



**Drainage Concern Form**

*To be completed by Resident and/or Landowner*

Date Completed: \_\_\_\_\_

**Applicants Information**

Applicants Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Landowners Name (if different than applicant): \_\_\_\_\_

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

*(Note: If the concern involves private property, the RM must have the landowner's signature in order to complete any survey work necessary)*

**Would you be interested in the Two-Tiered Drainage Program?**

See "Two-Tiered Drainage Option Policy" on page 3.

**Yes**     
  **No**     
  **Possibly**

**Location of Concern**

Civic Address: \_\_\_\_\_

Quarter	Section	Township	Range	E/W

Is property being affected?    Yes     No

If yes, how many acres? \_\_\_\_\_

If yes, are buildings being affected?    Yes     No

**Description of Concern**

Please check the appropriate box as it pertains to your concern:

- Culvert Issue                     
  Ditch Issue                     
  Trap Issue  
 Swale Issue                     
  Creek Issue                     
  Other: \_\_\_\_\_

Please describe, in as much detail as possible, the nature of your concern below:

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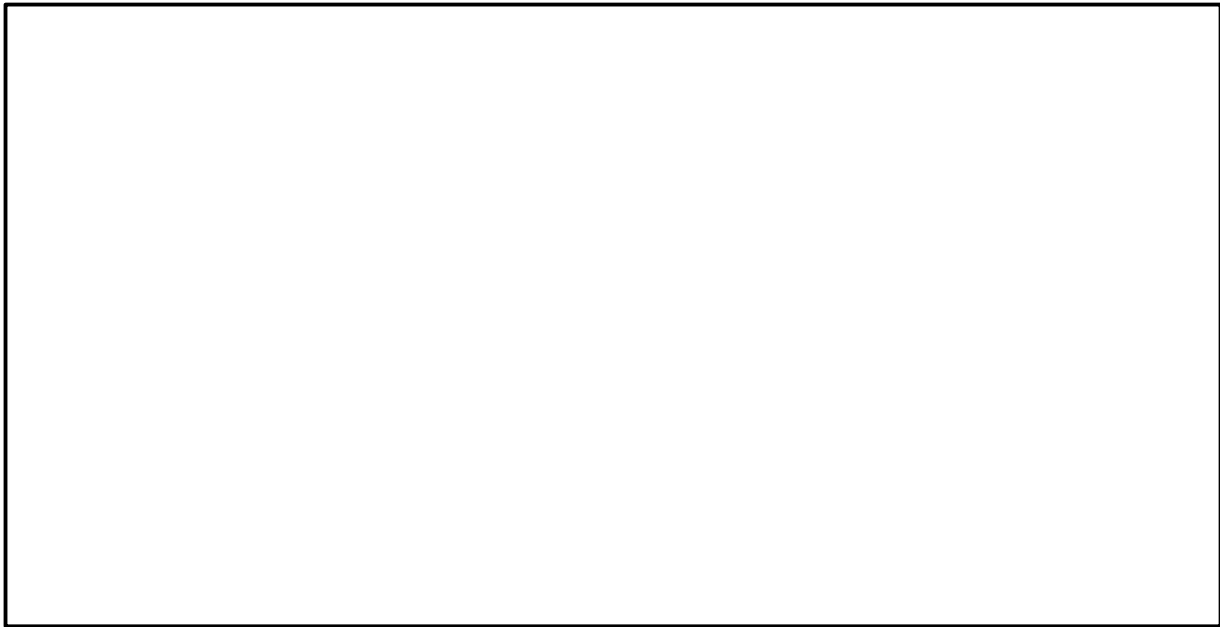
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Sketch of property with indication of where drainage issue is located:



Email or mail the completed form along with and additional information (i.e. photos) to:

**The Rural Municipality of Hanover**  
**Attn: Works and Operations Dept.**  
**28 Westland Drive**  
**Mitchell, MB R5G 2N9**  
or  
**worksandoperations@hanovermb.ca**

*For Office Use Only*

*Date Received:* \_\_\_\_\_

*Watershed:* \_\_\_\_\_

*Project ID:* \_\_\_\_\_

## **Two-Tiered Drainage Option Policy**

On any given year, the municipality receives many drainage requests from landowners. As the municipality prioritizes its projects for the annual drainage plan, many smaller projects are deemed to not have as much benefit to the overall municipal drainage system compared to the projects approved on the annual municipal drainage plan. These projects are often left on the drainage list requests for several years until they are either approved by the municipality on the at-large annual drainage plan in following years, or funded by the Ward Councilor through his/her discretionary Transportation Budget as one of his/her projects or eventually dropped off the list.

The municipality is offering an alternative to landowners wanting these minor drainage projects to be completed in a timely manner. This “two-tiered drainage policy” should help attain this goal.

The municipality would like to offer the landowner the opportunity to fund the drainage project under this policy to expedite the completion of the works. This policy shall provide the process on how these works shall be applied for, reviewed, managed, and funded.

1. Once the municipality has approved the Annual Municipal Drainage Program in early spring, the engineering department shall contact the landowners to inform that their projects were not approved for the current year. They will be offered the opportunity to apply for the Two-Tiered Drainage Option.
2. If the Landowner is interested, a signed application, (Hanover Drainage Application Form) must be submitted in writing to the Engineering Department for processing. The application shall go through a maximum 45 day review period to ensure that the completion of the survey, design and drainage licence application.
3. Project will undergo a review by the Engineering Department and the Works and Operations committee to ensure that the project makes sense and will not be detrimental or will have negative impact downstream or to the watershed.
4. The project will also be reviewed by Manitoba Sustainable Development as part of the Drainage License Application process. It is to be noted that the municipality does not have control over the length of time that is taken for the provincial review process. Projects will not proceed without a provincial drainage license.
5. The Engineering department shall prepare an estimate on the cost of undertaking the drainage works. The landowner shall have an opportunity to review the proposal, and if he agrees, then a monetary deposit for the entire estimated cost of the proposal shall be presented to the municipality prior to the commencement of the works.
6. The Landowner shall be responsible for the actual cost of the drainage project, which will include hard costs such as the contractor services, licensing, culverts and utility clearances. The municipality shall cover the soft costs of the drainage project which would include the engineering and survey time and mileage spent on the project.
7. The municipality shall be the project manager at all times, which includes providing an estimate for the project to the landowner, approving and overseeing the contractors. At no time shall a landowner intervene or control the contractor hired by the municipality. All contractors working on municipal infrastructure shall be licensed through Hanover Public Works Licensed Contractor registry/list.