

INSTRUCTIONS FOR COMPLETING MnDOT APPLICATION FOR DRAINAGE FORM 30795-02

An incomplete application will delay processing. Permittees are encouraged to contact MnDOT early in the application process.

Instructions for Filling Out Form:

- Print (in ink), type the application, or fill out online and print the form at: www.dot.state.mn.us/utility/forms.html
- Submit original form and be sure to sign at the bottom. COPIES AND FAXES ARE UNACCEPTABLE AND WILL BE RETURNED.
- Complete each item on the application. If any item does not apply, print "N.A." in the blank.
- Legal descriptions must be completed before an application can be processed:
 - The legal description of the property may be obtained from your deed to the property or tax statement.
 - Long legal descriptions should be attached to the application on separate sheets of paper.
- Mail completed application (both sides of form) with the required submittals to the District office. Contacts and addresses can be found at: <http://www.dot.state.mn.us/utility/contacts.html>
- Before a drainage permit that outlets to MnDOT right-of-way (R/W) or crosses the trunk highway can be reviewed or issued it is required that the applicant **submit letters from any other affected regulatory agencies**, listed below, before a permit will be considered. These letters must indicate the property to be drained is not a wetland; the agencies approve the drainage request and any conditions the agencies have put on the request. If any of the agencies call the area to be drained a wetland, MnDOT cannot permit the entry of the tile or ditch onto state land.
 - Dept. of Natural Resources (*if over 10 ac. to be drained*)
 - Natural Resource Conservation Service (NRCS)
 - Farm Service Agency (*Form AD-1026*)
 - Watershed District
 - Local Ditch Authority

Private Agricultural Drainage Submittals (Max 11" x 17" Sheet Size) and Design Standards:

- Legible drainage area map for the affected area with contours, drainage area boundaries, and flow direction. Crossing watershed boundaries shall not be permitted.
- Drainage Plan Sheets with drainage system plan and profiles.
- Evidence of tile line failure (i.e. video inspection)
- Gravity tile lines will not require a casing, but must be a min 12" RC or TP Pipe. All pressurized tile lines require a casing.
- Inspection tees will be required 3' within R/W boundaries. Drop inlets may be substituted at landowner's request.
- A new drainage permit is required for any future repairs within R/W, and no new outlets to MnDOT road ditch are permitted.

Commercial, Residential and Other Development Technical Submittals (Max 11" x 17" Sheet Size) and Design Standards:

- Legible drainage area maps: **pre- and post-project drainage conditions** with contours, drainage area boundaries, flow direction, and basic land use (buildings, pavement, and "green space"). Separate maps for pre- and post-project (min. map scale 1"=100').
- Diverting runoff to another sub-watershed or watershed (discharge point) shall not be permitted.
- Project Plan Sheets** relevant to Drainage: existing site conditions with all existing utilities, proposed grading plan with flow direction, and drainage system plan and profiles. The plans must show the location of any proposed facilities, relocation of existing facilities, applicable wetland impact/mitigation features, and temporary sediment and erosion control measures.
- Summary table: **pre- vs. post-project peak discharges** to MnDOT Right of Way (R/W), 2, 10, and 100 year events with a 24 hour duration. Peak discharges **shall not increase** (pre- vs. post-project) utilizing Atlas 14, Volume 8 rainfall depths.
- Accepted drainage area models: **HydroCAD or XPSWMM**; submit model printouts AND electronic files to run the model.
- Curve numbers** shall be determined per NRCS methodology and should be modified as needed based upon detailed knowledge of soil type and specific conditions on site. Names of drainage areas should be the same in maps and models.
- Appropriate **time of concentration (Tc) computations** and assumptions. NOTE: MnDOT rejects those that overestimate or underestimate Tc to offset post-project peak discharge increases.
- Available freeboard for existing and proposed treatment ponds/infiltration basins shall be **shown on the drainage area maps** as well as the normal and 100-year high water levels; **minimum 2.0' freeboard** between road surface and proposed 100-year HWL for ponds/basins along MnDOT R/W. **Emergency overflow required** (5' min. crest width) and must be lined from crest to toe of slope with Turf Reinforcement Mat or Category 6 or 7 Erosion Control Blanket, at a minimum.
- Future location of **infiltration/filtration basins shall be protected from construction** tracking and sediment during all construction phases; basins kept "offline" or not constructed until the area flowing to them is stabilized/vegetated.
- Temporary/permanent erosion control** at disturbed areas that sheet flow to any disturbed areas within MnDOT R/W shall be either Erosion Control Mat or Bonded Fiber Matrix. Project discharge points to MnDOT ditch or channel shall have max. velocity of 6 fps for 50-year event and shall be located to not cause erosion or conflict with existing ditch. **Avoid direct connections to MnDOT storm sewer system**; if direct connection, applicant is responsible for providing a good connection (typically a new structure). MnDOT offers no warranty that there will not be a hydraulic backwater effects on new storm line.
- Continuous wood chip or compost sediment control logs (**biorolls**) for erosion control at project perimeter (**no silt fence**).
- Project must meet all requirements of the Minnesota Pollution Control Agency (MPCA) **Construction Storm Water Permit**.
- Proposed driveway/access road culverts** on MnDOT R/W designed for a 10-year Atlas 14 rainfall event AND the proposed access road does not cause water to come within 1' of the trunk highway road surface during a 100-year event.



**MINNESOTA DEPARTMENT OF TRANSPORTATION
DRAINAGE PERMIT APPLICATION**

Document Management System # _____
 District _____ Permit # _____
 C.S. _____ T.H. _____
 R.P. _____
(THIS SECTION FOR MnDOT OFFICE USE ONLY.)

**ATTACH REQUIRED TECHNICAL SUBMITTALS (SEE INSTRUCTIONS) TO COMPLETED FORM AND
SUBMIT TO DISTRICT OFFICE OF MINNESOTA DEPARTMENT OF TRANSPORTATION**

| | | |
|------------------------------|------------------|---|
| APPLICANT | TELEPHONE | ADDRESS (Street, City, State, Zip) |
| PROPERTY OWNER | TELEPHONE | ADDRESS (Street, City, State, Zip) |
| PARTY PERFORMING WORK | TELEPHONE | ADDRESS (Street, City, State, Zip) |

LOCATION OF PROPOSED WORK (City/Township) _____ (County) _____ (Distance) _____ (N-S-E-W) _____ **SPECIFIC ROAD INTERSECTION OR LANDMARK**
 Highway _____ in _____ Miles of _____

WILL THIS BE WITHIN TRIBAL LANDS? Yes No **IF YES, WHICH ONE?**

TYPE OF DRAINAGE (check all that apply)
 Tile Outlet Tile Crossing Open Ditch Existing Repair Storm System Tie-in Pond Change in Drainage to Right-of-Way
 Other

| | | |
|---------------------------|---------------------------|-----------------------------|
| AREA TO BE DRAINED | PIPE SIZE AND TYPE | CASING SIZE AND TYPE |
|---------------------------|---------------------------|-----------------------------|

LEGAL DESCRIPTION OF PROPERTY (Attach extra pages as needed)

PERMITS FROM OTHER AFFECTED REGULATORY AGENCIES THAT THE APPLICANT WAS REQUIRED TO OBTAIN

| | |
|----------------------------------|--------------------------------|
| WORK TO START ON OR AFTER | WORK TO BE COMPLETED BY |
|----------------------------------|--------------------------------|

APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION

The undersigned applicant hereby agrees to comply with applicable statutes, rules and all the terms and conditions of this permit to the satisfaction of the Minnesota Department of Transportation. The applicant understands and agrees that no work in connection with this application will be started until the application has been approved and the permit issued.

The applicant is aware of circumstances, dangers or hazards that may arise while working on a highway right of way that could result in injury, loss, damage or death, and the applicant assumes the risk of such circumstances, dangers and hazards, whether reasonably foreseeable or not.

The applicant also understands that this permit may also be subject to the approval of local road authorities having joint supervision over said street or highway, and may be subject to applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Board and/or any other affected governmental agencies.

The undersigned applicant expressly agrees that except for negligent acts of the State, its agents and employees, the applicant or his/her agents or contractor shall assume all liability for, and save the State, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done in connection with this application and permit.

| | |
|-----------------------|----------------------|
| NAME AND TITLE | EMAIL ADDRESS |
| DATE | SIGNATURE |

DO NOT WRITE BELOW THIS POINT

AUTHORIZATION OF PERMIT

In consideration of the applicant's agreement to comply in all respects with the applicable laws and the conditions of the Commissioner of Transportation pertaining to this permit, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with the following standard conditions and special provisions:

SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS

PERMIT NOT VALID UNLESS BEARING AUTHORIZED MnDOT SIGNATURE AND PERMIT NUMBER

| | | |
|---|--|-------------------------------------|
| DATE ALL WORK TO BE COMPLETED BY | AUTHORIZED MnDOT SIGNATURE | DATE OF AUTHORIZED SIGNATURE |
| DISTRIBUTION | DEPOSIT REQUIREMENTS | DEPOSIT TYPE |
| Original to Area Maintenance Engineer | No Deposit Required _____ | Cashier's Check # _____ |
| Applicant | Deposit Required in the Amount of \$ _____ | Certified Check # _____ |
| Subarea Supervisor | Date Deposit Received _____ | Money Order # _____ |
| Roadway Regulations Supervisor | <i>Deposit to be returned upon satisfactory completion of all work</i> | Bond # _____ |

DATE WORK COMPLETED _____ *(The date when the work is completed must be reported to the MnDOT District Permits Office)*

MINNESOTA LAW REGULATING DRAINAGE WORK

The State law is as follows:

160.20 DRAINAGE

Subdivision 1. Connecting drains to highway drains.

When the course of natural drainage of any land runs to a highway, the owner of the land shall have the right to enter upon the highway for the purpose of connecting a drain or ditch with any drain or ditch constructed along or across the highway, but before making the connections, shall first obtain a written permit for the connections from the road authority having jurisdiction. The connections shall be made in accordance with specifications set forth in the permits. The road authority shall have power to prescribe and enforce reasonable rules and regulations with reference to the connections. The highway shall be left in as good condition in every way as it was before the connection was made.

Subd. 3. Installing drain tile along or across highway.

When the course of natural drainage of any land runs to a highway, the owner of the land who has been granted a permit as provided in subdivision 4 may install drain tile along or across the highway right-of-way along the general course of the natural drainageway, provided further that there will be no diversion of drainage waters away from the natural receiving drainageway immediately downstream from the highway. Any installations shall be made in accordance with specifications set forth in the permit and any rules that apply to the installations. When any installation is made pursuant to this subdivision the highway shall be left in as good condition in every respect as it was before the installation was made.

Subd. 4. Conditions

- (a) A road authority may accept applications for permits for installation of drain tile along or across the right-of-way under its jurisdiction. The road authority may adopt reasonable rules for the installations and may require a bond before granting any permit. Permits for installation along a highway right-of-way must ensure that the length of the installation is restricted to the minimum necessary to achieve the desired agricultural benefits. A permit must not allow open trenches to be left on the right-of-way after installation of the drain tile is completed. A road authority that grants a permit for drain tile installation is not responsible for any damage to that installation resulting from the action of the authority or any other permittee utilizing the right-of-way.
- (b) A person who installs drain tile along or across a highway right-of-way without obtaining a permit as provided in this section is guilty of a misdemeanor.
- (c) The commissioner shall take no action under this section which will result in the loss of any federal aid for highway construction in the state.
- (d) For the purpose of this section, "highway" means any highway as defined in section 160.02 which is located outside the corporate limits of a home rule charter or statutory city.

STANDARD CONDITIONS AND REQUIREMENTS

1. All construction details shall be entered on Form 30795-02 or supplemental sheets as required.
2. Installations shall be in accordance with Specification 2502 of the Minnesota Standard Specifications for Construction.
3. Any permanent signs or permanent traffic barriers (including crash cushions) installed on the State Highway system must be deemed crashworthy under the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Assessing Safety Hardware, 2016 (MASH-16)". 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 temporary 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 Signs and Markings Manual, and the appropriate provisions of Standard Specification 1710. All temporary traffic control devices shall be deemed crashworthy under the American Association of State Highway and Transportation Officials (AASHTO) "Manual for Assessing Safety Hardware, 2016 (MASH-16)" with exceptions as noted under MnDOT Technical Memorandum No. 19-03-T-01 Crashworthy Requirements for Temporary Traffic Control Devices. (See memo at: <http://dotapp7.dot.state.mn.us/edms/download?docId=2434220>)
4. 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. If temporary traffic barrier is used, it will be placed according to the "MnDOT Temporary Barrier Guidance Manual" (December 2018). (See website at: www.dot.state.mn.us/trafficeng/workzone/doc/Temporary%20Barrier%20Guidance%20Manual%20181129.pdf) Any temporary traffic barrier (including crash cushions) must be deemed crashworthy under MASH-16.
5. Any person acting as a Flagger for permitted work shall have attended a training session taught by a MnDOT Qualified Flagger Trainer within the twelve months immediately preceding the start date of all flagging activity. A Flagger shall receive a Flagger Qualification Card, signed by a MnDOT Qualified Flagger Trainer, upon successful completion of this training. During all flagging activity, a Flagger must carry a signed Flagger Qualification Card on that Flagger's person and be in possession of a current Minnesota Flagging Handbook. The Minnesota Flagging Handbook is available from MnDOT Qualified Flagger Trainers or from a MnDOT District Office.

6. Allowable materials for longitudinal installations shall be:
 - i. Corrugated metal pipe (Std. Plate 3040)
 - ii. Reinforced concrete pipe (Std. Plate 3000)
7. Connections of field tile to allowable longitudinal installations shall be made a minimum of three feet beyond the highway right of way line using an inspection tee. (Std. Plate 3143)
8. All casings shall be jacked or bored.
9. All system installations shall be at a minimum of three feet below existing ground.
10. No installations will be permitted in the shoulder or in-slope of the roadway.
11. The owner, his successor or assigns, shall maintain the installation in perpetuity.
12. Before a drainage permit that outlets to MnDOT right-of-way or crosses the trunk highway can be reviewed or issued it is required that the applicant submit letters from any other affected regulatory agencies before a permit will be considered. These letters must indicate that the property to be drained is not a wetland; the agencies approve the drainage request and any conditions the agencies have put on the request.
13. The applicant shall comply with all rules and regulations of the Minnesota Environmental Quality Board and any other affected governmental agencies.
14. The applicant shall furnish, install and maintain an approved culvert marker post at outlet of drainage tile.
15. The drainage work shall not interfere with any existing utility facilities on the trunk highway right-of-way.
16. Removal of trees or shrubs within the right of way requires prior approval of the Area Maintenance Engineer or his authorized representative.
17. No equipment will be permitted to operate on or across the roadway which will damage the roadway or shoulder surface.
18. The State reserves the right to remove or repair, with its own forces but at the expense of the applicant, any tile outlet which is not maintained and causes damage to adjacent right of way. Applicant must obtain a permit to do maintenance work on the drainage system covered by this permit.
19. If the Minnesota Department of Transportation shall make any improvements or change on all or any part of its right of way upon, over, under or along the trunk highway, then and in every case the applicant herein named shall, after notice from the Commissioner of Transportation or his authorized agents, proceed to alter, change, vacate or remove from trunk highway right of way said works necessary to conform with said changes without cost to the State of Minnesota.
20. Issuance of this permit is subject to the provisions of Chapter 103B of the Minnesota Statutes.
21. After the Drainage Permit has been approved the applicant will be notified and a security deposit will be requested. A security deposit is required for permits that authorize work in MnDOT R/W to ensure that work is completed to MnDOT's satisfaction. The actual amount required will depend on the specific situation. The District Permit Section will determine the amount and type of deposit to be submitted. Minnesota rules require deposits be submitted in the form of a certified check, cashier's check, or surety bond made payable to the State of Minnesota, Commissioner of Transportation. Deposits must be irrevocable and cannot expire. A permit will not be issued until the deposit is received. Additionally, any expense incurred by the Minnesota Department of Transportation above the posted deposit will be assessed against the applicant.
22. In the event construction has not been started by the "WORK TO BE COMPLETED BY" date, this permit becomes null and void and deposit refunded.
23. After work on a project is completed the applicant must notify the permit office that such work has been completed and is ready for final inspection and acceptance. If the construction and all other related work is satisfactory and the turf items are re-established the deposit will be returned to the applicant.