

**FREEBORN COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**Application For Permit For Work in County Ditch Right of Way C.D. No. \_\_\_\_\_**

Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_

Name of Party or Organization Performing Work \_\_\_\_\_

Address and Phone Number of Contact Person \_\_\_\_\_

1. Nature of Work \_\_\_\_\_

2. Location: DITCH NO. \_\_\_\_\_ SEC \_\_\_\_\_ TWP \_\_\_\_\_ RNG \_\_\_\_\_

Municipality \_\_\_\_\_ Street or Avenue \_\_\_\_\_

Intersection County Highway at \_\_\_\_\_ Give ties to land or street lines.

If parallel to County Highway give ties by stations, or land lines if rural \_\_\_\_\_

3. Method of Installation or Construction \_\_\_\_\_

Number, Depth and Size of Excavation \_\_\_\_\_

4. Method of Restoration \_\_\_\_\_

5. Work to start on or after \_\_\_\_\_  
(Dates)

6. Approximate time necessary to complete work \_\_\_\_\_

7. Will detouring of traffic be necessary? \_\_\_\_\_

If so, road authority permission is attached? YES \_\_\_\_\_ NO \_\_\_\_\_

I, We, the undersigned, herewith accept the terms and conditions of the regulations of the Board of Commissioners and agree to fully comply therewith to the satisfaction of the Freeborn County Auditor's Office and County Drainage Inspector.

Dated \_\_\_\_\_ Applicant's  
Signature \_\_\_\_\_

*Attach site plan. Prepare in duplicate. Forward or deliver all copies to County Auditor's Office a minimum of 10 days prior to construction.*

**AUTHORIZATION OF PERMIT  
(PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER)**

**See Reverse Side For Regulations**

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

In consideration of the applicant's agreement to comply in all respects with the regulations of the Board of Commissioners covering such operations, permission is hereby granted for the work to be done as described in the above application, said work to be done in accordance with special precautions required as hereby stated:

It is expressly understood that this permit is conditioned upon replacement or restoration of the County Ditch to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of local authorities having joint supervision over said ditch.

**Authorized by FREEBORN COUNTY BOARD OF COMMISSIONERS**

Dated \_\_\_\_\_ County Drainage Inspector \_\_\_\_\_

**The date when work is completed must be reported to County Drainage Inspector for inspection and approval.**

Copies to be distributed as follows: Applicant; County Auditor; County Drainage Inspector  
Permit is available online at: <http://www.co.freeborn.mn.us/auditor/ditch/default.aspx>

## **EXPLANATION**

NOTE: This application form is to be used for installation of service connections or extensions of existing underground utilities including crossing of County ditches and/or tile lines for placing temporary obstructions on the right of way.

## **PERTINENT REGULATIONS** **Safety**

1. Flags, flares and barricades shall be erected to protect traffic and persons.
2. Traffic to be allowed to pass and to be protected at all times.
  - A. If it is not possible to allow traffic to pass, a suitable detour must be provided and authorized by the road authority.
3. Barricades to be erected in a manner which will provide suitable visibility in all directions.
4. If blasting is necessary, precautions must be exercised.
5. If work to be done lies within a municipality or platted town, permission must be obtained from such villages, town or city.
6. Excavations must be cribbed when necessary, depending upon type of soil, in order to prevent cave-ins.
7. No guys or strays to be attached to trees on county ditch or tile right of way.
8. Underground construction must be so constructed as not to harm or unnecessarily destroy the root growth of slightly or ornamental trees.

## **LIMITATIONS**

1. Ditch right of way should be cleaned up after work is completed.
2. If drains are installed they must be of sufficient size in order that overflow and damage to property will not occur.
3. No work shall be done which will create a nuisance.
4. After work on a project is completed said persons doing such work must notify the County Drainage Inspector that such work has been completed and ready for final inspection and acceptance by the County Drainage Inspector.
5. Applicant agrees to hold the County of Freeborn harmless and free of liability and further indemnify and reimburse said County for all costs incurred by it in connection with the filing of claims against said County arising out of the installation or maintenance of the cable or appurtenances thereto even though said claims may arise primarily because of acts of third parties or the County.

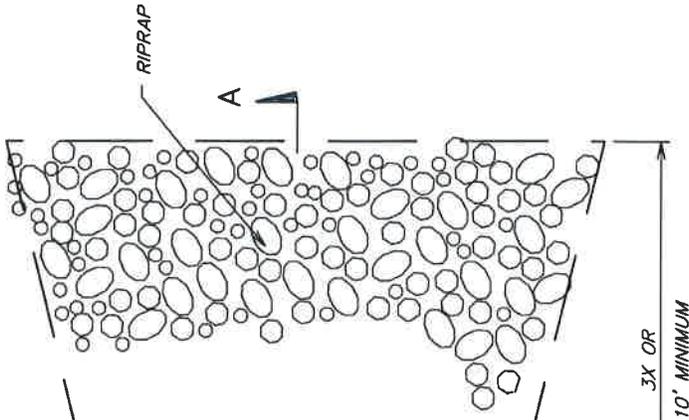
## DITCH CROSSING POLICY

A permit must be obtained from the Drainage Authority prior to constructing, extending or improving all private and public field crossings on a County Drainage System under the jurisdiction of Freeborn County. The following design requirements and conditions shall be met prior to a permit being issued:

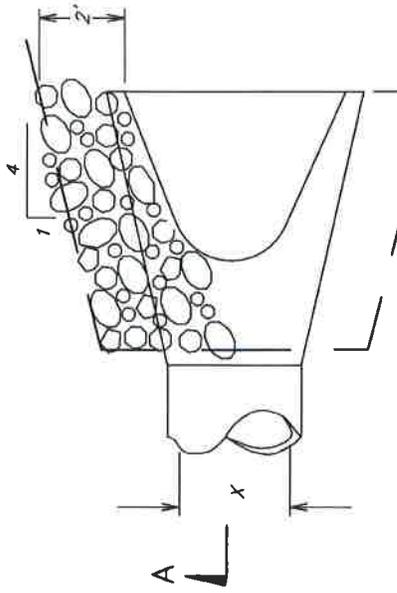
1. Culvert size shall be determined by a Licensed Engineer as not to impede flow.
2. The culvert shall be bedded according to manufactures recommendations.
3. Adequate cover over the top of pipe shall be provided as per manufactures recommendations.
4. Side slopes shall be established at a minimum of 2 foot horizontal to 1 foot vertical.
5. Rip rap shall be placed immediately following installation as per the attached drawing (Typical Field Crossing Culvert Rip Rap Detail)
6. Immediately following installation of the culvert all exposed soil shall be seeded and stabilized with straw mulch or erosion control blanket.
7. All repairs and damage to the drainage system resulting from the failure of the crossing shall be the expense of the crossing owner.
8. All Freeborn County Drainage System open ditches have a mandatory permanent one rod (16.5') grass conservation buffer strip from the top edge of the ditch bank out. This buffer strip is not to be built on or destroyed.
9. A minimum of 30 feet shall be maintained between the top of the ditch bank and the edge of any permanent roadway.
10. All engineering, legal, administrative and other fees resulting from the review and/or installation of said culvert including inspection fees are to be born by the crossing owner.
11. See attached examples of Open Ditch Floodwater Inlet Installation, Tile Outlet Pipe Installation, Field Crossing Culvert Rip Rap Detail and Access Road Tile Replacement drawings.
12. Boring under open water shall be a minimum of 4 feet below the original established ditch bottom allowing for future dredging, cleaning or improvement. A minimum of 12 inches of top cover below the "as designed" or "as constructed" depth of a Public Drainage Systems tile is required. A minimum of 12 inches of vertical separation will be maintained between pipeline, underground power lines, or various cables and the Public Drainage Tile, unless adequate measures are taken to protect the present and future integrity of pipe and tile and only with the approval of the Drainage Inspector.
13. Repair of Damaged and Adversely Affected Tile Lines under the Jurisdiction of Minnesota Statute Section 103E. If underground Public Drainage Systems are damaged by construction activity, the Public Drainage System will be repaired in a manner approved by the Drainage Inspector that assures that the Public Drainage System is in proper operating condition at the point of repair.

14. For a period of five years following completion of construction it will be presumed that any damage, failure, wet areas, tile breakage or other problems with a Public Drainage System beyond normal expected ordinary problems, was caused by the construction or activities involved with the construction. Unless the company or individual can prove that damages to a Public Drainage System were not caused by the construction and/or activities involving the construction, the company or individual shall repair the Public Drainage System, to the satisfaction of the Drainage Authority.
15. The Freeborn County Land Use Ordinance No. 15 will be the supporting document for the Freeborn County Ditch Crossing Policy.

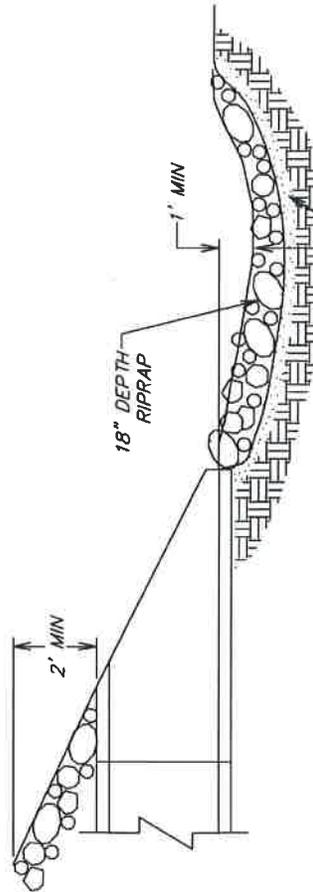
Freeborn County has a 100 foot construction easement on all open ditches from the center of the ditch and from the centerline of County tile lines.



PLAN



ELEVATION



GEOTEXTILE FABRIC, PER SPEC. 3601  
THE FABRIC SHOULD COVER THE AREA  
OF THE RIPRAP AND EXTEND UNDER  
THE CULVERT APRON THREE FEET.

**NOTE:**  
RIP RAP SHALL BE PLACED BOTH  
UPSTREAM AND DOWNSTREAM OF THE CULVERT.

SECTION A-A



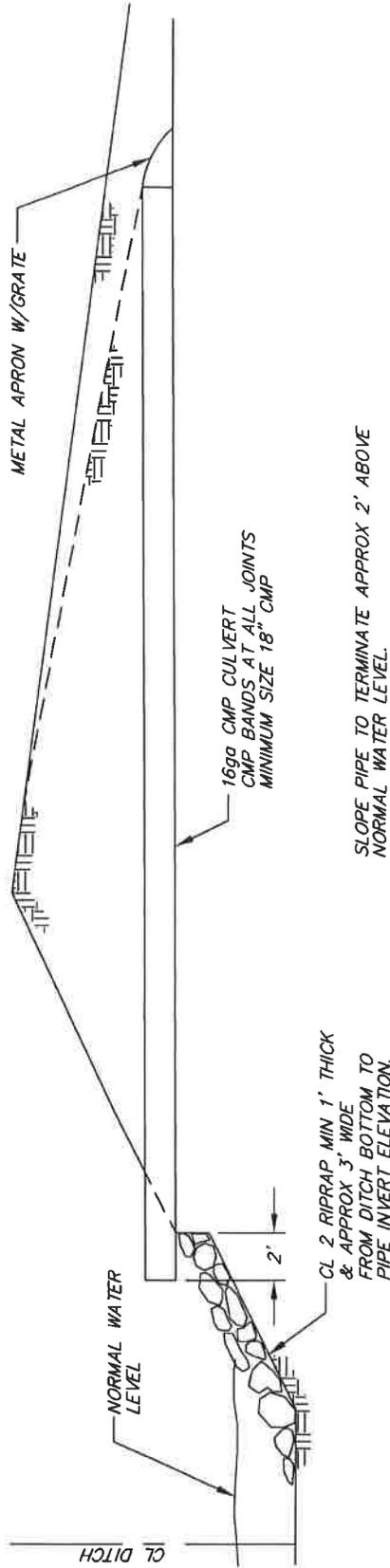
JONES, HAUGH & SMITH INC  
CONSULTING ENGINEERS & LAND SURVEYORS  
PH. 507-373-4876  
515 SOUTH WASHINGTON AVENUE  
ALBERT LEA, MINNESOTA 56007

NOT TO SCALE

DESIGNED: JHS  
DRAWN: SP  
CHECKED: SP  
DATE: OCTOBER 2009  
FILE NO: FreebornCounty  
FreebornCounty.com

SHEET  
1 OF 1

FREEBORN COUNTY, MN  
TYPICAL  
FIELD CROSSING CULVERT  
RIP RAP DETAIL



SLOPE PIPE TO TERMINATE APPROX 2' ABOVE  
NORMAL WATER LEVEL.

CL 2 RIPRAP MIN 1' THICK  
& APPROX 3' WIDE  
FROM DITCH BOTTOM TO  
PIPE INVERT ELEVATION.



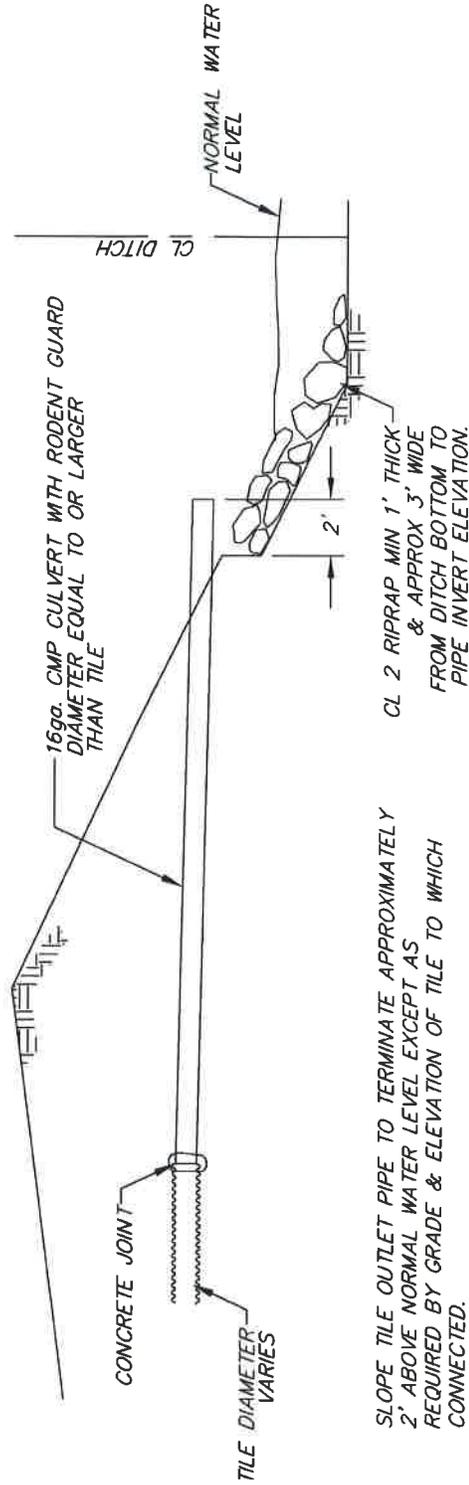
NOT TO SCALE

**JHS**  
**JONES, HAUGH & SMITH INC**  
 CONSULTING ENGINEERS & LAND SURVEYORS  
 P.O. BOX 573-4876  
 515 SOUTH WASHINGTON AVENUE  
 ALBERT LEA, MINNESOTA 56007

FREEBORN COUNTY, MN  
 TYPICAL  
 OPEN DITCH FLOODWATER  
 INLET INSTALLATION

SHEET  
 1 OF  
 1

DESIGNED:  
 DRAWN: SJP  
 CHECKED:  
 DATE: OCTOBER 2009  
 FILE NO: FREEBORN COUNTY



SLOPE TILE OUTLET PIPE TO TERMINATE APPROXIMATELY 2' ABOVE NORMAL WATER LEVEL EXCEPT AS REQUIRED BY GRADE & ELEVATION OF TILE TO WHICH CONNECTED.

CL 2 RIPRAP MIN 1' THICK & APPROX 3' WIDE FROM DITCH BOTTOM TO PIPE INVERT ELEVATION.



NOT TO SCALE

JHS

JONES, HAUGH & SMITH INC

CONSULTING ENGINEERS & LAND SURVEYORS

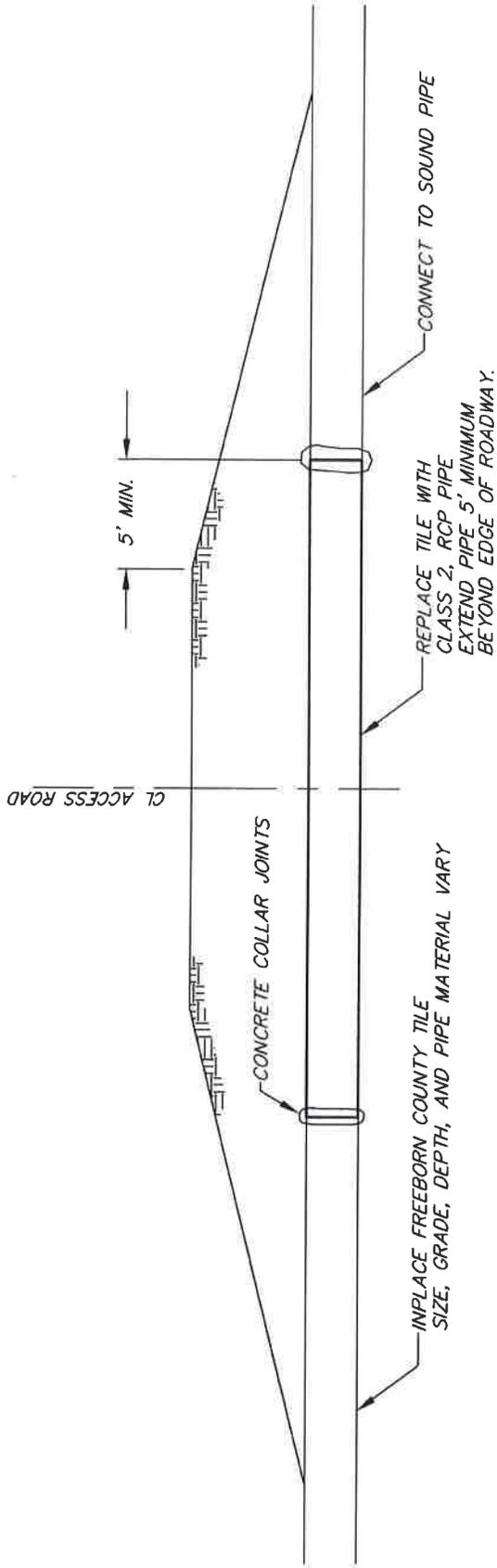
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FREEBORN COUNTY, MN

TYPICAL  
TILE OUTLET PIPE  
INSTALLATION

SHEET  
1 OF  
1



<b>NOT TO SCALE</b>	<b>JHS</b>	<b>JONES, HAUGH &amp; SMITH INC</b> CONSULTING ENGINEERS & LAND SURVEYORS PH. 507-373-4876 515 SOUTH WASHINGTON AVENUE ALBERT LEA, MINNESOTA 56007	DESIGNED: SJP	FREEBORN COUNTY, MN	SHEET 1 OF 1
			CHECKED: SJP	<b>TYPICAL ACCESS ROAD TILE REPLACEMENT</b>	
			DATE: OCTOBER 2009		
			FILE NO: 08001017		