

North Dakota Subsurface Water Management System Permit

Herein you will find the application for a permit to install a subsurface water management system (aka “drain tile”) for projects comprising 80 acres of land area or more. Additional information required is laid out in the instructions on Page Three of the state form along with Items #1 thru #6 below. If your drain tile project comprises less than 80 acres of land area, please see Item #7 below.

- 1) Current addresses of all landowners (for land being tiled and downstream landowners). Do not rely on addresses shown on the deeds, as they may have changed. If addresses supplied by the applicant are incorrect and thirty day notices are not deliverable, applications will be deemed incomplete until current addresses are submitted to the Water Resource District. If notices are returned, the thirty day downstream landowner notification period will start over when current addresses are received. Please be sure to provide current addresses to avoid delays with the permitting process.
- 2) If questions arise regarding ownership of properties as shown on deeds, feel free to contact the Richland County Water Resource District. Missing landowner signatures on the application will result in delays and additional trips to the Richland County Water Resource District office!
- 3) Copies of deeds or easements for county road rights of way within one mile downstream of each outlet, unless the distance to the nearest assessment drain, natural watercourse, slough, or lake is less than one mile. (Contact Richland County Highway Department for copies of deeds and easements.)
- 4) Contact rural water company and secure letter if a rural waterline is present; copy of letter to Water Resource District.
- 5) \$150 check, payable to the Richland County Water Resource District, must be submitted with the application.
- 6) Please contact the Richland County Water Resource District at 701-642-7773 to assure staff is available to review applications when they are delivered to the office. Allow approximately 30 minutes for review of the application, accompanying materials, and completion of any additional paperwork.
- 7) For drain tile projects comprising less than 80 acres, the Richland County Water Resource District requests that you provide the office with a copy of your tile plan, for informational purposes only. There is no fee and no permit will be issued.

The Richland County Water Resource District strives to make this process as easy as possible for landowners and to expedite processing of drain tile applications. Please contact our office with any questions you may have.



APPLICATION TO INSTALL A SUBSURFACE WATER MANAGEMENT SYSTEM

OFFICE OF THE STATE ENGINEER
REGULATORY DIVISION
SFN 61244 (5/2017)

Number

(OSE USE ONLY)

Number

(WRD USE ONLY)

This application must be submitted to the water resource district in which the system is located (please visit <http://swc.nd.gov/> for contact information). To be complete, this application must include the additional information listed in the instructions on page 3.

WATER RESOURCE DISTRICT USE ONLY

DATE RECEIVED

Water Resource District In Which System Is Located				
Location Of Land To Be Tiled				
¼	Section	Township	Range	County
¼	Section	Township	Range	County
¼	Section	Township	Range	County
Outlet Location				
¼	Section	Township	Range	County
Purpose				
<input type="checkbox"/> Subsurface Drainage <input type="checkbox"/> Subsurface Irrigation <input type="checkbox"/> Other (please explain) _____				
Design Data				
Total Land Area To Be Tiled (acres)		Drainage Coefficient Of The System (inches/day)		
		<input type="checkbox"/> ¼ <input type="checkbox"/> ⅜ <input type="checkbox"/> ½ <input type="checkbox"/> Other _____		
Does The System's Design Include Surface Intakes		Type Of Surface Intakes (if applicable)		
<input type="checkbox"/> Yes (quantity) _____ <input type="checkbox"/> No		<input type="checkbox"/> Open Inlet (i.e. riser) <input type="checkbox"/> Blind Inlet (i.e. gravel)		
IMPORTANT NOTE - Applications for systems that incorporate surface intakes and have an overall drainage coefficient of greater than 3/8 inches per day must be forwarded to the N.D. Office of the State Engineer (900 E Boulevard Ave, Dept. 770, Bismarck, ND 58505-0850, by fax to (701) 328-3696, or by email to swcregpermits@nd.gov) for review along with an "Application for Surface Drain." Please contact the Office of the State Engineer at 701-328-2752 for more information.				
Tile System Orientation		Average Tile Spacing (feet, if applicable)	Average Tile Burial depth (feet)	
<input type="checkbox"/> Pattern Tile (parallel) <input type="checkbox"/> Targeted Tile				
Type Of System Outlet			Outlet Flow Capacity (numerical value)	
<input type="checkbox"/> Gravity - No Control Structure <input type="checkbox"/> Gravity - With Control Structure <input type="checkbox"/> Pump			<input type="checkbox"/> cfs <input type="checkbox"/> gpm	
Where Does The Outlet Discharge				
<input type="checkbox"/> Road Ditch <input type="checkbox"/> Private Drain <input type="checkbox"/> Assessment Drain <input type="checkbox"/> Natural Waterway <input type="checkbox"/> Pond, Slough, or Lake <input type="checkbox"/> Other (please explain) _____				
Who Is Installing The System				
<input type="checkbox"/> Self <input type="checkbox"/> Tile Contractor (please list) _____				
Anticipated Installation Start Date			Anticipated Completion Date	
Have You Had A Utility Locate Performed, Including Locating Rural Water Lines				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

(continued on page 2)

Do You Own The Land Area To Be Tiled <input type="checkbox"/> Yes <input type="checkbox"/> No			Do You Own The Land Where The Tile Outlet Is Located <input type="checkbox"/> Yes <input type="checkbox"/> No		
If NO, Have You Secured Landowner Permission <input type="checkbox"/> Yes <input type="checkbox"/> No			If NO, Have You Secured Landowner Permission <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, Please Provide Landowner Information Below			If YES, Please Provide Landowner Information Below		
Landowner Name			Landowner Name		
Landowner Address			Landowner Address		
City	State	ZIP Code	City	State	ZIP Code
Telephone Number			Telephone Number		
Applicant's Certification					
<p>I, the undersigned, am applying for a permit to install a subsurface water management system on an area comprising 80 acres or more as required under North Dakota Century Code § 61-32-03.1. I understand that I must undertake and agree to provide additional information such that the water resource district considers the application complete. If the water resource district finds, based on technical evidence, that my subsurface water management system will cause unreasonable harm to a roadway or real property located within one mile downstream, I may be required to obtain a notarized letter of approval from landowners entitled to notice before a permit may be issued. Additionally, I will abide by any reasonable conditions or control requirements placed on this permit by the water resource district. My signature below acknowledges that I have read and agree to these statements.</p>					
Applicant Name					
Address			City	State	ZIP Code
Telephone Number		Cell Phone Number		Email Address	
Signature					Date

Landowner Name (Print) _____

Address _____

City _____ State _____ Zip Code _____

Landowner Signature _____

Landowner Name (Print) _____

Address _____

City _____ State _____ Zip Code _____

Landowner Signature _____

Landowner Name (Print) _____

Address _____

City _____ State _____ Zip Code _____

Landowner Signature _____

Landowner Name (Print) _____

Address _____

City _____ State _____ Zip Code _____

Landowner Signature _____

Landowner Name (Print) _____

Address _____

City _____ State _____ Zip Code _____

Landowner Signature _____

Landowner Name (Print) _____

Address _____

City _____ State _____ Zip Code _____

Landowner Signature _____

INSTRUCTIONS FOR FILING A SUBSURFACE WATER MANAGEMENT PERMIT APPLICATION UNDER NORTH DAKOTA CENTURY CODE § 61-32-03.1

A person seeking to construct a subsurface water management system comprising 80 acres of land area or more (see Application Guidance below) must submit a completed permit application to the water resource district board within which the system is located. To be complete, as required under North Dakota Century Code § 61-32-03.1, the application must include all information listed below:

1. A completed “Application to Install a Subsurface Water Management System” form.
2. A detailed drawing depicting the subsurface water management system’s location overlain on an aerial photo.
 - a. The drawing must include the system’s:
 - i. Location description in Section-Township-Range format.
 - ii. Physical footprint of the system’s layout including:
 1. Tile-main sizes and locations,
 2. Laterals to the tile-main sizes and locations,
 3. Surface inlet sizes and locations, if applicable,
 4. Outlet size, location, and type, and
 5. Identification of existing road culverts utilized and descriptions of any proposed culvert additions or modifications.
 - iii. A depiction of the flow direction from the outlet location to at least one-mile downstream.
3. Manufacturer’s information for the outlet control structure, if applicable.
4. Copies of recorded deeds for all parcels to be tiled.
5. Copies of recorded deeds for all parcels within one mile downstream of each project outlet, unless the distance to the nearest assessment drain, natural watercourse, slough, or lake is less than one mile.
6. Signed permission from owner(s) of land to be tiled (if you do not own the land to be tiled).
7. Any additional information requested by the water resource district from the applicant to make an informed decision on the application.

Application Guidance – Is a Permit Required?

A subsurface water management system comprising 80 acres of land area or more requires a permit from the water resource district within which is found a majority of the land area. For the purposes of this application, “comprising 80 acres of land area or more” means a single system, which has one defined outlet, consisting of 80 acres or more of land area directly drained by the system.

Specifically, determining the land area directly drained by a system is based on the system’s zone of influence. The zone of influence is the acreage from which a system will remove subsurface water and is calculated by adding one-half the tile spacing to each exterior dimension of the system. For example, if the tile spacing of a conventional, pattern tile system is 40 feet between parallel tile lines, half of that distance (i.e., 20 feet) may be added to each of the system’s exterior dimensions to determine the total land area directly drained by the system. If a system’s design lacks a specified tile spacing, other references¹ may be used to determine the land area directly drained by perforated tile. Please note that the zone of influence is not applicable for non-perforated pipe applications.

¹Wright, Jerry and Sands, Gary. *Planning an agricultural subsurface drainage system. University of Minnesota Extension Service, 2009, <http://www.extension.umn.edu/agriculture/water/planning/planning-a-subsurface-drainage-system/>.*