



Project Address

Project Description and Location Check if a drawing is included with this application

Applicant Information Applicant's Job ID

Name or Business
 Address
 City State Zip Code
 Contact Person Phone Cell
 Email Address Cc Email

Owner Information Check if same as Applicant

Name or Business
 Address
 City State Zip Code
 Email Address Phone Cell

Contractor Information (Who will be doing the permitted work) Check if same as Applicant

Name or Business
 Address
 City State Zip Code
 Contact Person Phone Cell
 Email Address

Project Information

A. Nature of Work (Check all that apply)

Aerial	Underground			
Service	Main			
New	Remove and Replace	Repair	Maintenance	Abandon
Gas	Telecommunication	Electric	Sanitary	Water
Other				

B. Type of Surface to be Disturbed (Check all that apply)

Bituminous	Boulevard Surface	Sidewalk	Trail	Curb
Other				



C. Method of Installation (Check all that apply)

<u>Trench</u>		<u>Directional Bore</u>		<u>Aerial/Overhead</u>	
Length	FT	Length	FT	Length	FT
Depth	FT	Depth	FT		

Other

Street and Boulevard Excavation

Pit Hand Dig Pot Hole

Estimated Number of Street Excavations

Estimated Number of Boulevard Excavations

D. Estimated Starting Date

Estimated Ending Date

E. Street and Sidewalk Use (2 weeks notice required for street and sidewalk Use)

Street Closure Needed Sidewalk Closure Needed Traffic Control Plan Included

Start Date End Date To Be Determined

Street / Sidewalk Location

Cross Streets of Location

Can an emergency vehicle get through if necessary (*street closure only*): Yes No

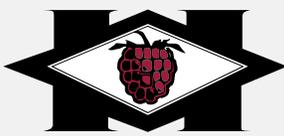
All street and sidewalk closures and traffic control plans are subject to review and require approval by the City Engineering Department and Streets Department. All warning devices and barricades shall be placed according to provisions in the most recent edition of the MMUTCD (Minnesota Manual on Uniform Traffic Control Devices). Advance warning of detours, approved by the City of Hopkins shall be posted no less than five working days before the detour is placed. Residents affected by a street closure shall have continuous access to their driveway, when this is not possible residents shall be notified no less than 48 hours before work commences. No parking signs shall be placed no less than 24 hours before work commences and shall be marked with the dates of the parking ban. All warning devices shall be removed from the City Right of Way promptly after work is completed.

Permit Fee Schedule

Type of Fee	Cost	Description
Right of Way Permit	\$150.00	Administration Fee (All Permits), Includes up to 2 excavations or 100 lineal feet of trenchless installation
Additional Street Excavation	\$100.00	Each
Additional Boulevard Excavation	\$50.00	Each
Trenchless Installation	\$1.00	Per Lineal Foot
Aerial Installation	\$0.50	Per Lineal Foot
Contractors Refundable Deposit	\$1500.00	May be required at City's Discretion
Street and Sidewalk Closure	\$100.00	Fee = Number of Weeks x Number of Segments

Permit processing may take up to 5 days. 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 Right of Way Rules, Conditions and Limitations have been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of Hopkins,

Applicant signature: _____ Date: _____



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, most current addition.
3. All OSHA requirements.
4. MnDOT and city specifications

CONSTRUCTION CONDITIONS

1. The applicant shall submit a scaled drawing of the proposed construction detailing locations and dimensions.
2. It is the applicant's responsibility to contact Gopher State One Call for utility locations.
3. All warning devices and barricades shall be placed according to provisions in the most recent edition of the MMUTCD (Minnesota Manual on Uniform Traffic Control Devices).
4. Advance warning of detours, approved by the City of Hopkins shall be posted no less than five working days before the detour is placed.
5. No street closures are allowed unless authorized by a separate permit. The City must approve a traffic control plan prior to the commencement of work.
6. No sidewalk closures are allowed unless authorized by a separate permit. The City must approve sidewalk closures prior to the commencement of work.
7. Residents affected by a street closure shall have continuous access to their driveway, when this is not possible residents shall be notified no less than 48 hours before work commences.
8. All warning devices shall be removed from the City Right of Way promptly after work is completed.
9. 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.
10. No person shall remove, destroy or injure any tree or shrub in the public right of way without prior approval.
11. All other utilities encountered shall be protected and any damage shall be the responsibility of the applicant.
12. All concrete and bituminous surfaces shall be saw cut (full-depth) and replaced according to City specifications.
13. Backfill shall be placed and compacted in twelve-inch layers using mechanical vibratory equipment.
14. The work area shall be restored, as soon as possible, to an equal-to or better-than condition prior to excavation.
15. The applicant is responsible for replacement of sod and pavement should settlement occur within two years of restoration.
16. Undermining of pavements or structures shall not be allowed. If undermining occurs pavements or structures must be removed and replaced.
17. Disposal of any construction debris must occur outside of City limits.
18. Should a utility placement location change be deemed necessary by the City, revised plans must be approved by the City prior to construction.
19. Should utility placement occur at a location different than shown on the approved plans, the applicant shall remove and relocate at the applicant's cost.
20. Removal of all unnecessary infrastructure is recommended within the City right of way.
21. Any future costs for removal of abandoned utility infrastructure within the City right of way shall be the responsibility of the applicant.
22. All work on water and sanitary services require a separate City Plumbing Permit application and inspection.
23. All connections to City owned water and sanitary mains require inspection by the Right of Way Inspector.
24. Disconnection of water and sanitary services must be done at the Main.
25. All work on water and sanitary services require a separate City Plumbing Permit application and inspection.
26. If a permit involves an excavation that extends more than 250 feet in length within the City right of way, the applicant must coordinate with City staff for an on-site utility meeting. Permit becomes valid beginning three business days after on-site utility meeting.

LIMITATIONS

1. The applicant shall contact the city at 952-548-6361 at least 24 hours prior to construction.
2. Except in connection with safety or emergency situations, all work at the site shall be performed during the following hours: 7:00 a.m. to 7:00 p.m. Monday to Friday and 8:00 a.m. 6:00 p.m. on Saturday or as approved by City.
3. Except in connection with safety or emergency situations, the Contractor shall coordinate watermain shut-downs with the water utility at least 24 hours prior to the requested shut-down for single family homes. 48-hours-notice is required for multi-family and commercial properties. 7-days-notice is required for daycares.
4. Except in connection with safety or emergency situations, 24-hours-notice is required for no parking signs and shall be marked with the dates of the parking ban.
5. No material, equipment or vehicles shall be stored or parked on City streets without prior city authorization.
6. The work area shall be cleaned at the end of the workday or when work is otherwise completed.
7. Except in connection with safety or emergency situations, excavation in street pavement less than 5 years old is not permitted. In the case of an emergency situation, street patches must be crown to curb, and follow the Right of Way Excavation Standard Plate.
8. Street patches in pavement 6 to 10 years old, street patches must be crown to curb, and follow the Right of Way Excavation Standard Plate.
9. Street patches in pavement 11 years old or more must follow the Right of Way Excavation Standard Plate.
10. Scheduling of large projects impacting the Right of Way shall not start before April 1st and shall be completed by October 31. Scheduling outside of these dates must be approved by the City.