



Alpine Lakes Ditch & Reservoir Company, Inc.

The Alpine Lakes Ditch & Reservoir Company, Inc. (ALDRC) is pleased to provide you (a Ditch shareholder) with this **Application To Request Headgate(s)/Culvert(s) Installation Or Repair** within our primary ditch easement along with a copy of our **Headgate Design Specifications Document**.

This application must have the current ALDRC President's signature authorizing the shareholder to apply for the right to build or repair a headgate(s) or culvert(s) prior to the shareholder filling it out, signing it, and returning it to the ALDRC. This application must be returned along with a permit fee of \$25 (check payable to ALDRC) within 90 days from the President's signature date; otherwise, it is considered expired and invalid for request usage, and another President signed application must be obtained by the shareholder.

The application must be accompanied with a drawing of the location of the headgate(s) or culvert(s) with measurements sufficient enough for ALDRC to find the location. If this application is for a culvert(s), the inside diameter of the culvert must be provided. Upon ALDRC receipt of the application, ALDRC shall assign a Representative (typically the Ditch Rider for the affected primary ditch) to perform an onsite pre-approval inspection as part of the approval process and the Representative must sign the application indicating there are no Representative objections to the headgate or culvert request prior to ALDRC final approval. At that time the location shall be staked.

The application shall indicate whether the shareholder plans on performing the work themselves or use a contractor. If the work is to be performed by a contractor the application shall include the contractor's name and phone number.

The ALDRC Board of Directors will finalize consideration of the request and if approved will also sign the bottom of the application, retain a copy, and return the original application to the shareholder along with our **Permit To Install Or Repair Headgate(s)/Culvert(s)** signed by the current ALDRC President. The shareholder shall then use the Permit while building or repairing the headgate(s) or culvert(s).

The shareholder must be aware that breaching a primary ditch is necessary for headgate or culvert installation and possibly for a repair thus it can only be allowed during non-irrigation periods, and ditch integrity must be restored prior to an irrigation period. Therefore the Permit contains a "Breach Date" and a "Number of Days to Restore" field that the shareholder must comply with during Headgate or Culvert Installation or Repair. Should the shareholder not be able to comply with this time span, ALDRC may intervene to restore ditch integrity and the shareholder shall be responsible for costs incurred.

Once the headgate(s) or culvert(s) is completed, and passes Representative final inspection, the Representative will sign the permit. The shareholder will return the permit to the ALDRC. The ALDRC Board will sign the bottom of the permit, retain a copy, and return the original permit to the shareholder thus documenting that the headgate(s) or culvert(s) conform to our specifications and is available to be used by that primary ditch's Ditch Rider to provide the shareholder's property with its allocated water shares.

The shareholder or their contractor shall be diligent around ditch gates, culverts, diversion structures and other structures within the primary ditch easement. Damage to the ditch infrastructure may cause the shareholder to be held responsible for any associated costs incurred by ALDRC for repair and may hold up final approval of



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the headgate(s) or culvert(s) for usage. The shareholder or their contractor shall not encroach upon any property not belonging to the shareholder, and shall only travel within the ditch easements necessary to perform the work.

Sincerely,

Nancy Powell ALDRC Secretary



Alpine Lakes Ditch & Reservoir Company, Inc.

Application To Request Headgate(s)/Culvert(s) Installation Or Repair

ALDRC President: _____ **Date:** _____
President's signature is required on this application prior to the shareholder submitting it.

Shareholder Name: _____ **Address:** _____
Phone: _____ **Lot #** _____

Primary Ditch Affected: _____ **Requested Number of Headgates:** _____

Headgate(s)/Culvert(s) Location Drawing provided with this application:
Check this box and attach drawing to this application. Drawing may be hand drawn but needs to be specific enough (eg. contain measurements from identifiable landmarks) so that the ALDRC representative can find and examine the location for approval analysis. For a culvert, the inside diameter of the culvert must be provided.

Shareholder to perform the Installation/Repair:
If the above box is not checked, the shareholder shall be required to provide the name and contact information of the selected contractor prior to final approval of this request.
Name: _____ **Phone #** _____

Shareholder Signature: _____ **Date:** _____

Print: _____

For Headgate(s), signing this form acknowledges that the shareholder has received a copy of the ALDRC's Headgate Design Specifications Document and that the shareholder agrees to conform to its requirements.

ALDRC Representative: _____ **Date:** _____

Print: _____

Has the location been staked?

ALDRC Secretary: _____ **Date:** _____

Print: _____

*A signature here along with all above signatures and the issuance of a **Permit To Install Or Repair Headgate(s)/Culvert(s)** is final approval to begin the Headgate or Culvert installation or repair process.*



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FEE PAID **Permit To Install Or Repair Headgate(s)/Culvert(s) No: _____ (#1)**

ALDRC President (#2): _____ Print: _____ Date: _____

Shareholder Name: _____ Address: _____
Phone: _____ Lot # _____

ALDRC Assigned Initial Breach Date: _____ No. Of Days To Restore: _____
This Breach Period must be complied with during construction.

ALDRC Representative Inspection (#3): _____ Date: _____

Print: _____

Inspection Notes: _____

Any changes requiring Board Approval?

ALDRC BOD Member: _____ Date: _____

Print: _____

ALDRC BOD Member: _____ Date: _____

Print: _____

ALDRC Representative Inspection (#4): _____ Date: _____

Print: _____

ALDRC Representative Final Inspection (#5): _____ Date: _____

Print: _____

ALDRC Secretary (#6): _____ Date: _____

Print: _____



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- (#1) *The NO. is the 2 digit year followed by a number in sequence (eg. 130001).*
- (#2) *Signature required here for this permit to be valid.*
- (#3) *An inspection shall be performed by the Representative before the primary ditch has been breeched. At this point, any changes to the original application request (such as a different contractor, location change, etc.) shall be brought to the attention of the Representative and Representative shall not occur until the ALDRC Board has been notified and has considered the scope change and authorizes the Representative to sign off on this inspection. No further work shall be performed until this signature is provided.*
- (#4) *An inspection shall be performed by the Representative after the primary ditch has been breeched and necessary construction forms built but prior to the pouring of any concrete. Once again, any changes to the original application request (such as a different contractor, location change, etc.) shall be brought to the attention of the Representative and Representative signoff shall not occur until the ALDRC Board has been notified and has considered the scope change and authorizes the Representative to sign off on this inspection. No further work shall be performed until this signature is provided.*
- (#5) *A final inspection shall be performed by the Representative and signature here indicates that the Representative is satisfied with the Headgate(s) or Culvert(s) installation or repair.*
- (#6) *A signature here along with all above signatures is documentation of approval for the use of this headgate(s) or culvert(s) by that primary ditch's Ditch Rider to provide the shareholder's property with its allocated water shares.*