

KENNEWICK IRRIGATION DISTRICT

PROCEDURE #5 PERMITTING CROSSING OR ENCROACHMENT OF DISTRICT FACILITIES OR USBR RIGHT-OF-WAYS

1. A permit application can be obtained from the District Office. The District Engineer and Engineering Assistants are available for assistance in filing permit applications. A copy of the Standard Terms and Conditions is attached as an integral part of the permit.
2. The completed permit application is submitted to the District Engineer.
3. The permit application is reviewed by the District Consumer Relations Committee. The District Engineer will review the application and certify that the requested crossing or encroachment meets or exceeds District Standards.
4. The permit application is submitted to the Board of Directors for review and approval or denial. The permit applications are generally reviewed on the first Tuesday of the month. However, permit applications may be reviewed at other regularly scheduled Board meetings.
5. Upon permit approval, the permittee will be informed in writing and a non-refundable \$35.00 permit fee will be required. In addition, the permittee will be charged the cost of recording the permit with the County.
6. An inspection by District personnel of all work to be completed under the permit is required, and an inspection fee must be received prior to issuance of the approved permit. An estimated cost of inspection can be obtained at the time of filing. An inspection report will be attached to the permit subsequent to work completion.
7. The permittee will comply with all Standard Terms and Conditions attached to and incorporated within the permit. Violation of the Standard Terms and Conditions constitutes grounds for revoking the permit and recuperating costs for restoration.

If the District determines permission of an adjacent landowner(s) is required, applicant must secure written permission prior to Board consideration.

Under certain circumstances, the permit must have written approval by the USBR. The USBR may require a review/approval fee.



PROCEDURE #5 REV. # 1
BOARD APPROVED DATE
SEPTEMBER 17, 2002

BOARD PRESIDENT-SIGNATURE
REVISION DATE