

**Instructions For**  
**North Dakota Subsurface Water Management System Application**  
**For Projects 80 Acres or Greater**

Under the 2021 North Dakota state law for subsurface water management projects (aka “Drain Tile”), an application is required for all drain tile projects involving 80 acres or more. If your project involves less than 80 acres, please go to the “*State Drain Tile Notification Less Than 80 Acres*” on our website.

For projects requiring an application, please complete the attached 3 page form in its entirety and forward it to the Water Resource District along with the other required documents. If information is missing your application will not be processed until the additional information is provided.

Applications do not need to be completed and signed by the landowner. Under the 2021 law, someone other than a landowner may complete and sign the application and submit it to the District.

At the present time we ask that you contact the Water Resource District regarding the application fee.

Deeds for evidence of landowner and downstream landowner ownership are no longer required. At the current time the Richland County Water Resource District will secure the required information so you may disregard those requirements.

Applications may be submitted to the District in person, by regular mail, or email. Design drawings and downstream flow maps must be submitted with the application.

Please do not hesitate to contact our office if you have any questions or desire assistance with the completion of the forms.

Richland County Water Resource District  
418 2<sup>nd</sup> Avenue North  
Wahpeton, ND 58075  
Phone: 701-642-7773  
Website: [co.richland.nd.us](http://co.richland.nd.us)  
Email: [mzentgraf@co.richland.nd.us](mailto:mzentgraf@co.richland.nd.us)



**APPLICATION TO INSTALL A SUBSURFACE WATER MANAGEMENT SYSTEM**  
OFFICE OF THE STATE ENGINEER  
REGULATORY DIVISION  
SFN 61244 (5/2021)

This application must be submitted to the Water Resource District (WRD) in which the system is located (please visit [http://www.swc.nd.gov/info\\_edu/water\\_links/nd\\_resource\\_boards](http://www.swc.nd.gov/info_edu/water_links/nd_resource_boards) for contact information).

Failure to complete the application and provide all necessary information may delay or impede approval of this application. The WRD will review this application and notify the applicant of incomplete information within three business days after the application is received.

Location Of Land To Be Tiled				
¼	Section	Township	Range	County
¼	Section	Township	Range	County
¼	Section	Township	Range	County
¼	Section	Township	Range	County
Outlet Information				
¼	Section	Township	Range	County
¼	Section	Township	Range	County
Type Of System Outlet (check all that apply) <input type="checkbox"/> Gravity - No Control Structure <input type="checkbox"/> Gravity - With Control Structure <input type="checkbox"/> Pump				
Where Does The Outlet Discharge (check all that apply)				
<input type="checkbox"/> Road Ditch	<input type="checkbox"/> Assessment Drain	<input type="checkbox"/> Natural Waterway/Watercourse		
<input type="checkbox"/> Private Drain	<input type="checkbox"/> Pond, Slough, Or Lake	<input type="checkbox"/> Other (Explain) _____		
Other Information				
WRD In Which System Is Located				
Total Land Area To Be Tiled (Acres)				
Drainage Coefficient Of The System (inches/day)			Does The System's Design Include Surface Intakes	
<input type="checkbox"/> ¼	<input type="checkbox"/> ⅓	<input type="checkbox"/> ½	<input type="checkbox"/> Other _____	<input type="checkbox"/> Yes (quantity) _____ <input type="checkbox"/> No
Who Is Installing The System?				
<input type="checkbox"/> Self	<input type="checkbox"/> Contractor _____			
Who Owns The Land Where The System Will Be Located?				
<input type="checkbox"/> Applicant	<input type="checkbox"/> Other (please explain) _____			

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Complete Application

As Required Under North Dakota Century Code § 61-32-03.1, The Following Information Is Required To Consider This Application Complete.

All Boxes Must Be Checked And The Necessary Information Must Be Submitted With The Application For The Application To Be Considered Complete.

<input type="checkbox"/> Application Fee (Payable To The WRD)
<input type="checkbox"/> Landownership Evidence <i>Evidence Of Ownership For Each Parcel To Be Tiled According To The Tax Rolls Of The County In Which The Parcel Is Located</i>
<input type="checkbox"/> Project Design - A Project Design Includes:
<input type="checkbox"/> A Detailed Drawing Depicting The System's Location Overlain On An Aerial Photograph
<input type="checkbox"/> Legal Description (¼, Section, Township, Range Or Relevant Block And Lot Number)
<input type="checkbox"/> Approximate Project Footprint
<input type="checkbox"/> Tile-Mains Sizes And Locations
<input type="checkbox"/> Any Laterals To The Tile-Main Sizes And Locations
<input type="checkbox"/> Surface Inlet Sizes And Locations
<input type="checkbox"/> Outlet Sizes, Locations, And Types
<input type="checkbox"/> Flow Direction Map (Must Be Included On A Seperate Map) <i>A Detailed Map Or Depiction Of The Flow Direction From Each Outlet Location For One Mile [1.61kilometers] Downstream Which Includes The Location Of The Downstream Parcels By Legal Description Identifying Either The Relevant Quarter, Section, Township, And Range Or The Relevant Block And Lot Number</i>
<input type="checkbox"/> Evidence Of Ownership for Each Parcel Within One Mile Downstream <i>Evidence Of Ownership For Each Parcel Within One Mile [1.61kilometers] Downstream Of Each Project Outlet According To The Tax Rolls For The County In Which The Parcel Is Located, Unless The Distance To The Nearest Assessment Drain, Natural Watercourse, Slough, Or Lake Is Less Than One Mile [1.61kilometers] Downstream Of A Proposed Outlet, In Which Case The Applicant Shall Provide Evidence Of Ownership For Each Parcel Between The Outlet And The Nearest Assessment Drain, Natural Watercourse, Slough, Or Lake.</i>

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Applicant Certification			
Applicant Name			
Address	City	State	ZIP Code
Telephone Number	Cell Phone Number		
Email Address			

I, the undersigned, am applying for a permit as required under North Dakota Century Code (N.D.C.C.) § 61-32-03.1. I understand the following:

- That My Application Must Be Complete To Be Timely Processed;
- That My Project Is Accurately Described And Depicted In This Application As I Intend To Construct It;
- That I Must Comply With N.D.C.C. § 61-32-03.1 And Must Adhere To Any Conditions Required By The Water Resource District As Part Of An Approved Permit For This Application; And
- That There Are Other Regulatory Considerations Outside Of This Permit Process, Including:
  - Road Authority Permissions Or Approvals;
  - Rural Water Line Set Backs;
  - Utility Locates;
- Other Local, State, And Federal Permits Or Permissions, If Required.

My Signature Below Acknowledges That I Have Read And Agree To The Statements Above.	
Applicant Signature	Date

COMPLETE APPLICATION CERTIFICATION (FOR WRD USE ONLY)	
WRD Permit Number	Application Received Date
WRD Completeness Certification - WRD Signature Below Signifies That The Application Was Found Complete	
Name	Date