Engineer in writing.

LANDOWNER'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

TENANT REQUESTING WORK (if applicable): _____ PH#: _____

ROAD NUMBER: _____ TOWNSHIP(S): _____ SECTION(S): _____

AREA THAT NEEDS TO BE CLEANED (include north, south, east or west side of road and approximate start and end locations): _____

*Attach necessary maps, drawings, etc. to support the proposed clean out

WORK TO START ON: _____ DATE _____ COMPLETED BY: _____ DATE _____

CONCURRENCE BY ADJACENT PROPERTY OWNERS:

(Printed Name) _____ (Signature) _____ (Date) _____

(Printed Name) _____ (Signature) _____ (Date) _____

(Printed Name) _____ (Signature) _____ (Date) _____

(Printed Name) _____ (Signature) _____ (Date) _____

(Printed Name) _____ (Signature) _____ (Date) _____

(Printed Name) _____ (Signature) _____ (Date) _____

(Printed Name) _____ (Signature) _____ (Date) _____

(Printed Name) _____ (Signature) _____ (Date) _____

(Printed Name) _____ (Signature) _____ (Date) _____

I, We, the undersigned, herewith accept the terms and conditions of the permit requirements and agree to fully comply therewith to the satisfaction of the Watonwan County Public Works Department. It is agreed that no work in connection with this application will be started until the application is approved and the permit issued.

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, action or causes of action arising out of the work to be done herein under this application and permit for County Road Ditch Cleaning.

By signing below, I, We, the undersigned, agree to fully comply with the Watonwan County Road Ditch Cleaning Policy outlined on page 3 of this application and Standard Conditions of Work in County Highway Right-of-Way on page 4.

SIGNATURE OF LANDOWNER: _____ DATE: _____

SIGNATURE OF TENANT (If applicable): _____ DATE: _____

Return to: publicworks.permits@co.watonwan.mn.us **OR**

Watonwan County Public Works Department
1304 7th Avenue South
St. James, MN 56081

Ph: (507) 375-3393
Fax: (507) 375-1301

Permit # _____
(County will assign)

DO NOT WRITE BELOW THIS LINE (To be completed by Watonwan County Public Works Dept.)

Special Provisions: _____

Permit Approval: _____ Date: _____

Permit Denied: _____ Date: _____

Final Inspection Approved by: _____ Date: _____

Watonwan County Road Ditch Cleaning Policy

1. No work under this application is to be started until the application is approved.
2. All work shall be accomplished in a workmanship like manner and without expense to the County.
3. No changes or alterations may be made to the approved permit at any time without written permission from the Watonwan County Public Works Department.
4. It is the responsibility of the applicant/contractor to obtain all other necessary permits or permissions from other entities prior to the approved work – if they are not obtained the approval becomes nullified.
5. All adjacent landowners shall be informed, their approval obtained by the applicant, and by signing this application, the applicant is indicating that they have complied with this requirement and acquired all signatures.
6. It is the responsibility of the applicant/contractor to notify the GOPHER STATE ONE CALL (811) for utility location for any work being performed within the WATONWAN COUNTY right-of-way.
7. Where the character or condition of the work creates a hazard to the public, the applicant agrees to maintain sufficient warning signs to warn the public, and if there is any damage to the County's road inslope due to the applicant's work, then the cross-section and conditions of the road will be returned to it's original state at the applicant's expense.
8. Permission to clean a ditch will not be granted if the cleanout will cause a berm or dike on the adjacent property that cannot be effectively and safely mowed (3:1 or flatter slopes).
9. The ditch inslope shall remain 4:1 and backslope shall be 3:1 or as determined by Engineer. Ditch bottom width to be cut as close to original design as possible or as determined by the Engineer. The official legal right-of-way must be maintained.
10. All materials excavated must be disposed of outside of the County right-of-way OR as the County Engineer directs.
11. Ditch cleanout must be *maintenance only*. Only washed or blown in material will be removed from ditch. The ditch will not be cleaned to an elevation that is lower than the original design, unless approved by the County Engineer in writing, and no wetlands shall be impacted.
12. All disturbed areas from work under this permit application must be seeded with MnDOT Seed Mix 250 or approved equal, at the rate of 100 lbs per acre, and any necessary permanent erosion control installed within 14 days after completed work has been approved by the County.
13. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the roadway while performing the work or after work has been completed.
14. The roadside must be cleaned up immediately after work is completed and restored to pre-construction condition.
15. The applicant hereby indemnifies and holds harmless Watonwan County and it's agents and employees against all loss, damage, and expense which they may sustain or become liable for on account of injury to or death of person's, or on account of damage to or destruction of property resulting from the performance of this work.
16. **The applicant shall meet with the County Road Supervisor or County Engineer, along with the applicant's contractor, before commencing work to discuss the depth of cut proposed.**
17. The applicant shall notify the department 48 hours prior to beginning work.
18. **The applicant shall notify the County Road Supervisor at 507-317-5586 when work has been completed for final approval.**
19. When all work permitted by this application has been completed and until work has been approved, the applicant is still liable for said conditions of their work.

STANDARD CONDITIONS OF WORK IN COUNTY HIGHWAY RIGHT-OF-WAY

1. The permit holder must comply with all applicable laws and regulations, including Workers Compensation laws.
2. **The permit holder shall notify the County Highway Department (507-375-3393) at least 48 hours prior to the initiation of work within the county highway right-of-way.**
3. The permit holder is responsible for placing a **GOPHER STATE ONE CALL (811)** prior to any digging.
4. If work to be done lies within a city or platted town, permission must also be obtained from such city or town.
5. Where work on or near the traveled roadway is necessary, proper traffic 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.
6. Unless adequately protected by a traffic barrier, there shall be no work within the clear zone, nor shall pipe materials, equipment or other objects be stored within the clear zone as determined by the Watonwan County and as defined by the latest edition of AASHTO's "Guide for Selecting Locations, and Designing Traffic Barriers".
7. Excavations must be cribbed when necessary, depending upon type of soil, in order to prevent cave-ins. All excavations, trenching and/or jacking and boring pits shall be shored or sloped in accordance with OSHA requirements.
8. No guys, stays, or any structures are to be attached to trees on county highway right of way. No poles, anchors, anchor braces, or other construction shall be placed on the roadway shoulder or within the prescribed clear zone.
9. Installation of pipe under concrete or bituminous pavements shall be done by jacking or boring or other approved methods.
10. When open trenching or excavating in existing roadways, all subgrade, base, and surfacing materials shall be replaced with the same type, depth, and density of materials which were removed.
11. All work that involves trenching, backfill, or compaction must be done to MnDOT's Standard Specifications for Construction. Depending on the construction work to be performed, use of one or more of the following specifications may be needed: Excavation and Embankment 2105, Aggregate Base 2211, Aggregate Shouldering 2221, or Structural Excavation and Backfills 2451, Subgrade Preparation 2112.
12. If pavement or roadway is inadvertently damaged by operations, same shall be restored to a condition as good as or better than the original condition. All pavements shall be replaced in accordance with applicable MnDOT specifications.
13. The permit holder is responsible for the complete restoration of the county right-or-way. This shall include excavation backfill, road patching, seeding, or anything else necessary to restore the area to pre-construction activities.
14. If settlement occurs or excavation caves in so that replaced materials settle (bituminous mat or concrete base), same shall be restored to a condition as good as or better than the original condition.
15. No lugs shall be used on equipment traversing the road which will damage the road surface.
16. No driving onto highway from ditch or driving on shoulders will be permitted where damage will occur.
17. No foreign material such as dirt, gravel, or bituminous shall be deposited or left on the road during any construction activities.
18. Roadside shall be cleaned to original status upon completion of work.
19. Underground construction must not harm or unnecessarily disturb the root growth of specimen trees.
20. Cutting and trimming of trees within the right of way and removal of resulting stumps require prior approval of the County Highway Maintenance Supervisor or his authorized representative.
21. If Watonwan County shall make any improvements or changes upon, over, under, or along the county highway, then and in every case, the applicant herein named shall, after notice from Watonwan County proceed to alter, change, vacate, or remove from county highway right of way said works necessary to conform with said changes without cost whatsoever to Watonwan County.
22. **After work on a project is completed, the permit holder must notify the County Highway Maintenance Supervisor or his authorized representative that such work has been completed and is ready for final inspection and acceptance by Watonwan County.**
23. The permittee is responsible for contacting all adjacent landowners for approximate location(s) of drainage tile and/or drainage appurtenance(s) within the County Highway right-of-way and shall take measures to avoid intersecting or damaging tile/drainage appurtenance(s). If tile and/or drainage appurtenance(s) are damaged, permittee shall take measures to restore tile/drainage appurtenance(s) to pre-damaged condition and **shall have the repair inspected by Watonwan County Maintenance Supervisor (Rick Bak 507-317-5586) before backfilling the repair.** If Watonwan County Personnel repair the damaged tile, Watonwan County will charge the permit holder for all costs associated with the repair.
24. **Manure pipe permits must be in accord with Chapter 168 of the 2016 Minnesota Session Laws, Subd. 12, 13, and 14 as attached.**