

Application for Work in Public Right of Way

Job site address: _____

Applicant is: Owner Contractor

Property owner

Name: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Alternate phone: _____

Contractor

Name: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Alternate phone: _____

Specific description of work to be completed:

Information required

Date work to begin: _____ Date work to end: _____

After hours or weekend work: Yes No If so, when: _____

Is this work for repair of existing? Yes No

Check all that apply below

Sub-type

- Sidewalk
- Driveway apron
- Curb and gutter
- Boulevard
- Roadway
- Where in roadway:
 - Driving lane
 - Parking lane

Work type

- Replace
- Remove
- New
- Hole (number of holes: _____)
- Trench
- Road/lane closure*

*Must include a traffic control plan

Dimensions of work

- Work above ground
- Work below ground
- Length: _____
- Width: _____
- Depth: _____

Permits issued and inspections made by the city are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the conformance to applicable city codes. City infrastructure or right of way that is disturbed or damaged during the installation shall be restored to an equal-to or better-than condition prior to excavation. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of St. Louis Park.

Applicant signature: _____ Date: _____

For office use only

Permit number: _____ Approved/date: _____ Issued: _____

Permit fee: _____ Investigation fee: _____ Total fees: _____

Requirements for Working in the Public Right of Way

Rules that apply

1. Minnesota State Statute 216D – One Call Excavation Notice System
2. MnDOT's Temporary Traffic Control Zone Layouts Field Manual, dated January 2018
3. All OSHA requirements.
4. MnDOT and city specifications
5. If, within the past three years, the applicant has demonstrated an inability to comply with regulations and conditions set forth by the city related to the issuance of permits, the city may deny issuance of a permit, (Sec. 24-251 of City Code).
6. Any permits issued after Oct. 1, 2018 will be subject to the following requirement. The entire curb ramp is required to be brought into Americans with Disabilities Act (ADA) compliance if there is any alteration to the curb ramp, the curb in front of the curb ramp or the landing. View the [MnDOT curb ramp compliance form](#). Upon completion, the city will field verify that the ramp is in compliance. No permit will be closed until the curb ramp meets these requirements.

Construction conditions

1. As part of the application, the applicant shall submit a scaled drawing of the proposed construction detailing locations, dimensions, details, etc. of all existing and proposed facilities.
2. It is the applicant's responsibility to contact Gopher State One Call for utility locations.
3. No street closures are allowed unless authorized by the permit. If a lane closure or detour is needed, the city must approve a traffic control plan prior to the commencement of work. The plan shall conform to the MnDOT Temporary Traffic Control Zone Layouts Field Manual, dated January 2018.
4. No equipment or machines shall be piled near or driven over any roots of any boulevard tree unless protected by a proper guard and/or tree protection.
5. No person shall remove, destroy or injure any tree or shrub in the public right of way without prior approval.
6. All other utilities encountered shall be protected and any damage shall be the responsibility of the applicant.
7. All concrete and bituminous surfaces shall be saw cut (full-depth) and replaced according to city specifications.
8. Pipe installation under concrete or bituminous roadways shall be done by jacking or boring, unless otherwise authorized by the city. When a pipe of three inches or larger is installed by jacking or boring, a casing of larger dimension must be used to encase the pipe.
9. Backfill shall be placed and compacted in six-inch layers using mechanical vibratory equipment.
10. Pavement replacement will be marked by the city inspector in the field after the inspection of backfilling and compaction.
11. The work area shall be restored, as soon as possible, to an equal-to or better-than condition prior to excavation.
12. The applicant is responsible for replacement of sod and pavement should settlement occur within two years of restoration.
13. Undermining of pavements or structures shall not be allowed. If undermining occurs, as determined by the city, pavements or structures must be removed and replaced.
14. Disposal of any construction debris must occur outside of city limits. Disposal is not allowed on any vacant lot, private or public, in St. Louis Park.
15. Should a utility placement location change be deemed necessary, revised plans must be approved by the city prior to construction.
16. Should utility placement occur at a location different than shown on the approved plans, the city will require the applicant to remove and relocate at the applicant's cost.
17. Removal of all unnecessary infrastructure is recommended within the city right of way. Any future costs for removal of abandoned utility infrastructure within the city right of way shall be the responsibility of the applicant.

Limitations

1. The applicant shall contact the city at 952.924.2656 at least 48 hours prior to construction.
2. Work shall be done between 7 a.m. and 3:30 p.m., Monday — Friday, not including holidays or as approved by city.
3. Damage to the street surface by equipment with lugs shall be avoided. Permittee will be required to replace or repair damaged sections of street.
4. No material, equipment or vehicles shall be stored or parked on city streets without prior city authorization.
5. The work area shall be cleaned at the end of the workday or when work is otherwise completed.
6. Inspection of the base and concrete mix is required prior to pouring. The applicant shall contact the city at 952.924.2656 to schedule inspections.
7. All permits expire six months from the date of issuance. Extensions may be granted by the city with proper authorization.

Notification for non-emergency utility work

1. Written notice shall be sent by the applicant to all affected properties at least two weeks prior to commencement of work.
2. The permit application shall include a copy of the notification and a list of properties affected and notified.
3. The notification will include: the need/reason for the work; scope of work; dates of construction; contractor's contact person, including his/her phone number; and the city representative, including his/her phone number.
4. In the case of a large-scale project, the city may require the applicant to hold a public information meeting. The applicant will be responsible for scheduling and conducting the meeting prior to construction.
5. Only after the terms of this statement are met with full consent and knowledge of the city will approval be given for work to proceed as outlined on the application form.