

## Pre-Maintenance Checklist

Plan ditch maintenance projects and identify potential permits needed. Acquire the following information prior to starting so you will have fewer surprises during the project. If any of your answers are "I don't know," you are not ready to proceed with the project.

Project name/description

Reason for maintenance

Project date

✓	Consider	Reason	Yes/No/I don't know	Notes
	Utilities located?	Required by law, safety, excavation restrictions		
	Hazards	People, animals, water, rock...		
	Ditch or public water?	Restrictions apply		
	Right-of-way width?			
	Altering private property?	Vegetation, driveway, culverts		
	Landowner contacts?	Permission needed beyond right-of-way		
	Permits needed?			
	MPCA NPDES Permit	Disturb over 5 acres, 1 acre if changing from original shape		
	Additional requirements	Drains into special or impaired water		
	WCA	Wetland area		
	DNR Permit	Ditch is a stream on PWI list; wetland area; Unusual right of way?		
	Other notifications?	City, county, state, school ...		
	Road problems?	Wet, washboard, eroding shoulder		
	Protected plants?			
	Invasive plants?	Contact weed inspector for help		
	Inv. species control plan?			
	Existing culvert sizes and types?			
	Original ditch design?	Slope, horizontal/vertical (H/v) ratio?		
	Aerial photos?			
	Work zone plan?	Traffic control required?		
	Storage area for spoils?			
	Safety design standards?	Ensure safe conditions		