

## **INSTRUCTIONS FOR COMPLETING COMPLAINT OF UNAUTHORIZED DRAINAGE**

1. This Complaint form must be filled out in detail as it is necessary for the Board to know specifically who the alleged violator is, who the owner or tenant of the property is, and the specific unauthorized drainage that has occurred or is occurring.
2. It is also necessary for the Board to know when the unauthorized drainage was observed and specifically who observed what.
3. You must check the Stutsman County Recorder's Office to determine who the owner of record is of the subject property. By signing this Complaint, you are verifying that you have searched these records.
4. The Board cannot act on Complaints that do not comply with the requirements of the Board, therefore, make sure you have fully completed this Complaint Form before submitting it.
5. A separate Complaint Form is required for each alleged violation and violator.
6. Please use additional sheets of paper if you require more writing space.
7. If you have questions about this form, contact the Board's Attorney at (701) 252-6668.

### **NOTES ABOUT EXHIBITS**

Any exhibits attached to this Complaint must be of size 8.5"x11". Any exhibits over this size will not be reproduced for each Board Member, so should you wish for each Board Member to review such over-sized exhibits, you must provide a copy for each Board Member and its Attorney (six (6) copies in total). Furthermore, the Board cannot copy exhibits in color, so should you wish for each Board Member to review such color exhibits, you must provide a copy for each Board Member and its Attorney (six (6) copies in total) (if you do not provide sufficient color copies, the Board Members will receive black and white copies).

You must identify your exhibits sufficiently for the Board's records and review. For example, label Exhibits 1, 2, 3, 4, etc. and identify their contents on your Complaint where indicated.

All Exhibits submitted will become the property of the Board and are not subject to return. Please make sure you keep a copy of all documents submitted to the Board. Finally, should your Complaint go before the Board at a hearing you must present the exhibits attached to this Complaint as evidence should you wish for them to be considered as evidence; otherwise, the Board will only consider evidence presented at the hearing.

**FOR BOARD  
USE ONLY:**

Date Received: \_\_\_\_\_  
File No. \_\_\_\_\_

**COMPLAINT OF UNAUTHORIZED DRAINAGE**

**TO:** Stutsman County Water Resource Board  
Post Office Box 68  
Jamestown, North Dakota 58402

**FROM:** \_\_\_\_\_  
(“Complainant”) \_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(You must provide your name, address, and telephone to the Board).

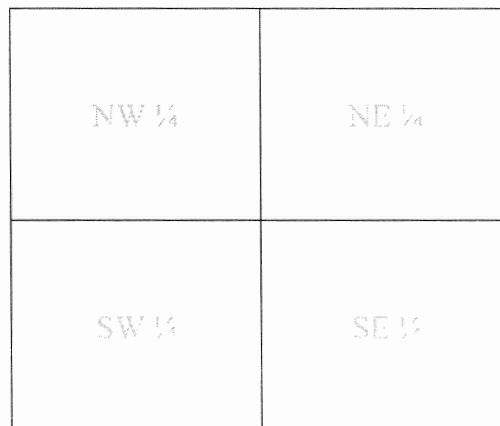
1. This is a Complaint of Unauthorized Drainage in the \_\_\_\_\_ Quarter of Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, in Stutsman County, North Dakota.

I have checked the records of the Stutsman County Recorder’s Office to determine who the owner(s) of record of this land is/are, and such records indicate the following person(s) is/are the owner(s) of said land (please provide additional information if you know who the current tenant is too, if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name	Address	City	State	Zip
<i>(The Board must notify all affected landowners, so if you do not provide this information, the Board cannot proceed with reviewing your Complaint!)</i>				

2. This is a diagram of the unauthorized drainage and the lands affected:



3. The \_\_\_\_\_ date \_\_\_\_\_ or \_\_\_\_\_ dates \_\_\_\_\_ of \_\_\_\_\_ work \_\_\_\_\_ done:

4. The person(s) observing the unauthorized drainage and what he/she/they observed is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5. The number of acres of watershed being drained or capable of being drained by said unauthorized drainage is \_\_\_\_\_ acres.

6. A detailed description of the unauthorized drainage, including what damage has been caused/is being caused and to whom: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

7. I have attached hereto the following Exhibits, which I have labeled as follows (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

*(i.e. Exhibit 1- Picture of Drainage on John Doe's Property Taken January 1, 2015.)*

I hereby certify and swear under pain of perjury that the above is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Complainant's Signature

**STUTSMAN COUNTY WATER RESOURCE BOARD ACTION**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, this Complaint of Unauthorized Drainage was hereby:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chairman or Secretary of the Stutsman  
County Water Resource Board