



Annual Right-of-Way Utility Owner/Contractor Registration (\$80 Fee)

Each person who occupies, uses, or seeks to occupy or use the right-of-way or any equipment located in the right-of-way, including by lease, sublease, or assignment, or who has, or seeks to have, equipment located in any right-of-way must register with the city. Registration must be completed before permit applications will be reviewed or work can be performed in the right-of-way.

Registration Information

Registrant (Contractor) Name: _____

Utility Name: _____

Address: _____ Telephone: _____

City: _____ State: _____

Contact Person: _____ Telephone: _____

24-hour Contact: _____ Telephone: _____

Email: _____

Applicant Signature: _____ Date: _____

Gopher State Registration Certificate Number

Certificate Number: _____

Financial Security for the current calendar year of _ is attached.

Certificate of Insurance valid for the current calendar year of _____ is attached.

Completed forms, insurance, and financial securities shall be sent to the City (CD@CityOfArdenHills.org) annually and will be valid through December 31 of the current year.

**Refer to Section 360 of the City Code of Ordinances for right-of-way rules and regulations.

**The registrant shall keep all the information listed above current at all times by providing to the City information of changes within fifteen (15) days following the date on which the registrant has knowledge of any change.



NOTICES + AUTHORIZATIONS: No work shall be done under this license until the insurance policies have been filed and approved by the City of Arden Hills Code Enforcement Division.

Pursuant to Laws of Minnesota, 1984, Chapter 502, Article 8, Section 2 (270.72) (Tax Clearance; Issuance of Licenses), the City of Arden Hills is required to provide to the Minnesota commissioner of Revenue the Minnesota business tax identification number and social security number of each applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

- This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes
- Upon receiving this information, the City of Arden Hills will supply it only to the Minnesota Department of Revenue; however, under the federal exchange of Revenue may supply this information to the Internal Revenue Service
- Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application. The above signed applicant makes this application pursuant to all the laws of the State of Minnesota and such rules and regulations as the Council of the City or Arden Hills may from time to time prescribe. The above-named firm hereby applies for a license for the term of one year, this term beginning January 1st – December 31st (current calendar year) with the City of Arden Hills



Financial Security Requirements

An annual restoration performance escrow of \$3,000 shall be provided to the City for routine maintenance work during the current year. For large deployments additional securities will be required. Please see the City's current Fee Schedule.

In the event the City draws on the escrow account, the contractor/utility owner shall replenish the account to a full balance prior to issuance of any new permits. A stop work order may also be implemented until replenishment occurs at the discretion of the Public Works Department.

Insurance Requirements

A Certificate of Insurance issued by a company licensed to do business in the State of Minnesota must be provided with the following minimum coverage:

WORKER'S COMPENSATION: Registrant must maintain worker's compensation insurance or provide evidence it qualifies as a self-insurer of worker's compensation for all its employees in accordance with statutory requirements of the State of Minnesota.

WORKER'S COMPENSATION WAIVER

If you are a sole proprietor and have chosen not to carry worker's compensation, the following waiver must be signed. As a sole proprietor or partnership, I/we have chosen not to carry Worker's Compensation Insurance on myself/ourselves.

Applicant Signature: _____ Date: _____

GENERAL LIABILITY: Public Liability, including premises, products and complete operations. (1) Bodily Injury Liability: \$1,000,000 for each person \$3,000,000 for each occurrence (2) Property Damage Liability: \$3,000,000 for each occurrence. In lieu of (1) and (2) Bodily Injury and Property Damage Combined: \$3,000,000 single limit.

COMPREHENSIVE: Automobile Liability Insurance, including owned, non-owned and hired vehicles. (1) Bodily Injury Liability: \$1,000,000 for each person \$3,000,000 for each occurrence (2) Property Damage Liability: \$3,000,000 for each occurrence. In lieu of (1) and (2) Bodily Injury and Property Damage Combined: \$3,000,000 single limit. Certificate shall insure registrant against personal injury claims, including death, claims for property damage arising out of (i) use and occupancy of the right-of-way by registrant, its officers, agents, employees and permit holders, and (ii) placement and use of equipment or facilities in the right-of way by registrant, its



officers, agents, employees and permit holders, including but not limited to, protection against liability arising from completed operations, damage of equipment, and collapse of property. Certificate shall name the City as an additional insured for whom the coverage required is in force and applicable and for whom defense will be provided as to all such coverage. Certificate shall require the Arden Hills Public Works Department be notified a minimum of thirty (30) days prior to policy cancellation.

REQUIRED SUBMITTALS:

- Payment of \$80
- Certificate of Liability Attachment
- Certificate of Workers Compensation (or sign Workers Compensation Waiver) Attachment