

# 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 21 days before the date of intended pipeline crossing, including Application's address, with complete street/cross street information.
4. The entire form must be completed, including the township, range, section, and quarter-section information if available.
5. Permits are required for any request to cross all WAWSA pipelines that are equal to or greater than 10 inches. These lines are shown on the WAWSA web site located at: <http://www.wawsp.com>.
6. WAWSA will attempt to process all line crossing permits within 14 day 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 to and be witnessed by an authorized representative or agent of WAWSA, its Member, or Sub-Member entities.
8. The excavation crossing the WAWSA infrastructure must be completed and remediated within 7 days of completing the crossing.
9. On completion of the crossing, it is Applicant's obligation to deliver to WAWSA a copy of the "WAWSA Transmission Line Permit Request Agreement" with the Locate & Witness section signed and a surveyed location of the crossing depth of the crossing utility and location of WAWSA pipeline in relation to the crossing, within 30 days of the crossing.
10. Fees will be established by the board and are set to cover processing and witnessing of the excavation.
11. 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, Applicant will take immediate action to notify WAWSA and the appropriate authorities.
14. Applicant will pay the costs to repair and/or replace any WAWSA infrastructure damaged by the crossing. 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 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 \$1,500 deposit to cover witnessing costs. If the actual cost of having a witness on site is more than \$1,500, 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. If a line is to be buried less than 42 inches the company will not be charged a line crossing fee, however the company still needs to complete and return the Line Crossing Application to WAWSA and receive approval for the line crossing.
18. Each pipeline or other underground utility infrastructure crossing is required to follow this process.
19. 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. 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.
20. When crossing a WAWSA line, the infrastructure must cross WAWSA lines at as close to a 90 degree angle as possible.
21. When crossing a WAWSA line, the infrastructure must be bored if possible and must be located at least 4 feet under the WAWSA pipeline.
22. There can be no air release valves or other appurtenances located within the WAWSA easement corridor.
23. 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 may be 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.

**WAWSA Transmission Line Permit Request Agreement**

Office use only.  
\$ paid: \_\_\_\_\_  
Date: \_\_\_\_\_  
Office Initials: \_\_\_\_\_

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

Name and phone number of person(s) coordinating program for your company:

Name \_\_\_\_\_ Phone Number ( if different ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_

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

Location of Work \_\_\_\_\_

Remarks \_\_\_\_\_

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

For use by WAWSA Staff only

Approved/ Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Work to Start On: \_\_\_\_\_

Locate & Witness Contact information

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