



4141 Douglas Dr. N. Crystal, MN 55422  
 Phone: 763- 531-1000 Fax: 763- 531-1188  
 Website: www.crystalmn.gov

# Application for Public Works Right-of-Way Permit

Date \_\_\_\_\_ Permit No. \_\_\_\_\_

<b>Site Address</b>	_____
<b>Property Owner</b>	Name _____
	Phone No. _____ Email _____

**Applicant is:** (check one) Property Owner \_\_\_\_\_ Utility / Facilities Owner \_\_\_\_\_ Contractor \_\_\_\_\_

<b>Utility/Facilities Owner</b>	Name/Company _____ Phone No. _____
	Local Representative _____ Email _____
	Address _____
	City _____ State _____ Zip _____
<b>Contractor</b>	Company _____ Phone No. _____
	Contact Person _____ Phone No. _____ Email _____
	Address _____
	City _____ State _____ Zip _____

**Note: Description of work, detailed drawing and site plan with dimensions must accompany this application.**

<b>Right of Way Work-Type:</b>	<input type="checkbox"/> - New	<input type="checkbox"/> - Remove/Install	<input type="checkbox"/> - Repair
<b>Right of Way Sub Type:</b>	<input type="checkbox"/> - Street Excavation	<input type="checkbox"/> - Curb Cut	<input type="checkbox"/> - Blvd Excavation
	<input type="checkbox"/> - Overhead	<input type="checkbox"/> - Underground	<input type="checkbox"/> - Road Closure
	<input type="checkbox"/> - Small Wireless Facility	<input type="checkbox"/> - Obstruction	<input type="checkbox"/> - Planting

Brief description of work: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Crystal to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Crystal and the State of Minnesota.

\_\_\_\_\_  
Applicant's Signature/Date

<u>Office Use Only:</u>	<u>Office Use Only:</u>
Additional Requirements: <input type="checkbox"/> - Performance Bond \$ _____	Permit Fee \$ _____
<input type="checkbox"/> - Certificate of Insurance	First 500 Linear Feet \$ _____
Required Inspections: <input type="checkbox"/> - Final <input type="checkbox"/> - Completion Certificate	Over 500 Linear Feet \$ _____
Permit Expiration Date: _____	Other Fees _____ \$ _____
	Total Fees \$ _____

Permit Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_



## **GENERAL REQUIREMENTS AND SPECIAL PROVISIONS FOR PUBLIC WORKS RIGHT-OF-WAY PERMIT**

1. **Compliance with other laws** - Obtaining a right-of-way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law or regulation. A permittee shall comply with all requirements of local, state and federal laws, including Minnesota Statutes, section 216D.01-.09 ("one call excavation notice system"). A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.

A permit as issued does not in any way imply an easement on private property or grant a right to encroach on private property or grant permission to occupy or perform any work within the rights-of-way of any other agency or jurisdiction

2. **Permit on Job** - Permits or copies shall be kept on the work site, while work is in progress, in the custody of the individual in charge and shall be exhibited upon request by any City official.
3. **Execution** - The Permittee shall use due diligence in the execution of the work authorized under this permit in order not endanger or unnecessarily obstruct travel along the said roadway. Operations shall be so conducted at all times as to permit safe and free travel over the roads within the limits of the work. All safety measures for the free movement of pedestrian and vehicular traffic shall be provided by the permittee at its own cost.

**Permittee shall give a minimum of 2 days advance notice to all adjacent properties to the route of construction prior to beginning of any work.**

Contact Mick Cyert at (763) 531-1161 or via email at [mick.cyert@crystalmn.gov](mailto:mick.cyert@crystalmn.gov) at least 2 business days prior to the beginning of any work

4. **Provisions and Specifications** - These general requirements and specifications shall be considered as forming an integral part of each and every permit issued for operations on City roadways. The work authorized by this permit shall be done at such time and in such manner to be consistent with the safety of the public and shall conform to all requirements and standards of the City of Crystal as herein specified. If at any time it shall be found by the City of Crystal that the work is not being done or has not been properly performed, the Permittee, upon being notified shall immediately take the necessary steps, at their own expense to place the work in conformance to said required standard.

5. **Barricades and Traffic Control** - All traffic warning devices and barricades shall conform to the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), and the MnDOT Temporary Traffic Control Zone Layouts Field Manual, current editions and any and all updates or supplements thereto.

Excavations shall be protected by a suitable barricade, guard, or fence sufficient to prevent persons or animals from entering the excavation.

All traffic warning devices, barricades, flag persons and equipment shall be provided by the parties or organizations performing the work. Said devices shall be removed from the job site promptly upon completion of the work.

OHSA - appropriate safety vests shall be worn by *ANYONE* occupying City right-of-way.

6. **Erosion Control** - Erosion control shall be performed in accordance with the provisions of Mn/DOT 1717.2 except as modified below:

A. Street Cleaning: Soil tracked or dropped onto existing area and surrounding paved areas shall be swept daily with a pick-up sweeper at the Permittee own expense.

B. Storm Sewer Inlet Protection – The Permittee shall install and maintain inlet protection devices on all storm sewer inlets impacted by construction. The device used shall be WIMCO Model #CG23 inlet device or approved equal.

The Permittee is advised to refer to “Protecting Water Quality in Urban Areas – Best Management Practices for Minnesota” and be found at:

<https://www.pca.state.mn.us/water/stormwater-best-management-practices-manual>

7. **Damage to Roadway** - If pavement, roadway or right-of-way is disturbed or damaged, same shall be restored in a timely manner to its original or a better condition at the sole expense of the Permittee. Permittee’s failure to correct such damage in a timely manor will result in the City of Crystal, through its own forces or contractors, making repairs and billing the Permittee for all costs and expenses related thereto. Permittee agrees if it fails to make payment of said amount, it shall pay all costs relating to debt collection.
8. **Americans with Disabilities Act** – Any work in the City rights-of-way that impacts any pedestrian facilities requires that the restoration of the pedestrian facilities impacted be restored to conform to the current ADA requirements and standards.
9. **Clean up and Restoration** – The work to be done under a right-of-way permit involving excavation, including the patching and restoration of the right-of-way as required herein, must be undertaken and completed promptly but in no case later than the dates specified in the permit,

Street surfaces and roadside shall be kept, neat and presentable throughout construction as determined by the City of Crystal.

The Permittee shall remove at own expense all temporary structures, rubbish, excess and waste materials, equipment, etc. from the site of the work authorized by this permit on a routine basis.

All surfaces disturbed or damaged by Permittee operations due to the performance of the work authorized by this permit shall be restored, at Permittee's expense, in accordance with the following requirements.

- A. When sod or turf is disturbed by any operation of the permittee, such sod or turf shall be removed and replaced with new sod meeting the requirements of Mn/DOT 3878. New sod shall be placed on not less than 6-inches of topsoil. The sod shall be placed and maintained in accordance with Mn/DOT 2575. The permittee shall maintain and water the sod for 30 calendar days. The City will then makes final inspection and consider acceptance of the sod.
- B. Where the City Engineer determines that seeding is warranted, such areas shall be restored in accordance with Mn/DOT 2575 with not less than 6-inches of topsoil and hydro-seeded with Seed Mixture 25-151 in accordance with Mn/DOT 3876, for hydro-seed operations. The determination to seed or sod shall be solely at the discretion of the City Engineer.
- C. Wherever bituminous surfaces are disturbed by excavation, trenching or by any operations of the Permittee, such waste materials and debris shall be disposed of outside of the City in accordance with the provisions of Mn/DOT 2104. Bituminous patches shall be straight line saw cut and squared up and shall be constructed in accordance with the provisions of Mn/DOT 2211 and Mn/DOT 2360 to substantially the same thickness or better as found of Class 5 aggregate base and Mn/DOT wearing course bituminous material. Bituminous material shall be placed on a compacted subgrade as approved by the City Engineer and in equal lifts with each lift shall not to exceed 2-inches in thickness.
- D. Concrete walks, driveways or curb and gutters that are disturbed or damaged by any operations of the Permittee shall be removed and replaced in accordance with the provisions of Mn/DOT 2104, Mn/DOT 2521 and Mn/DOT 2531. Concrete walks shall be constructed to a 4-inch thickness and concrete driveways shall be 7-inches.

Concrete Mix for sidewalks, driveways and curb and gutter shall be Mn/DOT Mixture 3F52

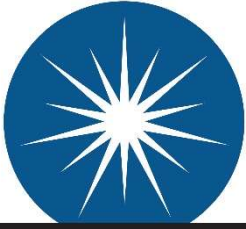
10. **Quality of Work** - Finished surface, base and sub-base of the road upon completion of the work shall be equal to or better than specifications for the original road. No pavement debris or any other debris shall be left buried in the backfill of any trench or excavation.



11. **Notice of Completion** - When the work under any permit hereunder is completed, the Permittee shall furnish a completion certificate in accordance with Minnesota Rules, part 7819.1300 and forms provided.
12. **Site Inspection.** Permittee shall make the work-site available to the City and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.
13. **Guaranty** – It shall be understood that the Permittee will be responsible for maintenance or repair of any and all failures due to workmanship, materials, settlement, erosion, and lack of vegetation growth, rutting or other job related problems for a 12 - month period following completion. During this 12-month period the Permittee, upon notification from the City, correct all restoration work to the extent necessary, using the method required by the City. Work shall be completed within 30 calendar days of the receipt of the notice from the City. Permittee shall be responsible for all costs and expenses related to said maintenance or repair.

If the Permittee fails to restore the right-of-way in the manner and to the condition required by the City, or fails to satisfactorily and timely complete all restoration required by the City, the City at its option may do such work. In that event the Permittee shall pay to the city, within 30 days of billing, the cost of restoring the right-of-way. If permittee fails to pay as required, the city may exercise its rights under any existing construction performance bond.

14. **Annulment** - In the event of failure or neglect, will or not, by the Permittee to comply with the prescribed conditions, restrictions and regulations, the City may revoke and annul this permit and order said Permittee to immediately remove any and all property belonging to the Permittee from the legal limits of the roadway or City property



**CITY of CRYSTAL**

4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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**Certificate of Final Completion  
For  
Public Works Right-of-Way Permit**  
Please Print

Permit No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ 20\_\_\_\_

Site Address \_\_\_\_\_

Utility/Facilities Owner \_\_\_\_\_

Contractor/Installer \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Design Professional \_\_\_\_\_ Phone Number \_\_\_\_\_

Begin Construction Date \_\_\_\_\_ Final Completion Date \_\_\_\_\_

Description of Work \_\_\_\_\_

**Permittee's Certification**

I, the permittee, \_\_\_\_\_ hereby certify that all work as authorized under this permit has been performed in conformance with all applicable codes, established rules and regulations and general requirements, specifications and construction standards of the City of Crystal and is ready for final inspection.

Permittee \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_  
(Authorized signature)

Company \_\_\_\_\_ Phone No. \_\_\_\_\_

**Complete this form and email to Engineering Project Manager, Ben Perkey at [ben.perkey@crystalmn.gov](mailto:ben.perkey@crystalmn.gov)**