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## **HOLD HARMLESS AGREEMENT** **INSTRUCTIONS**

- ❖ Complete the Hold Harmless Agreement petition form (HHA) to the best of your ability with all the appropriate information. Forms can be downloaded from County website or requested from County Ditch Inspector (CDI).
  - Legal Description and Parcel number(s)
    - If help is needed with legal description and parcel number, contact the CDI.
    - Form should be dated and signed by all landowners and petitioner if not landowner.
    - Additional names and signatures can be added to bottom of the form or on an additional page.
    - Please include phone numbers for all landowners/petitioners.
  - Project Description
    - Include a detailed description of project
      - Maintenance (cleaning) – length of ditch maintained, grade, width and cut should be submitted.
      - Private crossings – include bridge/culvert size, width of ditch at proposed crossing point; describe how crossing will be secured, etc.
      - Include a map showing the exact location of the proposed work.
        - CDI will provide aerial photo map for your use with applications.
  - Person/Contractor name doing work
    - If a decision has been made on the person doing the work include that contact information.
- ❖ Complete the Minnesota Local/State/Federal Application Forms for Water/Wetland Projects (Wetland Application). This form is available on the County website on Ditch Inspector home page or by contacting the CDI or Todd Soil, Water, Conservation, Development Division (SWCDD) (320-732-2664).
  - Please contact SWCDD if help is needed in the completion of this form.
  - Form needs to be submitted to the appropriate agencies: SWCDD, Army Corp of Engineers, DNR, BWSR, and Sauk River Water Shed District (if project is located in the district).
    - Contact information for these agencies is available in same locations as Wetland Application.
- ❖ Petition Process Overview
  - Once a HHA petition is submitted, it is presented at a Commissioners Board meeting to acknowledge receipt of the petition and to give anyone concerned notice of the project.
  - After the petition is acknowledged by the Board, the CDI begins the research on the project and takes petition to a TEP meeting to discuss any concerns or answer any questions the other agencies may have.
  - At a second Commissioners Board meeting the petition is presented to the Ditch Authority by the CDI and is approved or denied.