



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

Small Cell Wireless Facilitates/DAS HUB Permit

Project Information		
Project ID:	Site Location:	
Applicant:	Contact Person:	
Work Phone:	Email Address:	
Address:		
City:	State:	Zip Code:
Contractor:	Contact Person:	
Work Phone:	24-Hour Emergency Phone:	
Email Address:		
Purpose of Request		
<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Repair
Attachment Type		
<input type="checkbox"/> Attachment to Existing Pole or Structure	<input type="checkbox"/> New Pole(s) Installation	
<input type="checkbox"/> City-Owned Pole (Collocation Agreement Required)	<input type="checkbox"/> Ground-Mounted Equipment	
<input type="checkbox"/> Pole Owned By Others (Authorization Proof From Pole Owner Required)	<input type="checkbox"/> Other:	
This Section To Be Completed By City Staff		
Escrow Total: _____ Permit Fee: _____		
City Official Signature: _____ Date _____		
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>		



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Site Locations

In accordance with Minn. Stat. 237.163, Subd. 3a (B), applicant may include up to 15 small wireless facilities per permit if they are within a two-mile radius, consist of substantially similar equipment, and are to be placed on similar types of wireless support structures.

Site Number	Location	Fee: \$100/Location*
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
Total Permit Fee: *Minimum \$500 Per Permit		\$



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Attachments

Has an Annual Registration form been completed and the fee paid in full for the current year?

Yes No

Have the appropriate Excavation and/or Obstruction Permit Application(s) and associated fees and review materials also been attached?

Yes No

Have dimensioned plans illustrating the proposed route and scope of work and any required traffic control plans or detour plans been attached?

Yes No

Has a Collocation Agreement been attached, if required?

Yes No

Has a copy of the corresponding City Zoning Approval been attached, if required?

Yes No

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: _____



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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 Small Cell Wireless Facilities/DAS HUBS Within Public Right-Of-Way

1. In accordance with Minn. Stat. 237.163, Subd. 3a (B), applicant may include up to 15 small wireless facilities per permit, if they are within a two-mile radius, consist of substantially similar equipment, and are to be placed on similar types of wireless support structures. Projects involving additional facilities and/or a greater area may require multiple applications and corresponding fees.
2. Any excavations or obstructions associated with the work under this permit must be permitted under the appropriate additional Excavation or Obstruction Permit. All work must adhere to the provisions of each required permit.
3. 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.
4. 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.
5. Notify the Public Works Department at least 48 hours in advance prior to construction, 763.229.4535.
6. 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.
7. Streets may not be closed to traffic unless expressly authorized by the permit and necessary notifications have been made.
8. 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.
9. 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.
10. All city or privately owned wireless support structures placed within the city limits must be of a fully enclosed design such that the maximum amount of facilities, including any wiring, are concealed inside the structure or below ground. All wireless support structures, whether existing, new or replacement, must:
 - a. Be constructed of aluminum or steel;
 - b. Be the same color as neighboring, similar support structures and be of similar design characteristics;
 - c. Where constructed as a light pole, luminaire(s) and luminaire arm(s) must match adjacent city lighting standards and must contain an LED fixture in accordance with city specifications.



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11. Antennas must be top-mounted and concealed within a radome (a structural, weatherproof enclosure that protects antennas from environmental damage while constructed of material that minimally attenuates the signal transmitted/received by such antenna) or otherwise concealed to the extent feasible. Cable connections, antenna mounts, and other hardware must also be concealed. The radome or other concealment must be non-reflective and painted or otherwise colored to match the wireless support structure.
12. Collocations between wireless service providers and with other utilities on the same support structure are required wherever feasible. If an applicant proposes to not collocate in areas where collocation options are or appear to be available, the applicant must document that collocation is infeasible. The Public Works Director shall determine infeasibility.
13. Concealment elements must be incorporated into the proposed design of the small wireless facility installation and must include approved camouflaging or shrouding techniques.
14. Ground-mounted equipment must be installed below grade or, if technically necessary, concealed in a ground-mounted cabinet. In addition to any applicable requirements of City code, ground mounted cabinets must:
 - a. Be installed flush to the ground;
 - b. Be the same color as neighboring, similar support cabinets or other ground-mounted structures;
 - c. Not interfere in any way with the flow of pedestrian, bicycle or vehicular traffic;
 - d. Conform to the Americans with Disabilities Act (ADA); and
 - e. Not create a safety hazard.
15. Unless otherwise required for compliance with Federal Aviation Administration or Federal Communication Commission regulations, wireless facilities shall not include any lights or lighting. This provision does not prohibit installations on streetlights or the installation of luminaires or additional street lighting on new support structures if and where required by the city. All wireless support structures must be capable of accommodating street lighting to facilitate future street lighting as may be determined by the city.
16. New or replacement wireless support structures must be placed:
 - a. A minimum of two lot lines, or approximately 200 feet, whichever is greater, from any existing wireless support structure or utility pole on the same side of the street or right-of way, and one lot line or approximately 100 feet, whichever is greater when on the opposite sides of the street or right-of-way.
 - b. At a distance which is the same as the prevailing separation distance among existing wireless support structures and poles in the surrounding vicinity as agreed upon by the applicant and City, or determined by the City where agreement cannot be reached;
 - c. As functional streetlights as the City may require, in its reasonable discretion;
 - d. In alignment with existing trees, wireless support structures, utility poles and streetlights;



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- e. An equal distance between trees when possible, with a minimum of 15 feet of separation such that no proposed disturbance shall occur within the critical root zone of any tree;
 - f. With appropriate clearance from existing utilities;
 - g. Outside of a 20-foot equipment clear zone (for base cabinets less than 18 inches in diameter) or 30-foot clear sight triangle (for base cabinets equal to or greater than 18 inches in diameter) at intersection corners;
 - h. So as not to be located along the frontage of a federal, state, or local Historic building;
 - i. So as not to significantly create a new obstruction to property sight lines;
 - j. At shared property lines, if feasible;
 - k. Not within 50 feet of the apron of a fire station or other emergency responder facility.
17. Existing city-owned wireless support structures shall remain in their existing location unless otherwise permitted by the city. Replacement pole height shall not exceed 50 feet, or the height of the existing utility pole or wireless support structure, whichever is greater.
18. Any new wireless support structure or other facilities associated with a new or existing wireless support structure must not obstruct access to:
- a. Any existing above-ground or underground right-of-way user facilities or public facilities;
 - b. Any public infrastructure for traffic control, streetlight or public transportation purposes, including without limitation any curb control sign, parking meter, vehicular traffic sign or signal, pedestrian traffic sign or signal, barricade reflectors, etc.;
 - c. Any public transportation vehicles, shelters, street furniture or other improvements at any public transportation stop (including, without limitation, bus stops, streetcar stops, and bike share stations);
 - d. Fire hydrants;
 - e. Any doors, gates, sidewalk doors, passage doors, stoops or other ingress and egress points to any building appurtenant to the right-of-way; or
 - f. Any fire escapes.
19. 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.
20. 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.
21. The City reserves the right to deny future permits based on previous unsatisfactory restorations.



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- 22. **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.**
- 23. **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.
- 24. 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.
- 25. 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.
- 26. 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.
- 27. 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.
- 28. 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).

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:

- | | |
|---|---|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Land Use Application (PC# _____) |
| <input type="checkbox"/> Grading + Erosion (PW# _____) | <input type="checkbox"/> Temporary Certificate of Occupancy |
| <input type="checkbox"/> Site Improvements (PW# _____) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Security Deposit-Do Not Charge | |

Additional Notes: _____



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<i>Final Planned Unit Development or Final Special Development Plan</i>	<i>Administration Fee</i>	\$400
	<i>Escrow</i>	\$2,000
<i>Planned Unit Development Amendment or Special Development Plan Amendment</i>	<i>Administration Fee</i>	\$400
	<i>Escrow</i>	\$1,500
<i>Concept Review</i>	<i>Administration Fee</i>	\$400
	<i>Escrow</i>	\$500
<i>Vacation of Easement</i>	<i>Administration Fee</i>	\$200
	<i>Escrow</i>	\$1,000
<i>Site Plan Review</i>	<i>Administration Fee</i>	\$1,500
	<i>Escrow</i>	\$500
<i>City Code Amendment</i>	<i>Administration Fee</i>	\$500
	<i>Escrow</i>	\$2,000
<i>Zoning Code or TRC Amendment</i>	<i>Administration Fee</i>	\$500
	<i>Escrow</i>	\$2,000
<i>Zoning Letter</i>	<i>Administration Fee</i>	\$100
	<i>Escrow</i>	\$150
<i>Land Use Requests-Not Already Specified</i>	<i>Administration Fee</i>	\$1,000
	<i>Escrow</i>	\$100
<i>Zoning Permit</i>	<i>Decks Under 30", Driveways, Fences, Sheds, Temporary Structures, and Chicken Coops</i>	\$100
	<i>Commercial Parking Lot Resurfacing</i>	\$200
<i>Recreational Vehicle Parking Permit</i>	<i>7 Day Permit, Renewable Once Per 12 Months</i>	\$25
<i>Home Occupation I Permit</i>		No Charge
<i>Home Occupation II Permit</i>	<i>Administration Fee</i>	\$150
	<i>Escrow</i>	\$500
<i>Commercial Outdoor Display + Sales Area Permit</i>		\$100
<i>Commercial Recreation Outdoor Permit</i>		\$100
<i>Appeal of Administrative Zoning, Sign, or Subdivision Decisions</i>	<i>Administration Fee</i>	\$200
	<i>Escrow</i>	\$1,500



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<i>TCAAP Development Related Professional Services Charge</i>	<i>Any portion of the TCAAP development may prepay on behalf of future parcels, with the prepayment amount netted out and the fee schedule updated annually.</i>	<i>\$2,743 Per Acre</i>
VII. Public Works/Engineering		
<i>Outstanding Balance Escrow</i>	<i>Balance Owed On Existing Permits From The Same Permittee</i>	<i>110% Of The Amount Owing</i>
<i>Annual Utility Owner/Contractor Registration</i>	<i>Annual Registration Fee</i>	<i>\$80</i>
<i>Right-Of-Way Permit-Excavation</i>	<i>Administrative Fee</i>	<i>\$35</i>
	<i>Excavation Permit Base Fee</i>	<i>\$125 + \$0.55/LF Of Trench or Directional Bore</i>
	<i>Escrow</i>	<i>Determined By Public Works Plus Outstanding Balance Escrow If Applicable</i>
<i>Right-Of-Way Permit-Obstruction</i>	<i>Administrative Fee</i>	<i>\$35</i>
	<i>Obstruction Permit Base Fee</i>	<i>\$5- + \$0.05 LF+\$50/Each (Per Pole, Cabinet, Tree, etc.)</i>
	<i>Escrow</i>	<i>Determined By Public Works Plus Outstanding Balance Escrow If Applicable</i>
<i>Right-Of-Way Permit-Small Cell Wireless Facilities/DAS HUB (Up to 15 Locations Per Application)</i>	<i>Administrative Fee</i>	<i>\$35</i>
	<i>Small Cell Wireless Facilities/DAS HUB Permit Fee</i>	<i>\$100 per Site: \$500 Minimum</i>
	<i>Rent + Maintenance Fee</i>	<i>Rent: \$180Per Year + Utility Company; Plus Maintenance: \$27 Per Year/Location</i>
	<i>Escrow</i>	<i>Determined By Public Works Plus Outstanding Balance Escrow If Applicable</i>



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<i>Right-Of-Way Permit-Extension</i>	<i>Permittee Request To Extend Dates Specified Within The Permit</i>	<i>\$50</i>
<i>Right-Of-Way Permit-Delay Penalty</i>	<i>In Accordance With Minnesota Rule 7819.1000 Subpart 3</i>	<i>\$25 + Permit Extension Fee</i>
<i>Hydrant Meter Rental (For City Related Projects, Only Deposit Amount is Required)</i>	<i>Permit Fee, Monthly Rental + Water Usage</i>	<i>\$200 + State Surcharge of \$1 + rental of \$50 Per Month, + Applicable Water Usage Rate Charge for Consumption</i>
	<i>Deposit</i>	<i>\$2,500</i>
<i>Grading + Erosion Control Permit (Required When Land Disturbance is >2,500 sf or >50 cy or within 1,000' of Shoreland Area, as Outlined in Chapter 15 of City Ordinance)</i>	<i>Residential (Grading Work >2,500 Sf To 5,000 Sf Or >50 Cy Or Within 1,000' Of Shoreland Area)</i>	<i>Resident Self-Performed \$60, Residential Remodel \$200, Residential New Build \$3000</i>
	<i>Non-Residential</i>	<i>0-1 Acre: \$350 >1-5 Acres: \$550 >5-10 Acres: \$1,100 >10-20 Acres: \$1,650 >20-40 Acres: \$2,200 >40 Acres: \$2,750 + \$500 Each 10 Acres Thereafter</i>
	<i>Escrow</i>	<i>Determined By Public Works Plus Outstanding Balance Escrow If Applicable</i>
<i>City Performed Restoration Fee</i>	<i>City Restoration Or Corrective Work Of Permittee's Responsibility</i>	<i>Actual Cost of Materials and Labor Plus 10% Administration Fee</i>



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BILLABLE RATES FOR CITY EQUIPMENT + LABOR		
<i>*Operator rate PLUS equipment rate will be charged. All Rates are per hour with a one hour minimum.</i>		
<i>Equipment Rates</i>	<i>Heavy Equipment</i>	<i>\$175</i>
	<i>Heavy Trucks</i>	<i>\$175</i>
	<i>Medium Equipment</i>	<i>\$150</i>
	<i>Medium Trucks</i>	<i>\$150</i>
	<i>Light Equipment</i>	<i>\$100</i>
	<i>Light Trucks</i>	<i>\$100</i>
<i>Operator Rates</i>	<i>Superintendent</i>	<i>Regular: Overtime</i>
	<i>Lead Maintenance Worker</i>	<i>Regular: Overtime</i>
	<i>Maintenance Worker</i>	<i>Regular: Overtime</i>
<i>Water Tower Telecommunications Plan Review + Inspections</i>	<i>Permit Fees + Escrow</i>	<i>Actual Legal And Consulting Engineering Costs + \$200 Administration + \$2,500 Escrow</i>
<i>Water Tower Telecommunications Maintenance or Repair Access</i>	<i>Per Call-Out</i>	<i>No Charge During Normal Business Hours, Otherwise After Hours Callout Rates Apply</i>
<i>Water Shut-Off/Turn-On</i>	<i>Per Call-Out (Applied To Water Bill)</i>	<i>No Charge During Normal Business Hours, Otherwise After Hours Callout Rates Apply</i>
<i>After Hours Call-Out (Weekdays)</i>	<i>Conducted Outside Normal Business Hours, Minimum Of 2 Hours</i>	<i>\$100 Per Hour</i>
<i>Holiday or Weekend Call-Out</i>	<i>Minimum Of 2 Hours</i>	<i>\$150 Per Hour</i>
VII. Utility Hookup Charges		
<i>Water Permits–Service Installation/Repairs/Alteration/ Reinspection (Regular Business Hours)</i>	<i>Per Inspection</i>	<i>\$80 For Residential \$250 For Commercial</i>
	<i>Escrow</i>	<i>Determined By Public Works Plus Outstanding Balance Escrow If Applicable</i>
<i>Water Permits–Interior Plumbing, New Home</i>		<i>\$45</i>



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<i>Water Permanent Disconnect</i>	<i>Fee To Disconnect</i>	<i>\$80 For Residential \$250 For Commercial</i>
	<i>Escrow</i>	<i>Determined By Public Works Plus Outstanding Balance Escrow If Applicable</i>
<i>Curb Box + Service Lead, 1" Service Connection</i>		<i>\$80 For Residential</i>
	<i>Escrow</i>	<i>Determined By Public Works Plus Outstanding Balance Escrow If Applicable</i>
<i>Larger Than 1" Service Connection</i>		<i>Set By Engineer</i>
<i>Water Permits-Plan Check Fee</i>		<i>Set By Inspector</i>
<i>Water Permits-After Hours (Weekdays) Inspections or Reinspection</i>	<i>Call-Out Rate Per Visit, Minimum of 2 Hours</i>	<i>\$100 Per Hour</i>