

**DELAWARE COUNTY SECONDARY ROAD DEPARTMENT
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Tile Crossings

Tile crossing requests will be referred to the Engineer's Office for permit preparation and investigation. Need, pipe diameter and length will be determined.

Concurrence of landowners on both sides of the road is required, and a written agreement utilizing the County permit form will be provided to the County Engineer.

The landowners shall extend their tile to the right-of-way and make the connection to the road tile crossing.

The Secondary Road Department crew will do the road tile crossing except in difficult situations when the County may elect to hire a contractor.

Tile crossing or boring costs will be paid by the County as directed by 2001 Iowa Code 468.622 when the tile line must be projected under the road to obtain a suitable or drainable outlet as determined by the County Engineer.

Tile outlets providing suitable drainage but for other reasons the landowners still request putting all the water under the road, the landowners will be required to pay all the crossing or boring cost as directed by the Engineer.

Landowners desiring tile crossings will obtain a permit from the County Engineer.

APPROVED: _____
Bill Skinner, Chairman
Board of Supervisors

Mark J. Nahra, County Engineer

DELAWARE COUNTY POLICY ON SECONDARY ROAD TILE CROSSINGS

To: All rural property owners

County Contacts: Mark Nahra, County Engineer
Jeff Madlom, Maintenance Foreman

Date: January 27, 2003

Permits are required for all work done within Delaware County Secondary Road rights of way as provided in section 319.14 of the Code of Iowa.

The enclosed is a copy of our standard TILE AGREEMENT form. This form is to be used between adjoining landowners where it is necessary for the Delaware County Secondary Road Department to place a tile line across the highway right-of-way. Please fill in the appropriate information in the blank areas. For the purposes of this form the PARTY OF THE FIRST PART is assumed to be the downstream landowner, the party that is furnishing the tile outlet. The PARTY OF THE SECOND PART is the upstream landowner, the person desiring the tile outlet. A simple description of land desiring the tile outlet is needed, such as what quarter section of land it is. Also include the tile size of the tile that is to be carried across the highway right-of-way. This is necessary for the road department since many of these crossings are made by our own work force and we must deliver the proper material to the job. On occasion we do employ the contractor you, the landowner, have hired to do your work. In this instance, we still furnish the material for the work. After both parties sign the form please return it to the Delaware County Engineer, P.O. Box 68, Delaware, Iowa 52036.

Please advise us of the time schedule for this tile work so we can coordinate our work schedule with your needs as best we can. If you are doing other tile work, we may be interested in having your contractor make the tile crossing. We will need to know the name of your contractor so that proper contact can be made. If there are telephone, electrical, or pipe lines in the road right-of-way please contact the appropriate utility company prior to any work in the area.

If you have any questions about the completion of this form please stop by our office or call 563-927-3505. Thank you for your cooperation in this matter.

Sincerely,

Mark J. Nahra, P.E.
Delaware County Engineer