



## RIGHT-OF-WAY PERMIT APPLICATION

Permit # \_\_\_\_\_

<b>Job Address or Location (street or right-of-way):</b>			
<b>Intersecting Street(s):</b>			
<b>Describe Work/Purpose:</b>			
<b>PROJECT DETAILS</b>			
<b>Method of Construction or Installation:</b> <input type="checkbox"/> Bore <input type="checkbox"/> Hole <input type="checkbox"/> Trench <input type="checkbox"/> Obstruction (no charge) <input type="checkbox"/> Other:			
<b>Type of Surface Disturbed:</b> <input type="checkbox"/> Bituminous <input type="checkbox"/> Concrete <input type="checkbox"/> Grass <input type="checkbox"/> Gravel <input type="checkbox"/> Other:			
<b>Digging in street:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		<b>Digging in Boulevard:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>Will detouring of traffic be necessary:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes / Describe Rerouting:			
<b>Start Date - estimated:</b>		<b>Completion Date - estimated:</b>	
<b>UTILITY COMPANY INFO</b>			
<b>Company Name:</b>		<b>City Registration #</b>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Contact Name:</b>		<b>Phone #:</b>	
<b>E-Mail:</b>			
<b>CONTRACTOR performing work for Utility Company</b>			
<b>Company Name:</b>		<b>City Contractor License #</b>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Contact Name:</b>		<b>Phone #:</b>	
<b>E-Mail:</b>			
<ul style="list-style-type: none"> <li>All contractors must be City licensed. Call 651-766-4029 to check if your license is current.</li> <li>ROW permit fee is \$200.</li> <li>Submit check payable to City of Little Canada OR invoice should be sent to: <input type="checkbox"/> contractor <input type="checkbox"/> utility company.</li> </ul>			<b>continued on page 2</b> 
<b>APPROVAL</b>			
<ul style="list-style-type: none"> <li>Restorations to be completed properly and promptly upon completion of work.</li> <li>Bituminous restorations to be completed within 48 hours of backfilling.</li> </ul>		<b>Additional Comments:</b>	
<p><b>FINAL INSPECTION PER ATTACHED REGULATIONS, CONTACT PUBLIC WORKS DIRECTOR AT 651-766-4049.</b></p> <p>In consideration of Applicant's agreement to comply in all respects with the regulation of the Little Canada City Engineer covering such operations, permission is hereby granted for the work to be done as described in this application.</p>			
<b>City Engineer:</b>		<b>Approval Date:</b>	
<b>FOR OFFICE USE ONLY</b>	\$200 Permit Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> EFT Check # _____ <input type="checkbox"/> Invoiced # _____ Date _____ Received _____ <input type="checkbox"/> No Charge per Franchise Agreement		

SAFETY

- 1) All warning devices and barricades shall conform to the Minnesota Manual on Uniform Traffic Control Devices.
- 2) All warning devices barricades, flagmen, and equipment shall be provided by parties or organizations performing the work
- 3) All warning devices and barricades shall be placed according to provisions in the most recent edition of the MMUTCD (Minnesota Manual of Uniform Traffic Control Devices).
- 4) All warning devices and barricades and safety vests shall be kept clean and in good repair at all times.
- 5) Advance warning of detours, approved by the Little Canada Public Works Director, shall be posted no less than five working days before the detour is placed.
- 6) Excavation shall be cribbed, sheeted, and/or fenced when necessary, or as required by the City of Little Canada.
- 7) Inclement weather shall be reason for delay of the project start or suspension of the project as determined by the City of Little Canada.

OPERATIONS

- 8) **Permit on Job:** Permits or copies shall be kept on the site of the work while it is in progress in the custody of the individual in charge and shall be exhibited upon request made by any City official.
- 9) **Provisions and Specifications:** These general provisions and specifications shall be considered as forming an integral part of each and every permit issued for operations on city roads. The work authorized by this permit shall be done at such time and in such manner as shall be consistent with the safety of the public and shall conform to all requirements and standards of the City of Little Canada as herein specified. If at any time it shall be found by the City of Little Canada that the work is not being or has not been properly performed, the permittee, upon being notified, shall immediately take the necessary steps, at their own expense, to place the work in condition to conform to said requirements or standards.
- 10) **Annulment:** In the event of willful failure or neglect by said permittee or their employees to perform and comply with the prescribed conditions, restrictions, and regulations, the City of Little Canada may revoke and annul this permit and order said permittee to remove any and all structures or property belonging to said permittee from the legal limits of the highway or City property. In the event the permittee leaves the highway in a condition needing repair or construction, the City may repair such highway and the costs of such repair or construction shall be paid by the permittee.
- 11) **Execution:** The permittee shall use diligence in the execution of the work authorized under this permit in order not to endanger or unnecessarily obstruct travel along said roadway. Operations shall be so conducted at all times as to permit safe and reasonably free travel over the roads within the limits of the work herein prescribed. All safety measures for the free movement of traffic shall be provided by the permittee at their own cost.
- 12) **Conformity to Laws:** The installation shall be made in conformity with all applicable laws, regulations, and codes covering said installations. All installations shall be made in conformity with regulations of governmental agencies for the protection of the public.
- 13) **Removal:** If at any time the permitted structure or facility shall fall from any cause whatsoever, the permittee shall have the same removed or repaired within 48 hours after receipt of written notice to do so, unless by reason of some extraordinary happening the City may extend such time limits.
- 14) **Existing Facilities:** Applicant must protect all existing installations.
- 15) **Private Property:** The permit as issued does not in any way imply an easement on private property.
- 16) **Damage to Roadway:** If pavement or roadway is damaged, same shall be restored to its original or better condition, at the sole expense of the permittee, according to the specifications and directions of the City of Little Canada.
- 17) **Quality of Work:** Finished surface, base, and sub-base of road upon completion of work shall be equal to or better than specifications for original road.
- 18) **Cutting Trees:** The permission herein granted does not confer upon the permittee the right to cut, remove, or destroy trees or shrubbery within the legal limits of the roadway or relieve permittee from obtaining any consent otherwise required from the owner of the property adjacent thereto.
- 19) **Boring or Jacking:** Installation of pipe under roadways shall be jacked or bored as designated by the City of Little Canada.
- 20) **Liner or Casing Pipe:** Shall be required for installations exceeding 4 inches in diameter.
- 21) **Drainage:** All waterways and lines of drainage shall remain operative.
- 22) **Pole Anchors:** No pole anchors, braces, or other construction shall be placed on right-of-way except by permit authorization.
- 23) **Driving Limitations:** It is prohibited to drive onto roadway from ditch or on shoulders or over curbs where damage will occur.
- 24) **Lugs on Equipment:** No lugs shall be used on equipment traversing road which will damage the road surface.
- 25) **Clean-up:** Street surface and roadside shall be kept clean, neat, and presentable throughout construction as determined by the City of Little Canada.
- 26) **Dust Control/Street Sweeping:** Shall be provided, at no cost to the City, upon request of Little Canada Public Works.
- 27) **Trees and Vegetation:** Burning or disking operations and/or the use of chemicals to control or kill trees, brush, and other vegetation is prohibited without advance approval from the City.
- 28) **Restoration:** It shall be further understood that the permittee will be responsible for maintenance of any failures due to settlement, erosion, lack of vegetation growth, rutting, or other job related problems for three years after completion of project and Notice of Completion of work has been received by the City of Little Canada.
- 29) **Manholes:** All manholes, shut-off valve covers, etc, shall be placed 1/2 inch lower than finished grade.

SIGNATURE

- All work done under this permit, including restoration, must be completed within the dates specified. Requests for extensions must be made in writing to the City of Little Canada before the Permit expiration date, when the Permit becomes null and void. It is further understood that this permit is issued subject to the approval of other authorities having joint jurisdiction over said street or highway.
- Except for negligent acts of the City, its agents, and its employees, the Utility or Permittee shall assume all liability for and save the City, its agents, and its employees, harmless from any and all claims for personal injuries including death, for damages to tangible, real, or personal property, actions, or causes of action arising out of the work to be done herein and the continuing uses by the Permittee, including but not limited to the placing, constructing, reconstructing, maintaining, and using of said utility under this application and Permit for construction.
- I (We) the undersigned, herewith accept the terms and conditions of the regulations as laid down by the City of Little Canada and agree to fully comply therewith to the satisfaction of the City of Little Canada. Individual(s) representing the City of Little Canada have the legal authority to bind the applicant to all terms, conditions, and provisions contained herein.

Applicant (check one)	Applicant's Name (Please Print)	Applicant Signature	Date
<input type="checkbox"/> Contractor <input type="checkbox"/> Utility Company			