



1245 W Hwy 96 * Arden Hills MN 55112
 Phone 651.792.7800 * Fax 651.634.5137
 Email: CD@cityofardenhills.org

Permit # _____

Right of Way Permit (ROW)

Licensing Requirements:
 Residential contractors must provide a copy of their current state license, or hold a current City contractor's license.

For Office Use Only
 Date Submitted: _____
 Date Applicant Notified: _____

Property Information (enter start address and end address if applicable)

Property Address:		Bldg./Suite/Location (commercial projects only):	
Owner Name:		Owner Phone Number:	
Email Address:	City:	State:	Zip:

Applicant Information

Applicant Type: Contractor; License # _____ For Office Use Only Verified

Company Name (contractors only):		Company Email Address:	
Mailing Address:	City:	State:	Zip:
Contact Name:	Contact Office Phone Number:	Contact Cell Number:	

Property Use	Construction Type	Type of Work		
Public	Remodel	Electric Service Fiber Optics	Natural Gas Service Sewer Line	Telephone Water Line Other* (complete Describe Work section)

Project Details

Describe Work: _____

Type of surface to be disturbed: Bituminous Boulevard Concrete Gravel	Size and kind of pipe, conduit or cable:	Type of Excavation Bore Jacking Hole Trench Other	Excavation Details Length _____ Width _____ Depth _____ No. of Holes _____
Depth from Surface:	Method of installation or construction(including method of compaction and excavation):		
Work to start within how many days:	*Work will be completed within how many days after start:		
Will detouring of traffic be necessary? Yes No	If Yes, describe rerouting:		

<p>IMPORTANT NOTICE: By signing this application, you attest you have read the information and the above information is true and accurate representation of the project.</p> <p>Applicant Signature _____ Date _____</p> <p>Print Name _____</p>	Fees	Permit Fee Permit Fee of \$160	\$ 160.00
		ROW Escrow	\$
		TOTAL PERMIT FEE ▶	\$

Escrow Worksheet

FILL IN THE QUANTITIES OF RESTORATION ITEMS:

		<u>QTY</u>	<u>PRICE</u>	<u>COST</u>
CURB AND GUTTER	LF	_____	X _____	_____
TRAIL / SIDEWALK	SF	_____	X _____	_____
SIGNS	EA	_____	X _____	_____
FENCE	LF	_____	X _____	_____
BITUMINOUS STREET	SF	_____	X _____	_____
TREES	EA	_____	X _____	_____
BOULEVARD /GREEN AREAS	SF	_____	X _____	_____
LIGHT POLES	EA	_____	X _____	_____
OTHER	LUMP SUM	_____	X _____	_____
			TOTAL	_____

Financial Surety in amount of 100% of total estimated cost, minimum amount of \$1000.

-----**THIS SECTION FOR STAFF USE ONLY**-----

Engineering Review

Upon payment of permit fee in the amount of **\$160.00** (please accompany payment with the application) and in consideration of the agreement to comply in all aspects with the street or alley excavation ordinances and regulations applicable covering such operations, permission is hereby granted for the work to be done as described in the above application, said work to be done in accordance with special provisions required, as hereby stated on the reverse side of this permit.

Surety Amount Required \$ _____ Surety Received _____

Application Complete, Date: _____ Application Incomplete, Date: _____

Approval, Special Conditions: _____

Denial, Reason for Denial: _____

Engineer Signature

Date

Important Utility Permit Information

1. The individual obtaining the permit shall, before commencing such work, notify the Public Works Department at 651-792-7852 when the work at each location is to commence; and, when requested by the Public Works Department, shall submit plans and specifications.
2. Upon completion of the project, the individual shall promptly notify the Engineering Department at 651-792-7846 for final inspection.
3. The public is to be protected by the individual, at all times, from the commencement of the work until the completion and acceptance by the City. The installer or contractor shall so conduct his operations as to cause minimum inconvenience to the public. The installer or contractor shall furnish, erect, and maintain, in accordance with the legally accepted standards, all necessary warning and traffic control signs, barricades, traffic cones, and flashers to direct and control the movement of traffic through the project in all directions and at all times.

The foregoing provisions shall not in any way relieve the installer or contractor of any of his legal responsibilities or liabilities for the safety of the public.

4. All openings in bituminous surfaces shall be cut in a straight line with sides smooth and vertical. No jagged edges will be permitted. Cutting shall be done with a concrete saw, cutting wheel, full depth milling or similar approved applications.

Backfill material shall be suitable for highway embankment construction. No peat, frozen lumps, broken asphalt, sod, roots, or other undesirable material shall be permitted as backfill. Rocks larger than six inches (6") in diameter shall not be used in backfilling of trenches.

The backfill material shall be placed in layers not to exceed one foot (1') and mechanically compacted to not less than 95 percent of modified Proctor density.

The upper six inches (6") of the backfill shall meet Minnesota Highway Department Specifications for Class 5 material and shall be compacted to not less than 100 percent of modified Proctor density.

As soon as possible after backfill operations are completed, the cut bituminous edges of the trench shall be painted with an asphalt emulsion such as SS-1. Immediately thereafter, the patching material shall be placed and mechanically compacted to not less than 95 percent of modified Proctor density. The asphaltic material used in patching shall be of the same type as removed from the roadway, except, that in no case, will a plant mixed asphalt of less quality than Minnesota Highway Department Specifications 2360 be used. The finished surface of the patch shall conform to the surface of the undisturbed roadway.

No permanent asphalt patches shall be on any base whose temperature is 32 degrees Fahrenheit or less. Cold weather patching shall be of temporary nature, using cold mixed asphalt, well graded crushed rock or similar approved materials. Temporary patches shall be true to line and grade. Temporary patches shall be replaced by permanent patches when weather conditions permit and notification shall be required as stated in item 2. All permanent asphalt patches shall be inspected immediately by the Public Works Department.

5. Other areas may be required to be compacted at the direction of the Public Works Director.
6. Such permittee to be responsible for maintenance and repair of all trenches for a period of 12 months and if settlement occurs or excavation caves in, the same shall be promptly indicated by adequate warning signs and shall be restored to proper condition in accordance with specifications above provided as soon as conditions permit.
7. All culverts and ditches shall be replaced in their original position and condition existing prior to construction and no change shall be made in drainage without approval of the Public Works Department.
8. Permittee shall hold the City harmless from all third party claims for injury or damage which may occur between the time the work commences and the time it is finally accepted by the City.
9. The permittee may be required to jack or bore under certain streets, as determined by the Public Works Department. Boring and jacking must follow the City of Arden Hills Standard Specifications.

Important Utility Permit Information - continued

10. The applicant shall furnish evidence of public liability insurance of not less than \$1,000,000/2,000,000 and property damage of not less than \$500,000 issued by an insurance company authorized to do business in the State of Minnesota on which the City is named as an additional insured party.
11. Except for the negligent acts of the City, its agents and its employees, the permittee shall assume all liability for, and hold the City, its agents and its employees, harmless and defend same at its sole cost and expense from any and all claims for damages, 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, and reconstructing, maintaining, protecting and use of said facility under this application and permit for construction.
12. Existing Facilities – The utility facility and installations shall not interfere with any existing utility facility on the City’s right-of-way or easements. It is the responsibility of the applicant to call for necessary locations of existing utilities. (Gopher One, Metro Area 651-454-0002)
13. Private Property – The work permit or permit for construction as issued does not in any way imply that the appropriate easement exists to allow the applicant to work on private property.
14. 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 right-of-way. Easements that are not specifically identified on the plan attached to this permit or relieve permittee from obtaining any consent otherwise required from the owner of the property adjacent thereto.
15. Clean-Up – Street, trailways and affected right-of-way shall be scraped clean at the end of each work day and swept clean after construction is completed and left in a neat and presentable condition.
16. Replacement of Sod – Wherever top-soil and sod are disturbed, they shall be replaced in kind and maintained satisfactorily until the turf is established or mulched and seeded with proper erosion control including temporary erosion control within 72 hours of disturbance.
17. Failure to Restore - If permittee fails, in a timely manner, to restore the public right-of-way to the condition required by the Public Works Department, the Public Works Department shall notify the permittee in writing of the specific failures and shall allow permittee five (5) working days from the receipt of the notice, to cure or develop a plan to cure the failures.
18. City Restoration - In the event the permittee fails to cure or fails to respond to the notice, the City may, at its discretion, perform the work necessary to restore. Permittee shall pay the City within thirty (30) days of billing the costs to restore the right-of-way. City costs may include: administrative, overhead, mobilization, material, labor, and equipment. If permittee fails to pay the City for the restoration work within the thirty (30) day period, the City shall use the security given for the permit to pay for the costs of restoration. Nothing in this section shall prevent the City from determining that an emergency situation arises and to take prompt action to protect the health and safety of the public.
19. Any debris generated due to the work, must be removed from the City right-of-way within 24 hours.