

LANDOWNER/APPLICANT'S GUIDE TO PRIVATE CROSSING EASEMENTS

Hancock County has adopted Policies, Procedures and Conditions for Landowners who wish to have private crossings of Drainage District Facilities. This guide will help the Landowner/Applicant understand these procedures and the process. A private crossing requires an easement from the Drainage District.

- **STEP ONE:** Applicant picks up Application and the District Policies/Procedures from the Drainage Clerk at the Auditor's office
- **STEP TWO:** Applicant returns the completed Application to the Drainage Clerk
- **STEP THREE:** Applicant pays Crossing Fee as determined by the District. **The Crossing Fee is a minimum of \$750.00 and is non-refundable**
- **STEP FOUR:** District delivers any maps or other files requested by Applicant. The request by Applicant must be in writing. District to deliver maps within 30 days
- **STEP FIVE:** Landowner/Applicant provides District with construction plans at least 60 days prior to construction
- **STEP SIX:** District Engineer to review and approve or request modification of plans
- **STEP SEVEN:** Landowner receives approval of plans and project
- **STEP EIGHT:** Written temporary construction easement provided by District to Landowner. Temporary easement recorded by Landowner with Recorder's office
- **STEP NINE:** Landowner/Applicant provides insurance information to District
- **STEP TEN:** Landowner gives notice to District of commencement of construction at least 30 days in advance of start of work
- **STEP ELEVEN:** Upon completion of work Landowner to restore property, repair damage to District facilities (30 days) and supply District with "as-built" plans (180 days).
- **STEP TWELVE:** Written permanent easement provided by District to Landowner. Permanent easement recorded by Landowner with Recorder's office

*This document is intended to be a general overview and guide to the **Hancock County Policies Procedures and Conditions for Landowner Projects Involving Crossing Easements**. Should there be any conflict between this guide and the policies, the policies shall govern.