

# WAWSA Line Crossing Policies and Procedures

Approved: March 19, 2014  
Amended: August 20, 2014

1. A line crossing request may be submitted by one of the following authorized methods:
  - a. Emailed to [waws@wawsp.com](mailto:waws@wawsp.com)
  - b. Faxed to 701-774-6606
  - c. Mailed:  
WAWSA  
Attention: Line Crossing Request  
PO Box 2343  
Williston, ND 58802
  - d. In-Person at the WAWSA Office at 1117 East Broadway, Williston, ND 58801
2. A line crossing request must be typed or printed clearly. Unreadable requests will be returned.
3. All information on the form must be submitted at least 14 days before the date of intended pipeline crossing, including the Applications' address, with complete street/cross street information, as well as latitude and longitude. Schematics of the planned construction must be provided prior to the crossing
4. The entire form must be completed, including the township, range, section, and quarter-section information. Latitude and longitude should be provided, if available. Schematics of the planned construction must be provided prior to the crossing.
5. Permits are required for any request to cross all WAWSA pipelines. Each crossing requires an approved Permit Request Agreement.
6. WAWSA will attempt to process all line crossing permits within 14 days of receipt of a completed application, including all required information, but lack of compliance with the timing objective does not constitute waiver of any of WAWSA's rights.
7. The excavation must be conducted only after 48-hour notice and be witnessed by an authorized representative or agent of WAWSA.
8. The excavation crossing of the WAWSA infrastructure must be completed and remediated within 7 days of completing the crossing.
9. A printed copy of the authorized Permit Request Agreement should be available on-site at the time of the crossing. Upon satisfactory completion of the crossing, the WAWSA witness will sign the "Witness Contact" section of the Permit Request Agreement. It is the Applicant's obligation to deliver this signed copy – as well as digital data of the crossing as-built-within 30 days of the crossing
10. Fees will be established by the board and are set to cover the processing and witnessing of the excavation.

11. The applicant is required to expose the transmission line to verify depth and location. The excavation process must be done using a hydrovac.
12. Any utility crossing easements will be made subject to the superior right-of-way held by WAWSA.
13. In the case of damage to the WAWSA infrastructure, the Applicant will take immediate action to notify WAWSA and the appropriate authorities.
14. The applicant will pay the costs to repair and/or replace any WAWSA infrastructure damaged by the crossing. The applicant will indemnify and hold WAWSA harmless for any third-party claims brought against WAWSA for personal injury or property damage arising in any way from the Applicant's installation and use of a granted permit.
15. Applicant understands that obtaining this Permit does not relieve Applicant from otherwise complying with the requirements of the North Dakota One-Call Excavation Notice System.
16. The WAWSA board has set a \$500 processing permitting fee. In addition to the permitting fee crossings also requires a \$1,000 fee to cover witnessing costs. If the actual cost of having a witness on site is more than \$1,000, the actual cost of that witness will be assessed. WAWSA will charge witness fees in accordance with the rate schedule in effect at that time.
17. Each pipeline or other underground utility infrastructure crossing is required to follow this process.
18. Any infrastructure put in place by Applicant across a WAWSA pipeline and easement alignment recognizes and agrees that Applicant's use of the easement property is subordinate and secondary to WAWSA's superior easement. The applicant will not disturb or interfere in any way with WAWSA's intended use of its easement for its purposes, nor will it inhibit WAWSA from repairing, maintaining, or replacing any part of WAWSA's line within the easement.
19. When crossing a WAWSA line, the infrastructure must cross WAWSA lines at as close to a 90-degree angle as possible.
20. When crossing a WAWSA line at a depth greater than 42 inches, the infrastructure must be bored if possible and must be located at least 4 feet under the WAWSA pipeline.
21. There can be no air release valves or other appurtenances located within the WAWSA easement corridor.
22. If the Applicant does not provide adequate notice for WAWSA to arrange for a witness, Applicant may be imposed a civil penalty of \$5000 and/or responsible for the costs of uncovering the infrastructure so that an appropriate inspection can be done by a WAWSA representative. Failure to apply for a permit may, at WAWSA's discretion, result in one or more of the following: (1) an order to remove the Applicant's infrastructure, (2) an order for an appropriate inspector to arrange to uncover the line and inspect it at

Applicant's cost, (3) imposition of a civil penalty of \$5000 for failure to apply for a permit; (4) criminal charges, and/or (5) all other remedies allowed by law.

Approved: May 16, 2019

Amended: November 18, 2021

**WAWSA Transmission Line Permit Request Agreement**

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name and phone number of Crossing Coordinator and other coordinating personnel:

|             |                                    |
|-------------|------------------------------------|
| <u>Name</u> | <u>Phone Number (if different)</u> |
| _____       | _____                              |
| _____       | _____                              |

Once the permit request has been transmitted, IT IS THE RESPONSIBILITY TO READ AND VERIFY THE ACCURACY OF EACH PERMIT REQUEST. Contact the WAWSA office immediately if there are any changes. The applicant acknowledges receipt of the WAWSA Line Crossing Request Policies and Procedures and agrees to comply with those conditions.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Tunneling (Y/N) \_\_\_\_\_ Boring (Y/N) \_\_\_\_\_ Depth \_\_\_\_\_

Type of Work \_\_\_\_\_

Work being done for \_\_\_\_\_

County \_\_\_\_\_ City/Place \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

Latitude & Longitude of Work \_\_\_\_\_

Remarks \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Quarter \_\_\_\_\_

For use by WAWSA Staff only

Approved/ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Contact information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Witness Signoff: \_\_\_\_\_ Date: \_\_\_\_\_

**WAWSA, PO Box 2343, Williston, ND 58802-2343, Phone: (701) 774-6605, Fax: (701) 774-6606**