

Important Information Regarding the Contents of this Document

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: March 18, 2021

Dirt, Gravel and Low Volume Road Projects Conservation District Notification Requirements

To ensure project and program requirements are being met, grant program participants and their contractors are required to notify the Conservation District at the following times throughout project planning and implementation.

1. Plan development for stream/wetland crossings should be coordinated with the District prior to submittal for permitting. All plans to be sent out for bids should be provided for comment prior to RFPs/Bid Notices.
2. Any Pre-Bid Meetings or Bid Openings - if applicable. Notify the District at least 7 days prior to the meeting.
3. Pre-construction- contact the District at least **7** days prior to holding the preconstruction meeting to coordinate scheduling.
4. DSA Notice- contact the District at least **30** days prior to any planned Driving Surface Aggregate installation. Provide the quarry supplying the material and the contact person so the District can conduct the necessary testing and meet with the quarry operators on material preparation and hauling.
5. Drainage work- contact the District at least **3** days prior to culvert, underdrain, french mattress, broad based dip and similar drainage structure installations.
6. Subbase/base preparation- contact the District at least **3** days prior to beginning subbase or base preparation, prior to placement of any base course or DSA.
7. DSA Placement- Contact the District at least **7** days prior to placement of DSA on the road project.
8. Final stabilization- contact the District at least **3** days prior to installing final stabilization such as seed and matting on banks and swales.
9. Project Completion- upon completion of the project and prior to the project completion deadline in your project agreement contact the District to schedule a final site visit and to complete the Project Completion Report prior to submitting the final invoice for payment.
10. Stream Crossings- The following additional notifications apply to projects when replacing or maintaining stream crossings:
 - A. Upon receipt of Chapter 105 authorization/Permit – provide copy.
 - B. Geotechnical Results – upon receipt.
 - C. Prior to structure placement- 3 days.
 - D. Prior to placement of Grade Controls/In stream work- 3 days.