



PERMIT APPLICATION

Work & Obstruction in the Public Right of Way

The information provided on this form may be considered public data pursuant to data practices law. The City will comply with all applicable laws if the information is subject to a data request.

Address - Location of work (Attach to-scale or dimensioned layout diagram or site plan)

Applicant/Contractor & Contact Person Name 24 Hr Emergency Phone #

Address City State Zip Email

Project Name or # Excavation Temporary Access Start Date End Date (Includes full restoration)
Joint Application
Permanent Obstruction Temp. Obstruction

Work Type (check all that apply)

Boulevard City Project Construction Driveway Dumpster, Container, POD Fence(s) Irrigation Landscaping Private Utilities Retaining Wall Sanitary Sewer Sidewalk Storm Sewer Trailer, Equipment Trees / Landscaping Water Main Other: (Describe Below)

Facility Information (check all that apply) Purpose Disturbed Surfaces Replacement Surfaces

Buried Cable Cable TV Carrier Conduit Electric Fiber Optic High Pressure Gas Low Pressure Gas Overhead Utility Power Pole Service Sewer Liner Telecommunications Other: Abandon in Place Cut-Off / Disconnect New / Install Remove Repair Replacement Other: Bituminous Concrete Decorative Pavers Dirt / Gravel Trees / Shrubs Turf Other: Bituminous Concrete Decorative Pavers Dirt / Gravel Trees/Shrubs Turf Other:

Excavation Size Excavation Method
Number of street openings:
Number of blvd. openings:
Total Lineal Feet:
Length: Width:
Depth:
Augering Directional Bore Jacking Pneumagopher
Core Drill Hand Dig Open Trench Splice Pit
Direct Bury Hole Plow Other:

FEES Fees are doubled for work that is started before a valid permit is in place.

Table with 4 columns: Description, Amount, Quantity, Subtotal. Rows include Administration fee, Underground trenching, Excavation in boulevard, Excavation in street, Obstruction (no excavation) (temporary), Boulevard feature permit / ROW Occupation, TOTAL PERMIT FEE, Re-inspection fees.

**Required Attachments:**

Scale or dimensioned layout diagram or site plan of work to be done

City Registration

Bond: Amount \_\_\_\_\_  Individual project bond  Cash deposit  Self-insurance  Blanket bond on file

Certificates of Insurance

General Liability/business auto

Workers Compensation

Traffic Control Plan (Short term: comply with MnDOT Appendix B)

*I hereby apply for a permit and acknowledge that the information above and attached is complete and accurate; that the work will be done in accordance with the ordinances of the City of Osseo; that I understand this is not a permit but an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plans, specifications, and codes.*

**Applicant Signature**

**Date**

**For City use only:**

**Requirements/Provisions:**

**Permit approved by:**

**Date**

**Permit #**

**Receipt/Check #**

**Inspector:**

**Date inspected:**

**Inspection Notes:**

**Re-inspection required?:**

# RULES PERTAINING TO STREET AND RIGHT OF WAY EXCAVATIONS

## Notification

1. Notify property owners adjacent to the work PRIOR to Gopher State One Call locate or utility meet request.

## Safety

1. Excavations shall be properly protected and identified by barricades and warning devices, in accordance with the Minnesota Manual on Temporary Traffic Control Zone Layouts, and per the Minnesota Manual on Uniform Traffic Control Devices.
2. Barricades shall be erected so they provide suitable visibility in all directions. All warning devices, barricades, and safety vests shall be kept clean and in good repair at all times.
3. Advance warning of detours, approved by the Public Works Director, shall be posted no less than five working days before the detour is placed.
4. Excavations must be cribbed, sheeted, and/or fenced when necessary, or as required by the City.
5. No guys or stays should be attached to trees on right-of-way.
6. Underground construction must be constructed so it will not harm or unnecessarily destroy the root growth of trees.

## Roadway

1. **Boring or Jacking.** Installation of pipe under concrete or bituminous pavements shall be done by jacking or boring unless otherwise authorized the City.
2. **Backfill compaction.** All backfilling must be placed in 6-inch layers and thoroughly compacted; material must be flush and even with the road surface when finally in place, unless the City authorizes alternate construction methods.
3. **Quality of work.** Finished surface, base, and sub-base of road after excavation and backfill shall be at least equal in stability to finished surface, base, and sub-base prior to excavation. Concrete pavement shall be replaced according to specifications provided by the City.
4. **Pole anchors.** No pole anchors, anchors, braces, or other construction shall be put on roadway shoulder except by special authorization.
5. **Off-road travel.** No driving on shoulders or over curbs where damage will occur.

6. **Street closures.** Street may not be closed to traffic unless expressly authorized by the permit.

## Limitations

1. **Lugs on equipment.** No lugs which will damage the road surface shall be used on equipment traversing road.
2. **Clean-up.** Street surface, roadside, sidewalk, and boulevard shall be kept clean, neat, and presentable throughout construction as determined by Public Works. Right-of-way shall be cleaned up after work is completed.
3. **Notice of completion.** The permit holder shall notify the municipality issuing the permit within 24 hours, (Saturdays, Sundays and legal holidays excluded), if required, that the work has been completed and is ready for final inspection.
4. **Private Property.** The permit, as authorized, does not imply an easement on private property.

## RESTORATION

1. **Restoration.** If settlement or excavation fails within thirty days of completion date it shall be restored to its original condition by the holder of this permit.
2. **Timeframe.** Restore damaged/disturbed areas within 7 days of the work. Turf restoration must be completed by \_\_\_\_\_ or within 14 days of the work.

# BOND CHECKLIST FOR RIGHT OF WAY PERMITS

The following memo is a general checklist to assist technicians in their attempt to identify the most important aspects of bond verification. Normally the bond will consist of three pages:

- A. The bond itself.
- B. Corporate acknowledgement of contractor and surety.
- C. Power of attorney certification.

## A) Regarding the bond itself we need to ascertain the following information:

1. The bond must be described as a **permit** bond.
2. It must be identified with a reference or claim number.
3. It must identify the principal (contractor) and the surety co.
4. It must identify them both as being bound to the owner (city).
5. The amount of the bond should be an amount as specified on the permit. The dollar amounts should be identified numerically in addition to being written out with words.
6. The permit bond should be specific as to the description of the type of work to be constructed (such as utility tap, street/curb/sidewalk cut, excavation/restoration).
7. The bond shall be good for at least one (1) year and begin on the date of the final inspection or testing as noted on the permit. Bonds that run continuous until cancelled will also be accepted.
8. The bond must be dated and signed by an authorized officer of the principal and by a representative of the surety (attorney-in-fact).
9. The bond should have a corporate seal which clearly identifies the surety co. Often times the principal chooses to affix their corporate seal as well.

## B) Regarding the corporate acknowledgement:

1. This is a standard form which is signed and dated by the principal and the attorney-in-fact representing the surety.
2. The dates are to be the same as on the bond itself.
3. The signatures are to be notarized by a notary whose commission has not expired. The notary is in fact stating that the individuals who signed the bond are the same people who signed the corporate acknowledgement.
4. The surety must be registered to do business in the State of Minnesota.

## C) The power of attorney certification:

1. This is page three (3) and is generally a standard form.
2. It is a surety authorization, naming various individuals to sign and legally bind the bonding company.
3. The individual who signed page one, (bond) and page two, (the corporate acknowledgement) must also be listed on the certification (page three). This certification also describes the instruments that this individual is authorized to sign.
4. Page three (3) also has an assigned reference or claim number with an affixed corporate seal of the surety.
5. The certification date on this document must be the same as on the bond and the corporate acknowledgement.