



STARK COUNTY ROAD DEPARTMENT

CONTRACTOR INSTRUCTION SHEET

Haul Road Use, Maintenance, and Restoration Requirements.

This instruction sheet explains the responsibilities of any contractor (“Permittee”) using a Stark County Road as a haul route. These requirements shall apply to all temporary haul routes and all permanent sites operating under a haul road agreement.

1. PRIOR TO HAUL ACTIVITY:

a. Submit a Haul Road Agreement.

- i. You must complete and sign the Stark County Agreement for Use and Restoration of Haul Road before any hauling begins.

b. Pre-Use Inspection Required.

- i. A pre-use inspection must be completed within 30 days prior to the start of hauling.
 1. The pre-use inspection shall be conducted by the Stark County Road Superintendent or designee.
 2. The Permittee or authorized representative must be present.
 3. Existing road conditions will be documented, including:
 - a. Surface type and thickness
 - b. Road width
 - c. Rutting, wash boarding, cracking, or defects
 - d. Shoulders, ditches, drainage
 - e. Culverts, bridges, guardrails
 - f. Signs and traffic control devices
 4. Photos will be taken and attached to the inspection report
 5. Both parties must sign the Pre-Use Inspection Report

c. Approved Route Only.

- i. You shall only use the route approved by the Stark County Road Superintendent.
- ii. Any changes require prior written approval.

d. Insurance.

- i. Proof of insurance must be provided to Stark County.

e. **Indemnification.**

- i. Permittee shall agree to indemnify and hold harmless Stark County as is outlined in the Haul Road Agreement.

2. DURING HAUL OPERATIONS:

a. **Required Maintenance**

- i. You shall be responsible for keeping the haul road in a safe and acceptable condition throughout the project.
- ii. The Permittee shall be responsible for the following:
 1. **Gravel / Scoria Roads:**
 - a. Blade as needed.
 - b. Replace surfacing material lost to rutting or displacement.
 - c. Dust control when required.
 - d. Snow removal if hauling occurs in winter.
 2. **Asphalt Roads:**
 - a. Repair surface defects caused or worsened by haul traffic.
 - b. Address edge failures, rutting, dips, or cracking.
 - c. Maintain safe travel conditions at all times.
 3. **Traffic Control:**
 - a. All signs shall comply with the Manual on Uniform Traffic Control Devices (MUTCD).
 - b. Temporary signs shall be maintained and removed when hauling is complete.
 - c. Damaged or missing signs shall be replaced immediately.
 4. **Safety Requirements:**
 - a. Maintain safe speeds and haul practices.
 - b. Prevent tracking of mud or debris onto paved surfaces.
 - c. Avoid hauling during road closures, load restrictions, or weather-related shutdowns unless specifically authorized.

3. AFTER HAUL ACTIVITY ENDS:

a. **Post-Use Inspection**

- i. A post-use inspection shall be conducted by the Stark County Road Superintendent or designee, with the Permittee present.
- ii. The inspection shall:
 1. Compare road conditions to the Pre-Use Inspection Report.
 2. Identify damage attributable to haul activity.

3. Document improvements made by the Permittee.
4. Determine whether restoration is required.

b. Restoration Requirements:

- i. If damage is identified, the Permittee must restore the haul road to pre-use condition or better, including:
 1. Replace surface material.
 2. Blade and reshape gravel roads.
 3. Repair asphalt failures.
 4. Restore shoulders, ditches, and drainage.
 5. Replace or repair signs, culverts, or appurtenances.

c. A deadline for completion will be assigned.

4. FINAL RELEASE:

- a. The haul road shall not be released until:
 - i. All restoration work is completed.
 - ii. The Superintendent verifies the work.
 - iii. The Release section of the agreement is signed.

5. NON-COMPLIANCE:

- a. Failure to comply with the agreement or these instructions may result in:
 - i. Suspension of haul privileges.
 - ii. Corrective action before hauling resumes.
 - iii. Recovery of repair costs by Stark County.
 - iv. Legal action.

Contact Information

Stark County Road Department
Phone: 701-456-7662
PO Box 130
Dickinson, ND 58602



STARK COUNTY ROAD DEPARTMENT

AGREEMENT FOR USE AND RESTORATION OF HAUL ROAD

Dated this ____ day of _____, 20__.

WHEREAS, _____ (hereinafter referred to as “Permittee”) has requested authorization to use Stark County Street or Ave Name:

1. _____
2. _____
3. _____
4. _____

to haul equipment and materials for a single project as set forth in the attached report.

Start Date: _____ Finish Date: _____

WHEREAS, permanent sites are required to have a haul road agreement in force for as long as the permanent site is operating, and such agreement shall terminate when the site is shut down and reclaimed.

WHEREAS, to complete the project it has become necessary for the Permittee to utilize a portion of the Stark County Road System for the conveyance of equipment and materials; and

WHEREAS, the Permittee or its designee agrees to restore that portion of said road system, after use, to the condition which existed immediately prior to its use; and

WHEREAS, an inspection of the proposed haul route will be conducted, preferably not more than thirty (30) days prior to the expected start date—at which time the Stark County Road Superintendent or his designee will determine and record the existing condition of the haul road, including the type, thickness, and width of surfacing material in place; and

WHEREAS, the Stark County Road Superintendent or his designee and the Permittee (or an authorized agent thereof), after completing said inspection and recording the existing conditions, shall sign the inspection report acknowledging agreement with the conditions stated therein; and

WHEREAS, the Permittee agrees to maintain the haul road in a safe condition satisfactory to the Stark County Road Superintendent.

1. Maintenance of gravel roads shall include blading, material replacement, dust control, and snow removal as determined.

2. Maintenance of asphalt roads shall include repair of surface defects, deformities, and any other asphalt failures.
3. All signings shall comply with the Manual on Uniform Traffic Control Devices (MUTCD).

WHEREAS, any improvements, alterations, or proposed changes to the haul route shall be preapproved by the Stark County Road Superintendent in accordance with Stark County's standard specifications for roads.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

1. Restoration Obligation:

- a. The portion of the Stark County Road System described above is maintained by Stark County and is the portion proposed for use as a haul road. After completion of the project, the Permittee agrees to maintain and restore said road to its pre-existing condition, or better, as documented in the Haul Road Inspection Report.

2. Risk Management:

- a. The Permittee shall comply with the terms of the Risk Management Appendix, which is attached hereto and incorporated by reference.

3. Suspension of Privileges:

- a. If the Permittee fails to comply with this agreement, the Stark County Road Superintendent or his designee may suspend the Permittee's haul road privileges until necessary corrections or repairs are made.

4. Insurance:

- a. Prior to any Haul Road Agreement being approved, the Permittee shall provide Stark County a copy of its insurance policy.

5. Indemnification:

- a. The Permittee shall indemnify Stark County against all claims arising out of the conduct or management of or work of anything done in accordance with this Haul Road Agreement.
- b. Permittee shall indemnify and hold harmless Stark County for any and all liabilities, claims and demands, whatsoever suffered or incurred by the Permittee or any third party as a result of or arising directly or indirectly out of or in connection with activities performed on the Stark County Street or Avenue identified in this Haul Road Agreement.
- c. Permittee shall require all employees, contractors, operators, or any other individual performing work or any activity on behalf of the Permittee to sign a waiver of liability form indemnifying Stark County against any and all liability arising out of any incident that may occur during the duration of this Haul Road Agreement.

4. Other Conditions:

- a. All conditions, responsibilities, obligations, assurances, and penalties as outlined in the Contractor Instruction sheet, attached hereto and incorporated herein.

WITNESS WHEREOF, the parties have executed this agreement through their duly authorized representatives.

Application Date: _____

Permittee Name: _____

Address:

Phone Number: _____

By: _____

Title: _____

FOR OFFICIAL USE ONLY

STARK COUNTY ROAD DEPARTMENT

Phone: 701-456-7662

PO Box 130

Dickinson, ND 58602

APPROVED THIS DATE: _____

Stark County Road Superintendent: _____

RELEASED THIS DATE: _____

Stark County Road Superintendent: _____



STARK COUNTY ROAD DEPARTMENT

HAUL ROAD INSPECTION REPORT

Project / Permit Information

- Permittee Name: _____
- Project Description: _____
- Road(s) to be Used: _____

- Start Date: _____ Estimated Finish Date: _____
- Inspection Date: _____
- Inspector: _____ (Stark County Road Superintendent or Designee)
- Permittee Representative Present: _____

1. Roadway Surface Conditions (Pre-Use)

(Record conditions as observed on inspection date. Attach photos as needed.)

A. Surface Type

- Gravel
- Scoria
- Asphalt
- Other: _____

B. Surface Condition

- Gravel/Scoria Roads:
- Blading condition: _____
- Rutting depth: _____
- Washboarding: _____
- Dust conditions: _____
- Surfacing thickness (measured): _____

- Surfacing width: _____
- Asphalt Roads:
- Cracking: _____
- Patching / prior repairs: _____
- Edge condition: _____
- Surface deformities (ruts, dips, heaves): _____
- Other defects: _____

C. Shoulders & Ditches

- Shoulder stability: _____
- Ditch condition / drainage: _____
- Vegetation issues: _____

D. Structures & Appurtenances

- Culverts: _____
- Bridges: _____
- Guardrails: _____
- Signs (MUTCD compliance): _____
- Other: _____

2. Traffic Control

- Existing signage condition: _____
- Additional signing required for haul activity:

3. Photographic Documentation

(Check all that apply and attach photos)

- Road surface
- Shoulders
- Drainage features
- Structures
- Intersections

- Other: _____

4. Notes / Special Conditions

(Include any concerns, restrictions, or required maintenance during the haul period.)

5. Acknowledgment of Existing Conditions

The undersigned agree that the conditions described in this report accurately represent the state of the haul road prior to use. The Permittee agrees to restore the haul route to these conditions or better, as required under the Haul Road Agreement.

Inspector (Stark County):

Name: _____

Signature: _____

Date: _____

Permittee or Authorized Representative:

Name: _____

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

- Post-Use Inspection Required: Yes No
- Post-Use Inspection Date: _____
- Restoration Required: Yes No
- Notes:



STARK COUNTY ROAD DEPARTMENT

POST-USE HAUL ROAD INSPECTION REPORT

Project / Permit Information

- Permittee Name: _____
- Project Description: _____
- Road(s) Used: _____

- Start Date: _____ Finish Date: _____
- Post-Use Inspection Date: _____
- Inspector: _____ (Stark County Road Superintendent or Designee)
- Permittee Representative Present: _____

1. Roadway Surface Conditions (Post-Use)

(Record conditions as observed on inspection date. Attach photos as needed.)

A. Surface Type

- Gravel
- Scoria
- Asphalt
- Other: _____

B. Surface Condition

- Gravel/Scoria Roads:
- Blading condition: _____
- Rutting depth: _____
- Wash boarding: _____
- Dust conditions: _____
- Surfacing thickness (measured): _____
- Surfacing width: _____

- Asphalt Roads:
- Cracking: _____
- Patching / new failures: _____
- Edge condition: _____
- Surface deformities (ruts, dips, heaves): _____
- Other defects: _____

C. Shoulders & Ditches

- Shoulder stability: _____
- Ditch condition / drainage: _____
- Vegetation issues: _____

D. Structures & Appurtenances

- Culverts: _____
- Bridges: _____
- Guardrails: _____
- Signs (MUTCD compliance): _____
- Other: _____

2. Traffic Control

- Condition of existing signage: _____
- Missing or damaged signs: _____
- Temporary signing removed: Yes No
- Additional notes: _____

3. Photographic Documentation

(Check all that apply and attach photos)

- Road surface
- Shoulders
- Drainage features
- Structures

- Intersections
- Other: _____

4. Comparison to Pre-Use Conditions

(Reference the Pre-Use Inspection Report)

- Notable changes since pre-use inspection:

- Damage attributable to haul activity:

- Improvements made by Permittee during haul period:

5. Required Restoration Work

(To be completed by Stark County Road Superintendent or Designee)

- No restoration required
- Restoration required as follows:

- Deadline for completion: _____

6. Final Determination

- Roadway restored to pre-use condition or better
- Additional work required before release
- Permittee privileges suspended pending corrective action

7. Acknowledgment of Post-Use Conditions

The undersigned agree that the conditions described in this report accurately represent the state of the haul road after use.

Inspector (Stark County):

Name: _____

Signature: _____

Date: _____

Permittee or Authorized Representative:

Name: _____

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

- Restoration Verified Complete: Yes No
- Verification Date: _____
- Stark County Road Superintendent: _____



STARK COUNTY ROAD DEPARTMENT

HAUL ROAD INSPECTION – PRE / POST COMPARISON SHEET

(Packet-Ready Version)

PROJECT / PERMIT INFORMATION

Permittee Name: _____

Project Description: _____

Road(s) Used: _____

Start Date: _____

Finish Date: _____

Pre-Use Inspection Date: _____

Post-Use Inspection Date: _____

Inspector: _____

Permittee Representative(s): _____

1. SURFACE TYPE

Item	Pre-Use Condition	Post-Use Condition	Notes / Variance
Surface Type	<input type="checkbox"/> Gravel <input type="checkbox"/> Scoria <input type="checkbox"/> Asphalt <input type="checkbox"/> Other: _____	<input type="checkbox"/> Gravel <input type="checkbox"/> Scoria <input type="checkbox"/> Asphalt <input type="checkbox"/> Other: _____	_____

2. SURFACE CONDITION

- Gravel / Scoria Roads

Item	Pre-Use	Post-Use	Notes / Variance
Blading Condition	_____	_____	_____
Rutting Depth	_____	_____	_____
Washboarding	_____	_____	_____
Dust Conditions	_____	_____	_____
Surfacing Thickness	_____	_____	_____
Surfacing Width	_____	_____	_____

- Asphalt Roads

Item	Pre-Use	Post-Use	Notes / Variance
Cracking	_____	_____	_____

Patching / Repairs	_____	_____	_____
Edge Condition	_____	_____	_____
Surface Deformities	_____	_____	_____
Other Defects	_____	_____	_____

3. SHOULDERS & DITCHES

Item	Pre-Use	Post-Use	Notes / Variance
Shoulder Stability	_____	_____	_____
Ditch / Drainage Condition	_____	_____	_____
Vegetation Issues	_____	_____	_____

4. STRUCTURES & APPURTENANCES

Item	Pre-Use	Post-Use	Notes / Variance
Culverts	_____	_____	_____
Bridges	_____	_____	_____
Guardrails	_____	_____	_____
Signs (MUTCD)	_____	_____	_____
Other	_____	_____	_____

5. TRAFFIC CONTROL

Item	Pre-Use	Post-Use	Notes / Variance
Existing Signage Condition	_____	_____	_____
Additional Signage Needed / Used	_____	_____	_____
Temporary Signage Removed	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

6. PHOTOGRAPHIC DOCUMENTATION

Category	Pre-Use Photos	Post-Use Photos	Notes
Road Surface	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	_____
Shoulders	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	_____
Drainage Features	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	_____
Structures	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	_____
Intersections	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	_____
Other	<input type="checkbox"/> Attached	<input type="checkbox"/> Attached	_____

7. SUMMARY OF CHANGES

Notable Changes Since Pre-Use:

Damage Attributable to Haul Activity:

Improvements Made by Permittee:

8. RESTORATION REQUIREMENTS

No restoration required

Restoration required as follows:

Deadline for Completion: _____

9. FINAL DETERMINATION

Roadway restored to pre-use condition or better

Additional work required before release

Permittee privileges suspended pending corrective action

10. SIGNATURES

Inspector (Stark County):

Name: _____

Signature: _____

Date: _____

Permittee or Authorized Representative:

Name: _____

Signature: _____

Date: _____