

Right of Way Permit Application Instructions

Work in the city’s right of way cannot begin until the city has issued a permit. Issuance of a permit may take up to two weeks upon submittal of a completed application. Please call the engineering department at 952.924.2656 or Karen Wall at 952.924.2548 with any questions.

The applicant is responsible for familiarizing themselves with the permit requirements (on the back of the permit application), OSHA requirements, Gopher State One Call requirements and Minnesota rules.

If, within the past three years, an 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).

Checklist:

- Complete and sign permit application form.
- Determine permit fee based on the number of openings/excavations and the lineal feet or trenching (see fee table below).

Type of work	Fee calculation	Fee
Excavation	# of holes x \$60/hole =	
Directional boring	# of holes x \$60/hole =	
Trenching in street*	# of holes x \$60/hole + feet of trenching x \$400/100 feet =	
Trenching in boulevard**	# of holes x \$60/hole + feet of trenching x \$200/100 feet =	
Sidewalk***	_____ feet of work x \$12/10 feet =	
Curb and gutter***	_____ feet of work x \$12/10 feet =	
Driveway apron***	_____ feet of work x \$12/10 feet =	
Street/lane closure	Application fee only	
Irrigation (sprinkler) or landscaping	Application fee only	
Temporary no parking signs (for permit work only)	Refundable deposit \$25 per sign (minimum \$100 per permit) for use of signs, installed by contractor. <i>This fee is calculated separately from the right of way permit fee.</i>	
Application fee (for all permits)		\$60
TOTAL		

* Minimum of \$400 ** Minimum of \$20 *** Minimum of \$12

Trenching is defined as work that will run parallel with a city street.

Hole is defined by 10 inches or larger.

- Attach a detailed construction plan prepared in accordance with city requirements.

Experience LIFE in the Park

If blocking traffic or any travel way, including a sidewalk or trail, determine the appropriate MnDOT traffic control plate to use *See Temporary Traffic Control Zone Layouts Field Manual, January 2018, <http://www.dot.state.mn.us/trafficeng/publ/fieldmanual/fieldmanual.pdf>. Or, submit a traffic control plan.

If excavation is in roadway, the appropriate pavement repair will be determined by a city inspector in the field.

1. Determine if work to be done will be in a trench or a single hole.
2. Determine where the excavation will occur in relation to the centerline or striped parking lane of the street. In most cases, pavement will be replaced (full-depth) to the centerline of the street in a uniform shape. See detail sheets for further information.
3. Contact city inspector for further questions.

If excavation is in boulevard, determine if trees or other vegetation will be affected. Contact the city's environmental coordinator, Jim Vaughan, at 952.924.2699 to discuss appropriate tree protection.

*****INCOMPLETE PERMIT APPLICATIONS WILL NOT BE ACCEPTED*****