

## **DRAINAGE PERMIT APPLICATION CHECKLIST**

### ROUTINE MAINTENANCE

- Obtain all property owner signatures (any property in which work is being commenced needs the owner's signature).
- A map that shows where the drainage work (maintenance of a tile or waterway) will be commenced.
- Notify all landowners for ½ mile downstream from end of project.
  - For any Non-Vested Drains or Natural Drainage Ways notification shall be sent by certified mail a minimum of 10 days prior to start of the project and the certified receipts must be submitted to the Planning Office prior to issuance of a drainage permit to confirm the date the notification was sent.
    - ◇ Notification should include form letter that can be acquired from the Planning Office or online at <http://www.minnehahacounty.org/dept/pl/pl.aspx> and map of the proposed work.
    - ◇ Drainage Official will provide names and addresses of those who need to be notified.
  - For any Vested Drains (Drainage with man-made origins or improvements acquired prior to July 1, 1985 is deemed vested if recorded at the register of deeds office before July 1, 1992) notification shall be sent first class mail after obtaining the drainage permit.
    - ◇ Notification should include form letter that can be acquired from the Planning Office or online at <http://www.minnehahacounty.org/dept/pl/pl.aspx> and map of the proposed work.

- ◇ Drainage Official will provide names and addresses of those who need to be notified.
- Downstream notification is not required for ½ mile downstream from the end of the project when:
  - A proposed drainage project which outlets directly into a named stream (Beaver Creek, Big Sioux River, Buffalo Creek, Colton Creek, Elce Creek, Fourmile Creek, Long Creek, Pipestone Creek, Silver Creek, Skunk Creek, Slip-Up Creek, Split Rock Creek, West Pipestone Creek, West Branch of Skunk Creek, or Willow Creek).
  - A drainage project which outlets directly into an intermittent stream, provided that the intermittent stream is within 1 mil of a named stream, and that the intermittent stream is directly connected to the named stream.
- If no objection is received by the Planning Office within 10 days of the date on the certified receipts, the drainage permit will be approved.
- Pay \$25.00 permit fee.
- If there is an objection then the permit must go to the County Commission to make a decision. There will be a \$100.00 permit fee to take the permit to the County Commission.

**\*The property owners must follow any requirements of the NRCS or Army Corps of Engineers.**

## NEW TILE OR DITCH

- Obtain a wetland determination and approval from the NRCS.
- Obtain all property owner signatures (any property in which work is being commenced needs the owner's signature).
- A map that shows where the drainage work will be commenced (all proposed tiles lines or ditches need to be shown).
- Obtain signed waivers from all landowners for ½ mile downstream stating there is no objection to the drainage work.
  - The downstream waiver can be acquired from the Planning Office or online at <http://www.minnehahacounty.org/dept/pl/pl.aspx>.
  - Drainage Official will provide names and addresses of those landowners who need to sign a waiver.
- Downstream notification is not required for a ½ mile downstream from the end of the project when:
  - A proposed drainage project outlets directly into a named stream (Beaver Creek, Big Sioux River, Buffalo Creek, Colton Creek, Elce Creek, Fourmile Creek, Long Creek, Pipestone Creek, Silver Creek, Skunk Creek, Slip-Up Creek, Split Rock Creek, West Pipestone Creek, West Branch of Skunk Creek, or Willow Creek).
  - A drainage project which outlets directly into an intermittent stream, provided that the intermittent stream is within 1 mile of a named stream, and that the intermittent stream is directly connected to the named stream.
- If all information is provided the drainage permit will be approved.
  - The drainage permit shall not become effective until five working days following the approval.

- Pay \$50.00 permit fee.
- If there is an objection then the permit must go to the County Commission to make a decision. There will be a \$100.00 permit fee to take the permit to the County Commission.
- The contractor, installer, or landowner(s) shall provide GPS data for installed tile in electronic format within 180 days from the final date of installation.

**\*The property owners must follow any requirements of the NRCS or Army Corps of Engineers.**