

Application for Permit to Work in Road ROW

Big Stone County Highway Department
843 O'Neill St. Ortonville, MN 56278
Telephone: (320) 839-2594

County Road No. _____

Applicant Information

- **Name(s):** _____
- **Address:** _____
- **Phone:** _____
- **Email:** _____

A. Legal Description of Adjacent Land: _____
(Example: SW 1/4 of Sec 1, Moonshine Township)

B. Description of Work to be Completed and Area

(Provide details of the work site. Attach supporting maps, drawings, or other relevant data. Use additional pages if necessary.)

C. Expected Completion Date: _____

D. Permit Conditions

By signing this application, the applicant agrees to the following terms:

1. **Material Removal:** Only washed or windblown dirt may be removed from the ditch.
2. **Ditch Depth:** The ditch bottom must not be lowered beyond its original design level.
3. **Slope Preservation:** No steepening of the ditch's inslope or backslope is allowed.
4. **Material Disposal:**
 - All removed material must either be hauled away or spread on adjacent fields by the applicant.
 - Placing material on ditch slopes is prohibited unless explicitly approved by the County Engineer.
5. **Vegetation Restoration:** All disturbed areas must be reseeded to the satisfaction of the County Engineer.
6. **Corrective Actions:**
 - Any issues identified during inspections must be corrected within 45 days or as directed by the engineer.
 - If unresolved within that period, the County may complete the corrections and bill the applicant for the cost.

Applicant Agreement

I, the undersigned, hereby apply for a permit to conduct the proposed work as described above and agree to abide by all conditions outlined in this application.

Applicant Signature: _____

Date: _____

Submission Information

Please submit this application by mail or email:

- **Mail:** 843 O'Neill St., Ortonville, MN 56278
- **Email:** highway.permits@bigstonecounty.org

Approval and Permit Terms

Permission is hereby granted to carry out the work as specified in this permit. The permit must be kept on-site during the project. Notify the highway department at least **72 hours prior to starting work**. Upon completion, the applicant is responsible for restoring the right-of-way to its original condition, including:

- **Slopes and Ditch Shape:** Must match the original form.
- **Vegetation Restoration:** Seed disturbed areas with an approved mix, verified by the County Highway Department.

The applicant must notify the highway department within **24 hours of project completion** to schedule a final inspection.

Liability Waiver

The applicant assumes full responsibility for any claims, damages, or legal actions arising from the permitted work. The County, its agents, and employees are released from any liability associated with this project.

Big Stone County Highway Department

Approved by: _____

Date: _____