



Remit To:
 City of Arden Hills
 1245 West Highway 96
 Arden Hills, MN 55112
CD@CityOfArdenHills.org

Permit #: _____

City of Arden Hills Right-of-Way Application

OBSTRUCTION PERMIT

EXCAVATION PERMIT

*All applicants must be registered with City of Arden Hills prior to permit approval. *All submittals must be accompanied by plans illustrating the proposed installation, removals, and excavation locations, and all dimensions must be clearly marked.*

Project Information		
Project ID:	Site Location:	
Applicant:	Contact Person:	
Work Phone:	Email Address:	
Address:		
City:	State:	Zip Code:
Contractor License #:		For Office Use Only: <input type="checkbox"/> Verified
Contractor:	Contact Person:	
Work Phone:	24-Hour Emergency Phone:	
Email Address:		
Construction Schedule		
Estimated Start Date:	Estimated End Date:	
<i>*If dates are not met, a delay penalty shall be applied or contractor/utility may apply for a permit extension. See fee schedule.</i>		
This Section To Be Completed By City Staff		
Escrow Total: _____ Permit Fee: _____		
City Official Signature: _____ Date: _____		



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Applicant Certification

**Applicant certifies that accurate information has been provided and that they will abide by Section 360 of the City of Arden Hills Code of Ordinances and any and all Special Provisions of the issued permit.*

**Contractor MUST notify City 48 hours prior to beginning work.*

**It is the contractor's responsibility to call for utility locations prior to digging (Gopher State One Call: 651.454.0002).*

**Permit fee must be received prior to permit release.*

**Escrow payments due upon approval of application materials and prior to permit release.*

Applicant Signature: _____ Date: _____

Purpose of Request

<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Repair
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Other:

Please provide a copy of public notification of work (i.e. door hanger, flyer).

Will proposed work or staging require a change in traffic? Yes No (i.e. sidewalk, pathway, shoulder, driving lane)

****If yes, provide a traffic control/detour plan.***

Are sidewalk or street closures or detours required? Yes No

**If yes, Contractor MUST post traffic control signage and notify the City seven (7) business days prior to commencement of work for public notification.*

Facility Type

<input type="checkbox"/> Telecommunications <input type="checkbox"/> Cable	<input type="checkbox"/> Gas <input type="checkbox"/> High Pressure <input type="checkbox"/> Low Pressure	<input type="checkbox"/> Electrical <input type="checkbox"/> Traffic Signals/Signage <input type="checkbox"/> Lighting
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<input type="checkbox"/> Equipment <input type="checkbox"/> Pedestal <input type="checkbox"/> Chamber/Vault <input type="checkbox"/> Pole	<input type="checkbox"/> Fiber	<input type="checkbox"/> Other
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Obstruction Type: Placement of any tangible object in the right-of-way			
<input type="checkbox"/> <i>Aerial</i>	<input type="checkbox"/> <i>Pole/Equipment</i>	<input type="checkbox"/> <i>Other</i>	
Excavation Type: Surface Disturbance			
Excavation Details: *Maximum one (1) mile or 5,280 linear feet per permit application			
<input type="checkbox"/> <i>Directional Bore</i>	<input type="checkbox"/> <i>Plow</i>	<input type="checkbox"/> <i>Hole</i>	
<input type="checkbox"/> <i>Hand Dig</i>	<input type="checkbox"/> <i>Open Trench</i>	<input type="checkbox"/> <i>Other</i>	
Disturbed Surface			
<input type="checkbox"/> <i>Grass/Sod</i>	<input type="checkbox"/> <i>Concrete</i>	<input type="checkbox"/> <i>Asphalt</i>	<input type="checkbox"/> <i>Other</i>
<i>Total Linear Footage Installed in Right-of-Way:</i>	<i>Number and Size of Excavations (Sq. Ft.):</i>	<i>Depth:</i>	<i>Material Size and Type: (HDPE, etc.)</i>



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City Of Arden Hills Right-Of-Way Fee Schedule

Administrative Fee	\$35
Excavation Permit Base Fee	\$125
+ Trench or Directional Bore (per linear foot)	\$0.55/LF
Obstruction Permit Base Fee *Escrow additional balance as determined by Public Works for special situations.	\$50
+ Obstruction (per linear foot) + Obstruction (per pole, cabinet, tree, etc.) *Escrow additional balance as determined by Public Works for special situations.	\$0.05/LF \$50/each
Small Cell Wireless Facilities/DAS Hub Permit *Escrow additional balance as determined by Public Works for special situations.	\$100 per site; \$500 minimum
Rent + Maintenance Fee	Rent \$180/year/utility company Maintenance \$27/year/location
Restoration Escrows *In the event the City makes a draw on the escrow account, the contractor/utility owner shall replenish the account to a full balance prior to issuance of any new permits. At the discretion of the Public Works Department, a stop work order may also be implemented on any open permits until replenishment occurs.	See below
Annual Escrow for Routine Maintenance	\$3,000
Escrow for Individual Large Deployments (i.e. projects over \$100,000 in value)	10% of total construction value First \$20,000 must be in the form of a cash escrow; subsequent value may be provided via letter of credit.
Annual Utility Owner/Contractor Registration Fee	\$80
Additional Escrow	As determined by Public Works

*Escrow payments are due upon approval of application materials and must be paid by the applicant prior to the City's release of the permit. These **must be paid by check** and separately from the permit fee.



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Special Provisions for Installation of Utilities or Underground Construction and Street Excavation Within Public Right-of-Way

1. All work is subject to Section 360 of the City of Arden Hills Code of Ordinances and any and all Special Provisions of the issued permit.
2. No work under this application is to be started until the application is approved and the permit issued. A copy of the issued permit and the special provisions must be available at the site from commencement through completion of the work.
3. A maximum 1 mile or 5,280 LF is allowed per permit application. Projects involving larger areas or non-contiguous areas may require multiple applications and corresponding fees.
4. Notify the Public Works Department at least 48 hours in advance prior to construction, 763.229.4535.
5. If traffic control, detour, or street/sidewalk closures are required, notification must be provided seven (7) business days prior to commencement of work under this permit. A Stop Work Order will be imposed if you or your subcontractor fail to give prior notification.
6. Streets may not be closed to traffic unless expressly authorized by the permit and necessary notifications have been made.
7. In the event that street, sidewalk, or lane closures or traffic detours are necessary to accommodate the proposed work, suitable detour and traffic control plans must be provided and approved by the City Engineer prior to commencement of work.
8. Traffic control and/or detour plans, when required, must be in accordance with the standards of the Minnesota Department of Transportation and all applicable City of Arden Hills Ordinances.
9. When at all possible, excavation holes must be a minimum of five (5) feet away from any pavement.
10. Trenching will not be permitted unless it can be demonstrated to the City Engineer, subject to his or her sole discretion, that no reasonable alternative exists.
11. All back filling must be placed in six-inch layers and thoroughly tamped, unless otherwise directed. No rock, unstable soil, or bituminous material shall be returned to the back-filled trench.
12. Sediment control best management practices (BMPs) must be utilized to prevent erosion and tracking of soils off-site (i.e. biorolls, sweeping, inlet protection, etc.).
13. Finished surface, base, and sub-base of road after excavation and back-fill shall be at least equal in stability to finished surface, base, and sub-base prior to excavation. A minimum of six (6) inches of Class 5 gravel base material shall be placed at the upper surface of the excavation trench unless otherwise directed.
14. Any paving work completed on or after October 15th, is considered temporary unless approved. A letter of approval from the City Engineer is required for any permanent paving operations after October 15th.
15. Underground construction must be completed so as not to harm or unnecessarily destroy the root growth of adjacent landscaping including trees and other vegetation.



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16. Any damages to private property, including but not limited to underground fencing and sprinkling systems, must be repaired immediately upon notification at the contractor's/utility owner's expense. Should the contractor be aware of damage to private property, especially underground fencing systems, it will be their responsibility to notify the property owner immediately and to make plans for the necessary repairs.
17. Unless otherwise permitted by the City Engineer, impacted turf areas will be restored with sod. It is the permit holder's responsibility to maintain sod/seed until which time as turf is re-established to at least pre-construction conditions. Six inches of topsoil is required.
18. Bituminous and concrete shall be replaced according to the most recent edition of the Minnesota Department of Transportation Standard Specifications for Construction and in accordance with City Standard Plates on city website.
19. Pavement must match existing in type and elevation. Patches shall extend to the nearest lane line. Whole width patches shall be required, unless within two years of the next seal coat maintenance cycle. If within two years, a patch to centerline is permitted unless otherwise required by the City Engineer. No more than four seams to a patch and patches must be square. Material must come from a State Certified Asphalt Plant for permanent patches.
20. If a roadway is at year nine or less, a full width patch is required, and escrows shall take that cost into account. The City's maintenance cycle of roadways is done at three and nine years.
21. Restoration for impacts to sidewalk must include involve full replacement of affected panels. No patching will be allowed.
22. If settlement of a restored area or failure of a patched or replaced section of concrete or bituminous occurs within 24 months of completion of the work, the permittee shall repair the area and cause it to be restored to its original pre-construction condition with all repair/restoration costs to be borne by the permittee.
23. No pole anchors, anchors, braces, or other obstruction shall be placed on roadway shoulder except by special authorization of the City Engineer.
24. In compliance with OSHA standards, excavations greater than four feet in width at top of trench will not be generally permitted and may be made only when expressly provided for on the issued permit.
25. No lugs shall be used on equipment traversing roadways, trails, sidewalks or other paved surfaces, which may damage the road surface.
26. Area of work shall be restored and cleaned up at completion of work. Any disturbed areas shall be restored to existing conditions or better within 14 days after excavation is closed. Any area not satisfactorily restored within 14 days as determined by the City Engineer may be subject to levies against the contractor's/utility owner's financial securities.
27. Should draws on an escrow account occur, it must be replenished to the full value prior to approval of future permits. Current permits may also be subject to Stop Work Orders should the escrow balance not be replenished in a timely manner at the sole discretion of the Public Works Department.



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28. The City reserves the right to deny future permits based on previous unsatisfactory restorations.
29. **Within 24 hours of completion**, and during normal working hours, the permit holder shall notify the Public Works Department that permitted work has been completed and is ready for final inspection. **Requests for final inspection must be accompanied by a signed Public Right-Of-Way Work Certificate of Completion form.**
30. **Construction Hours** are between 7 a.m. and 7 p.m. Monday through Friday and on Saturdays 8 a.m. to 7 p.m. No permits for any type of excavation on public property will be issued for construction on Sunday or on legal holidays, except for emergency repairs.
31. City right-of-way permits are only valid within municipal right-of-way on city streets. Any work and staging on private, county, or federal roadways require separate permits.
32. Deviations from approved plans involving variations of more than 10' in any direction shall require resubmittal to the City prior to commencement of the deviations.
33. With each permit submittal, Contractor/Utility Owner must provide the City with a copy of the notices provided to adjacent property owners notifying them of the work being done and providing a contact for questions about the work.
34. Applicable City Water and Sewer as-built locations shall be requested from Gopher State One by the Contractor/Utility Owner and shown on plans. Minimum separation distances of 5 feet horizontally for water and 10 inches horizontally for sanitary shall be maintained for all installations in proximity of city utilities.
35. Unused equipment, poles, and transmission lines shall be removed rather than abandoned in place. Any abandoned in place requests must have prior approval of the City Public Works Director.
36. On an on-going basis, when work is conducted at locations of existing equipment (including but not limited to poles and pedestals), contractor/utility owner will be responsible for ensuring that any existing company information labels are current (including names, phone numbers, and email addresses, as applicable).
37. For the installation of underground telecommunications infrastructure located within ten (10) feet of or crossing existing underground utilities, the permit applicant shall submit documentation identifying safety-qualified underground telecommunications installers responsible for utility location by hand- or hydro-excavation and, where directional drilling is used, for monitoring the location and depth of the drill head, in accordance with Minnesota Statutes §326B.198.

Other Special Provisions



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Escrow Account Set Up Form

Date: _____

Site Address: _____

Deposit Made By: _____ Amount: \$ _____

Address to Send Statements: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Purpose of Escrow Account: _____

Arden Hills Finance Department Policy requires that escrow deposits be held for six months once a permit has been closed in order to ensure all costs associated with the project have been covered. I acknowledge that I have read this policy and fully understand that any remaining escrow balance will be released after a six-month waiting period.

Applicant Signature: _____ Date: _____

Office Use Only

Staff Name: _____ Department: _____

TYPE OF ESCROW:

- Landscaping
- Grading + Erosion (PW# _____)
- Site Improvements (PW# _____)
- Security Deposit-Do Not Charge
- Land Use Application (PC# _____)
- Temporary Certificate of Occupancy
- Other: _____

Additional Notes: _____

