

RIGHT-OF-WAY PERMIT

CITY OF SHAKOPEE
400 GORMAN STREET
SHAKOPEE, MN 55379
(952)233-9300

PERMIT TO WORK ON OR WITHIN CITY PROPERTY (RIGHT-OF-WAY OR EASEMENTS)

TYPE OF WORK: OBSTRUCTION ___ EXCAVATION ___ OTHER ___

1. Location of work: _____
(Street, property address or legal, or distance and direction from nearest public street intersection)

2. Name of Applicant: _____
PLEASE PRINT

3. Address: _____
STREET CITY STATE ZIP

4. Phone Number: _____ Cell: _____ Fax: _____

5. Email Address: _____

6. Name, address and phone numbers of party or organization performing work under this permit if other than applicant:

7. Emergency (24 Hr.) Contact Person:

Name: _____ PHONE _____

Address: _____

8. Nature and description of work to be performed under permit. **Include by attachment:** detailed description and scaled drawing of the proposed work including but not limited to identification of obstructions to be placed in or on City of Shakopee Right of Way / Easements areas, size and location of same, depth of excavation and location of spoils and supplies during work.

Indicate below items affected or disturbed by this permit, include a description for each.

- Curb & Gutter
 - Street Surface
 - Trail/Sidewalk
 - Trees
 - Pond/Wetlands
 - Public utilities (sewer, water)
 - Traffic Control Devices/Signs
 - Private utilities (elec, gas, etc.)
 - Drainage
 - Established Turf
 - Structure/Buildings
 - Other _____
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9. Work to start on _____ but not after _____
Work will be completed by _____

NOTE: Extension of permit is required if work is not complete in six months.

10. Will lane closures or detouring of traffic be necessary: YES _____ NO _____
If yes, give description and state duration:

- **All detour plans are required as part of this permit application and must be pre-approved** in writing by the City Engineer who shall be notified in writing at least 3 working days in advance of any approved detour being established, changed or discontinued.

11. All right of way work must be coordinated to protect the public interest. All Traffic Control will be in accordance with MN-Dot Specifications and City of Shakopee requirements, contact **Public Works Department 952-233-9368 / 9554 / 9550** for Pre-Work review of Traffic Control-Plan. Unless otherwise approved access to local areas, or detour, for residents must be maintained to standard throughout project.

12. Disturbed Right of Way / Easement and surrounding **areas will be protected and restored** to same or better condition with alike street surface, curbing, topsoil and sod per city Specifications, coordinated with the Public Works Department for work inspection.
13. **All restoration work will be completed within ten days** of permitted work completion, (work completed after 01 NOV will be restored on or before 01 MAY of the following year), contact Public Works Department for inspection or acceptance of work or plan with dates for winter work restoration.
14. **Work hours** within the City of Shakopee are seven (7) am to seven (7) pm Monday – Friday and nine (9) am to five (5) pm Saturday, to request Sunday and/or after hours work contact the Public Works Department for more information and request procedure.
15. Permittee **must notify** residents/public that maybe affected by this permit **five working days prior to start of construction** (By signage, mail, or personal contact).
16. All companies performing work in Right-Of-Way or Easement Area must have an up to date **registration and Insurance form on file** with the City of Shakopee before applying for a right of way permit.
17. All work in the City of Shakopee Right-Of-Way requires a **contractor warranty** of permitted work for a period not less than one year from the date of final inspection or acceptance by the City Of Shakopee. Permit holder must coordinate with City of Shakopee, Public Works Department for onsite work inspection and final acceptance of work area.
18. The **permit holder shall correct defects** in patching, or restorations performed by permit holder or permit holders agents. The permit holder, upon notification from the City of Shakopee shall correct all work necessary, using an industry best practices method or as required by the City of Shakopee, said work shall be completed within five days of receipt of notice from the City of Shakopee. If it is necessary for City of Shakopee to restore the Right-Of-Way or Easement area, during the twelve months following such restoration, the permit holder shall pay to the city, within thirty days of billing, all cost related or associated with correcting the defective work of permittee. These costs shall include but are not limited to administrative overhead, mobilization, material, labor, and equipment.
19. If the **permit holder fails to restore public Right-Of-Way** or Easement area in a manner, and to the condition required by permit, or fails to satisfactorily complete all restoration required in a timely manner the City of Shakopee may notify the permit holder in writing of the failure or shortcomings. Than after five days, the City of Shakopee may complete all necessary work and bill the permittee. If the city restores any part of the Right-Of-Way or Easement area due to the permit holder or permit holder agent’s failure, the permittee shall pay that cost within thirty days of billing by the City of Shakopee. These costs shall include but are not limited to administrative overhead, mobilization, material, labor, and equipment.
20. **Permittee will provide** project data necessary for the City of Shakopee to develop a Right-Of-Way and Easement mapping system in accordance with Minnesota, (Stat. 237.162, subd. 8 (6) 1998). Information required, but not limited to, location and elevation of applicant’s mains, cables, conduits, switches, and all related equipment and facilities, type, size and description of equipment plus all abandoned facilities.

1. The undersigned herewith accepts the terms and conditions of this permit by the City of Shakopee as herein contained and agrees to fully comply therewith to the satisfaction of the City of Shakopee.
2. The undersigned also declares that he/she has read, understands, and will comply with all City, County, and State Ordinances and all Right of Way Regulations as stated in this permit or supplemental condition may require.
3. The undersigned also declares a Certificate of Insurance or Self Insurance verifying coverage has been provided to and approved by the City of Shakopee clerk.

(CITY OF SHAKOPEE TO BE NAMED AS AN ADDITIONAL INSURED)

Signed: _____

Print Name: _____

Title: _____ Date: _____

FOR CITY OF SHAKOPEE USE ONLY

AUTHORIZATION OF PERMIT

FINANCIAL SECURITY AMOUNT: \$ _____

Type: _____ (Cash, bond, LOC, etc.)

Escrow: \$ _____ Receipt No. _____

Fee: \$ _____ Receipt No. _____

Permit No. _____

In consideration of agreement to comply in all respects with the regulations and codes of the City of Shakopee covering such operations, and pursuant to authorization duly given by said City of Shakopee, permission is hereby granted for the work to be done as described in the above application with said work to be done in accordance with Right of Way Regulations and supplemental condition:

APPROVED BY: _____

DATE: _____