

APPLICANT'S GUIDE TO DRAINAGE DISTRICT CROSSING EASEMENTS

Hancock County has adopted Policies, Procedures and Conditions for construction in Drainage District Right-of-Way. This guide will help the Applicant understand these procedures and the process. A drainage district crossing requires an easement from the Drainage District.

- **STEP ONE:** Applicant requests 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:** 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:** Applicant receives approval of plans and project
- **STEP EIGHT:** Written temporary construction easement provided by District to Applicant. Temporary easement recorded by Applicant with Recorder's office
- **STEP NINE:** Applicant provides insurance information to District
- **STEP TEN:** Applicant gives notice to District of commencement of construction at least 30 days in advance of start of work
- **STEP ELEVEN:** Upon completion of work Applicant 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 Applicant. Permanent easement recorded by Applicant with Recorder's office

*This document is intended to be a general overview and guide to the **Hancock County Procedures and Conditions for Construction in Drainage District Right-of-Way**. Should there be any conflict between this guide and the policies the policies shall govern.