

**Notification of proposed utility installation**

Send to: Kosciusko County Surveyor's Office  
Drainage Board  
Courthouse  
100 W Center St.  
Warsaw, IN 46580

Date \_\_\_\_\_

**Tel# 574-372-2367 Fax# 574-372-2369 E-mail mkissinger@kegov.com**

**Description of installation/construction:** \_\_\_\_\_  
\_\_\_\_\_

**Location:** \_\_\_\_\_  
Township name Road #s/Names

**Does proposed installation cross a county regulated drain?** \_\_\_\_\_ **If yes, attach aerial photo site map.**

**Approximate depth of cut (if underground installation)** \_\_\_\_\_

**Approximate construction start date** \_\_\_\_\_

**General requirements:**

- Contact with or damage to subsurface tile/drains shall be avoided.
- When crossing an open ditch or stream, cuts to banks shall be restored, stabilized with stone revetment, seeded or otherwise to prevent bank erosion.
- When boring/crossing through an open ditch, utilities shall be a *minimum* of 3' below existing flow line and encased in plastic or steel sleeve. A sign shall be installed and maintained on the ditch bank to identify location and owner of utility.
- When work is within or crossing through a county road right-of-way, permits must be obtained from the Kosciusko County Highway Department.
- Contractor or contracting authority shall be held responsible for any damages incurred to subsurface drains and drainage ditches.

If in the future the County Drainage Board determines that relocation of the utility is necessary for the maintenance, construction, or reconstruction of the drain the cost of the relocation shall be paid by the utility pursuant to I.C. 36-9-27-48

\_\_\_\_\_  
Name of company

\_\_\_\_\_  
Signature of agent/representative

\_\_\_\_\_  
Project #

\_\_\_\_\_  
Printed Name of agent/representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Email

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