

City of Oak Park Heights RIGHT-OF-WAY PERMIT FORM

CITY PERMIT NO.:	20 -	PERMIT FEE: minimum	\$150.00
COMPANY PERMIT NO.:		DATE:	

APPLICANT INFORMATION:

DEVELOPMENT/ ADDITION / LOCATION DESCRIPTION OR. SITE ADDRESS:

OWNER (Applicant) : _____

UTILITY COMPANY: _____ CONTACT PERSON: _____

TELEPHONE NO: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTRACTOR INFORMATION:

CONTRACTOR PERFORMING WORK: _____

CONTRACT NAME: _____ CONTRACT NUMBER: _____ PHONE: _____

CONTRACTOR PERFORMING WORK MUST ATTACH CURRENT CERTIFICATE OF INSURANCE NAMING THE CITY AS AN ADDITIONALLY INSURED AND IN AN AMOUNT NOT LESS THAN \$1,000,000. WITHOUT SUCH PROOF OF INSURANCE NO PERMIT WILL BE ISSUED.

TYPE OF WORK :

NEW PRIVATE UTILITY

REPLACE/REPAIR

COMMERCIAL DRIVEWAY APRON (WIDTH?) _____ feet

RESIDENTIAL DRIVEWAY APRON (WIDTH?) _____ feet

CONNECTION TO CITY SYSTEM (REQUIRES PREPAYMENT OF ACCESS FEES):

WATERMAIN STORM SEWER SANITARY SEWER

OTHER

WHAT THE WORK WILL INVOLVE (REQUIRES SECURITY TO PROTECT INFRASTRUCTURE / COMPLETE RESTORATION. Complex plans may incur additional costs for mitigation plan review and inspections. Must include erosion control, protective measures, and restoration plans - all new utilities must be fully located for future GSOC requirements):

STREET OPEN CUT (requires approved plan with access, traffic control, and inspected full width restoration - security required)

PATHWAY CUT (requires approved plan with full width restoration and security for restoration)

EXCAVATION IN BOULEVARD or CITY OWNED PROPERTY (requires approved plan and security for restoration)

R.O.W. ACCESS (requires approved plan on use, control, mitigation and restoration. Must have full marking of new utilities)

EXPLANATION OF WORK / ADDITIONAL COMMENTS:

PROPOSED START DATE: _____

PROPOSED END DATE: _____

Applicant agrees to abide by and follow all applicable ordinances, laws, rules, and regulations of all regulatory bodies, including but not limited to city, county, state or federal regulatory agencies. Applicant acknowledges that placement of its utilities in any Right-of-way is subject to the rights and rules of the City Of Oak Park Heights. Damage, loss or destruction of applicant's facilities and/or its resulting business interruption will not be restored, compensated or reimbursed by the City in the event the City needs to remove, relocate or terminate such facilities while accessing its utility services in the area for any reason. Private utility locates are required by the owner and/or applicant for the utility in the Right-of-way and in perpetuity.

The Applicant shall provide, at its sole expense, full "as-built" drawings for all infrastructure installed in the City Right-of-way. All "as-built" drawings shall be completed by a licensed Minnesota Engineer or Surveyor. "As-builts" shall be provided in paper and digital form acceptable to the City of Oak Park Heights including GPS coordinates in the Washington County Coordinate system. The City additionally reserves the right to remove and/or deactivate any and all installed infrastructure placed in its Right-of-way should these "as-builts" not be provided or should these prove inaccurate.

The Applicant accepts in perpetuity the responsibility to perform at its expense all necessary locates (Gopher State One Calls) that may arise or be requested in the future by the City or other parties. The Applicant does release and hold harmless the City from any and all responsibility for utility / service locates.

APPLICANT SIGNATURE - by your signature you accept and agree to all conditions as stated above. Must be signed by owner, president or CEO of firm installing utilities.

Name _____

Title _____

Signature _____

Date: _____

Phone #: _____

TO BE COMPLETED BY CITY		
PERMIT EXPIRATION DATE:		
SECURITY ESCROW AMOUNT REQUIRED: \$		
HAS PROOF IOF INSURANCE BEEN SUPPLIED?		
TYPE OF FINANCIAL SECURITY: <input type="checkbox"/> CASH/CHECK <input type="checkbox"/> ANNUAL		
APPROVAL SIGNATURE:	TITLE:	DATE:

RIGHT-OF-WAY FEES & CHARGES

Base Permit Fee

\$150 + Escrow Deposit

Includes initial review, plan and restoration review, permit issuance and tracking, one final inspection.

Additional Hourly Fee

\$ 60 per hour

Based on regular hour rate, does not include overtime or minimum hours for non-standard work hours.

Engineer / Legal Services

Actual Cost + 10%

Developer is required to pay for all City-out of pocket expenses; e.g. contract work as required by the City for review, testing, additional mapping, digitizing, survey work, recording, etc.

Re-inspections (½ hr min)

\$60 per hour.

Escrow Deposit Requirements:

Tracer wire installations in grass ROW shall have a \$1,000 deposit, minimum, in case engineer needs to be brought in to survey and perform a trace. Separate escrow amounts will be required for street or trail impacts or other excavations based on proposed project, materials and areas to be disrupted. Fees for trenching, excavation, and additional infrastructure impacts will be estimated prior to permit issue and be adjusted for additional work on an hourly basis.