

**McKENZIE COUNTY APPROACH PERMIT**

Permit

**PERMIT TO CONSTRUCT AN APPROACH TO A COUNTY ROAD**

**Revised Application Effective September 20, 2022**

\_\_\_\_\_ of \_\_\_\_\_  
Approach Owner Address, City, State & Zip

	Road where approach will be located	Section	Township (N)	Range (W)	Approach Type	If Multifamily, how many units? OR How many trucks per day?	For Official Use Only (Fee)
Approach 1							
Approach 2							
							<b>Total Fee:</b>

**APPROACH USE**

Farm / Field Access (FF)

Limited use. Access to farm land or a field.

Residential- Single Family (SF)

Moderate use. Access to a single family home or farm.

Residential- Multi Family (MF)

High use. Access to multiple homes, farms, temporary housing including work camps.

Commercial (CM)

High truck use. Access to a commercial/industrial installation.

Oil Pad (OP)

Moderate truck use. Access to an Oil Pad.

Site Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Authorized Agent of the Contractor or Approach Owner

\_\_\_\_\_  
Telephone Number

WHERE SHOULD THE APPROVED PERMIT BE SENT TO:

\_\_\_\_\_  
Approach Owner or Agent Name for Approach Owner

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

The Contractor must comply with all terms and conditions stated herein, especially the minimum engineering standards. Failure to comply with this CONDITIONAL CONSENT shall cause the consent to be rescinded and the Contractor must remove the approach from the right-of-way immediately or be responsible for the costs incurred by the County in removing the same. The County specifically reserves the right to remove the approach from right-of-way for non-compliance and reimbursement will be made to the County by the Contractor for doing the same.

Approval Stamp

# Terms and Conditions

## Approach Specs

Top width: 24' minimum- 40' maximum

8:1 Minimum Inslopes Required

Black Dirt & Seeding\* Required

Signs (if required)

Culvert (if required)

Applicant responsibility to

conduct hydrology study

to determine culvert size

Runoff Area (if required)

\*County Approved Grass Seed Mix- Check with owner before using

Seed Mixture	Per Live Seed
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Grass Species	lb/acre
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Fairway Crested Wheat Grass	6
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Slender Wheat Grass"	4
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Russian Wild Rye	2
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Oats	15
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46-0-0 Fertilizer	20
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" Pubescent Wheat Grass may be substituted

## Approach Location Rules

- Approaches must be staked prior to review. Any approach without a stake will be assessed a fee of \$200. No exceptions.
- Any unauthorized approaches will be assessed a fine of \$5,000
  - No building of approaches prior to approval
  - No use of existing change of use approach without approval
- Approaches must be a minimum of 500 ft. apart from each other
- Approaches must be a minimum of 500 ft. away from the junction of county roads and state highways.
- No more than 4 approaches per mile, per side of the road
- The county recommends culverts at a minimum size of 18 inch; however a hydrology study will have to be conducted by the applicant to determine the proper size for 25 year flood event. The county is not responsible for improper culvert installation.
- Applications must include map/plat to proposed location. Any application that does not have maps/plats of location will not be reviewed.
- Construction of approach must happen within 1 year or applicant must reapply.

Consent to construct an approach to a county maintained road is granted on these terms and conditions:

1. The Contractor must pay for all damage to the existing road caused by his activities.
2. The Contractor is responsible for any and all claims of damage, personal injury, or bodily injury that might result from their activities in McKenzie County. Furthermore, the Contractor agrees to indemnify and hold harmless McKenzie County for any and all claims of damage, either personal injury or property or any type of claim for damages of any nature whatsoever, whether valid or invalid, that is made against McKenzie County on account of the activities conducted by the Contractor.
3. The minimum road top width shall be 24 feet with adequate surfacing applies.
4. If required, a culvert sized adequately for a 25 year flood event shall be installed.
5. A clear sight stopping distance for the posted speed limit shall be used as a minimum clear sight distance.
6. If the approach will be used by the general public (as a section line road) a run off on the opposite side will be required. Signing will be required as shown in the current version of the "Manual of Uniform Traffic Control Devices". The installation and maintenance of the signs are the responsibility of the Contractor.
7. Any intersection that may constitute a hazard shall require dangerous intersection or other warning signs. These signs may be required after the construction of the approach if it proves to be a hazard to the public.
8. The approach shall be constructed with good workmanship so as to leave a neat appearing project.
9. Once completed the entire disturbed area with the exception of the road top shall be covered with black dirt and seeded with an approved seed mix.
10. Any disturbed area within the right-of-way shall be rehabilitated and seeded using a approved seed mix.
11. Maps and construction plans shall be included with this application.
12. Submit application once approach has been staked

AUTHORIZED AGENT OF THE CONTRACTOR

**I, the undersigned, being an authorized agent of the Contractor described in the above, do hereby agree on behalf of the Contractor that all terms and conditions listed will be complied with, and any assignment of the approach described above shall include and assignment of this liability to comply with the terms and conditions as stated herein.**

Signature of Authorized Agent of the Contractor or Approach Owner

Date

\*\*\*Please Note - It is the applicant's responsibility to verify the legal ownership of property authorized herein. Any information provided to the County regarding legal property ownership in this regard shall not be considered as official legal information. Such official legal information is maintained in the records of the County Recorder's Office.

No inherent or retained right or privilege of any abutting property owner is affected by this permit nor is the County responsible for any claims which may develop between the permittee and any property owner concerning use of the right-of-way. Permittee is responsible for maintaining ingress/egress of private driveways during the installation of its facilities and for restoration of driveways during installation of its facilities and for restoration of driveways to the owners' satisfaction.

This permit has been approved based on information provided by the applicant. It is the applicant's responsibility to ensure that the information on the approved permit is correct. Any deviation from the approved permit will constitute it as an unauthorized permit and fees will apply.

# Permit Checklist 1/20/2023

McKenzie County Engineering Dept.  
1300 12th St SE, Watford City, ND 58854  
[www.mckenziecounty.net](http://www.mckenziecounty.net)

## All Permits

- Acknowledgement from Township official that they approve of the Approach & Utility Permit
  - You must provide approval from the Townships highlighted in yellow.
  - **\*\*Yellowstone Township does all their own permitting. Please see the contact information below.**
  
- Alex: Jay Lewis [lewis5farms@gmail.com](mailto:lewis5farms@gmail.com) (701) 570-3387
- **Antelope Creek**: Jared Hatter [jhatter@restel.com](mailto:jhatter@restel.com) 1942 Hwy 68 Alexander, ND 58831 (406) 489-2787
- Arnegard: Jeremy Olson [Jeremy\\_olson@hotmail.com](mailto:Jeremy_olson@hotmail.com) (701) 651-7486
- **Blue Buttes**: Wayne Skarda [wskarda@restel.com](mailto:wskarda@restel.com) 10948 32<sup>nd</sup> St NW Keene, ND 58847 (701) 301-3210
- **Charbon**: LaShell Mugg-Tjelde [charbontownship@gmail.com](mailto:charbontownship@gmail.com) 14984 Hwy 200 Cartwright, ND 58838 (701) 828-3008
- **Elm Tree**: Travis Thompson [travist@restel.com](mailto:travist@restel.com) (701) 421-1352
- **Grail**: Larry Jones [larry@ruggedwest.com](mailto:larry@ruggedwest.com) 10441 Hwy 73 Keene, ND 58847 (701) 421-1728
- **Hawkeye**: Lynn Moe [momoe@ruggedwest.com](mailto:momoe@ruggedwest.com) 10541 40<sup>th</sup> St NW Keene, ND 58847 (701) 675-2339 (701) 390-7813
- Keene: Steffen Bohmbach [krismarie\\_86@yahoo.com](mailto:krismarie_86@yahoo.com) 11102 39<sup>th</sup> St NW Keene, ND 58847
- **Randolph**: Katie Link [katiejo2717@gmail.com](mailto:katiejo2717@gmail.com) 14655 27<sup>th</sup> St NW Alexander, ND 58831 (701) 651-6541
- **Riverview**: Roger Brenna [rbrenna@restel.net](mailto:rbrenna@restel.net) (701) 675-2453
- **Sioux**: Ray Skogen [raymon220swift@yahoo.com](mailto:raymon220swift@yahoo.com) 15184 Hwy 200 Cartwright, ND 58838 (701) 690-8191
- **Tri**: Larry Novak [coyote@ruggedwest.com](mailto:coyote@ruggedwest.com) 14461 37<sup>th</sup> St NW Alexander, ND 58831 (701) 770-7370  
[www.tritownship.org](http://www.tritownship.org)
- **Twin Valley**: Rex Korslien [korslien@restel.com](mailto:korslien@restel.com) 4467 118<sup>th</sup> Ave NW Watford City, ND 58854 (701) 580-5362
- **Yellowstone**: Scott Buxbaum 16041 34th St NW Fairview, MT 59221 [4bfarms1@gmail.com](mailto:4bfarms1@gmail.com) (701) 744-3407
  
- Overhead map of entire project
  
- Landowner's Agreements, NDDOT Permits, USFS Agreements
  
- Signed and dated Permit
  
- Contact McKenzie County State's Attorney to begin the application and agreement process for all permits on parcels owned by McKenzie County (excluding right-of-way and road easements). These agreements will then need to go before the McKenzie County Board of Commissioner's for approval.
  - Once the County agreements are approved by the BOCC, the permit application process will be finalized by the County Engineering Permitting Specialists.

### Approach Permits

- Proposed location staked for review
- Site Map
- Address Request Form emailed to GIS Department once Approach Permit is approved.
  - Site plan map must include driveway & structure locations. [gisdept@co.mckenzie.nd.us](mailto:gisdept@co.mckenzie.nd.us)
- Freshwater pond approaches also contact Planning & Zoning Dept.

### Utility Permits

- Bore Profiles
- Will there be any appurtenances in the ROW?
- Pipe Type, Size & Setback from centerline of road/section line
- Will you need any temporary approaches?

### Temporary Utility Permit

- Also contact Planning & Zoning Dept.
- Will there be any appurtenances in the ROW?
- Setback of temporary water line from the centerline of the road/section line

## McKenzie County Highway Department Application Fee Schedule

Revised May 3, 2022

### Approach Permit:

Applicants are to re-apply for permit if permit has not been executed within 1 year for permanent approach and 6 months for temporary approach.

- Farm/Single/Multi-Family \$250/Each
  - Unauthorized Approach \$2,500/each
- Commercial/Industrial \$500/each
  - Unauthorized Approach \$5,000/each
- Temporary Approach \$100/each
  - Unauthorized Approach \$5,000/each
- Absence of approach marker/stake upon field review \$200/each

### Utility Permit (Permanent):

Applicants are to re-apply for permit after 1 year if the underground/overhead utility has not been implemented

- Section Line Crossing underground/overhead \$25/each
- Buried Cable-Bored \$250/each
  - Farm/agricultural use \$50/each
- Road Crossing Bore up to 12" diameter \$500/each
- Road Crossing Bore over 12" diameter \$1,000/each
- Unauthorized Utility (Permanent) \$5,000 per occurrence or per mile
- Overhead Utility Crossing \$250/each
  - Farm/agricultural/single family use \$50/each

Minimum clearance is 18 feet over all public streets, roadways, non-residential driveways with truck traffic.

- Utility Parallel to road or section line in right-of-way \$500/mile

Permanent utilities must stay outside of the clear zone on any county road. 30 feet from road edge.

- Electrical or telecommunication appurtenance ( j-box, vault, pole within right of way)
  - within 58 feet of road centerline (CL) or section line \$500/each
    - Service for farm/agricultural/single family \$100/each
  - From 58 feet to 75 feet from road CL/section line \$50/each
    - Service for farm/agricultural/single family \$25/each
- Clear Zone Violation (Permanent) \$5,000 per occurrence or per mile
- Manhole in Right of Way \$5,000 per occurrence or per mile

### **Utility Permit (Temporary):**

Applicants are to re-apply for permit after 180 days if the temporary utility has not been implemented

- Temporary Section Line Crossing (surface) \$25/each
  - Working in Right of Way \$250 minimum/location
  - Temporary utility in Right of Way \$250/mile
- Temporary utilities must stay outside of the clear zone on any county road. 30 feet from road edge.
- Clear Zone Violation (Temporary) \$1,000 per occurrence or per mile
  - Crossing through culvert or cattle guard \$100/each
  - Unauthorized Temporary Utility \$5,000 per occurrence or per mile

### **Cattle Guard**

- Cattle Guard \$250/each
- Unauthorized Cattle Guard \$3,000/each

### **Miscellaneous**

- County of McKenzie County property crossing or approach. Contact McKenzie County State's Attorney to begin the application and agreement process for all permits on parcels owned by McKenzie County (excluding right-of-way and road easements). These agreements will then need to go before the McKenzie County Board of Commissioner's for approval
- Unauthorized County of McKenzie County property crossing \$7,500/occurrence

\*NOTE\* For temporary and permanent utility lines in the right-of-way, the cost of the placement will be based on rounding up to the nearest tenth of a mile.

Landowner Permission Form

This certifies that \_\_\_\_\_ is/are authorized to enter upon the property of \_\_\_\_\_ for the purpose of \_\_\_\_\_

Location: \_\_\_\_\_

Permission is valid for the dates \_\_\_\_\_ to \_\_\_\_\_

Participants assume the risk of entering the land and of taking part in above activities and release the landowner from liability.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landowner / Lessee

\_\_\_\_\_  
Contact Number

Organized Township Permission Form

This certifies that \_\_\_\_\_ is/is not authorized by \_\_\_\_\_  
Township to install the following \_\_\_\_\_ for  
the purpose of \_\_\_\_\_

Location: \_\_\_\_\_

Remarks/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Township Officer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Contact Number



# McKENZIE COUNTY ADDRESS REQUEST FORM

## INTENT:

Any structure where emergency services may be needed (residential, commercial, oil industry site, etc.) or any structure used in emergency services (cell towers, water holding sites, etc.) require a unique physical street address. The assigning of 911 addresses will follow national & state guidelines in addition to local ordinances. Each residential building unit, commercial structure unit, and separate building at the same physical address must have a separate unit number.

**The unit number must be clearly displayed and visible at the primary entrance to each unit and needs to be 4" in size.**

Depending on location, addresses may not be assigned until all permitting processes have been approved. This includes, but is not limited to, approach permits, building permits, and / or conditional use permits. **(select one)**

Approach Permit

Building Permit

Conditional Use Permit # \_\_\_\_\_

## DIRECTIONS:

To request an address, submit this form along with a site plan showing driveway and all structure locations. Feel free to stop by the McKenzie County Public Works building to work with staff if desired.

Return this completed form and site plan to: [gisdept@co.mckenzie.nd.us](mailto:gisdept@co.mckenzie.nd.us)

Mail to: McKenzie County Public Works  
GIS Department  
1300 12th ST SE  
Watford City, ND 58854

There are no fees for  
obtaining a 911 address.

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Date of Application: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Quarter Section: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

If this is an oil industry site, name of  oil pad  oil wells  salt water disposal  compressor station  gas plant, etc: is required **(select one)**

Site Name: \_\_\_\_\_

Latitude and Longitude coordinates can be found on various web mapping sites or McKenzie County GIS resources here (<https://mckenziecounty.maps.arcgis.com/home/index.html>).

Road name providing property access: \_\_\_\_\_

Driveway approach starts at..... Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Structure location..... Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

A site plan or aerial photo must be submitted, with the driveway access clearly marked as this will determine the address. If this approach changes in the future, the address **WILL** change. All structures need to be clearly located on site plan or photo submitted.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_