



CITY OF DELANO  
 234 2nd Street North  
 PO Box 108  
 Delano, MN 55328  
 Phone: 763-972-0550 | 763-972-6174

RIGHT-OF-WAY OR CITY EASEMENT **UTILITY PERMIT** APPLICATION

Name and Address of Utility Owner:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

24-Hour Emergency Phone: \_\_\_\_\_

Name and Address of Party Performing Work:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

24-Hour Emergency Phone: \_\_\_\_\_

1. Nature of Work:  Hole (excavation)  Emergency Hole  Obstruction

2. Type of Utility: (Check appropriate boxes)

Main Line  Service Line  Other \_\_\_\_\_ for

Underground  Overhead

Sanitary Sewer  Water  Storm Sewer  Electric

Gas  Telephone  Cable TV  Other \_\_\_\_\_

Type of Surface to be Disturbed:  Gravel  Bituminous  Concrete  Boulevard

3. Location of work:

Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Located on Public Property \_\_\_\_\_ Private Property \_\_\_\_\_ Both \_\_\_\_\_

4. Depth of Excavation \_\_\_\_\_;  Open Trench - \_\_\_\_\_ lf.  Boring - \_\_\_\_\_ lf.

Number of holes to be excavated in Right-of-Way or City Easement \_\_\_\_\_

Description of Work (Attach site drawings with scaled dimensions from property lines)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Work to start on or after \_\_\_\_\_ and to be completed on or before \_\_\_\_\_
6. Narrative description of restoration plan of right-of-way (attach detailed site plan with restoration) plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.
7. Will detouring of traffic be necessary?  Yes  No If so, attach detour plan.
8. This application shall be accompanied by plans showing the extent of the proposed excavation work, dimensions and surface elevations. Location of any utilities within the excavation site and other information that may be necessary to evaluate the excavation.
9. Applicant must attach a copy of their security deposit (letter of credit or corporate bond).
10. Applicant must attach a copy of its public liability insurance. The Certificate of Insurance shall be issued by an insurance company authorized to do business with the State of Minnesota and must name the City of Delano, elected officials, employees, agents, and city consultants as additional insured.

**Ordinance 0-13-06 amended Section 301.01 Subd. 5 and Subd. 7 to state that all applicants working in the right-of-way must notify all residents located within 75 feet of work with written notice three days prior to any work beginning. The written notice must include contact information for the applicant, nature of work being done, possible planned services interruptions, anticipated construction dates including the duration of work and a map or graphic showing the location of the work relative to the properties. A copy of this written notice must be attached to this application.**

11. Have all residents within 75 feet of work being done been notified with a written notice three days prior to work beginning?  Yes  No
12. Is written notice attached to application?  Yes  No

**Notice to Applicant:**

Upon payment of permit fee in the amount of \$\_\_\_\_\_, submission of Insurance, security deposit, and in consideration of the agreement to comply in all respects with ordinances and regulations applicable to such an operation, permission is hereby granted for the work to be done as outlined above and shown on the attached detailed site plans.

- Applicant is responsible for notifications of any and all public and private utility companies including but not limited to calling Gopher State One Call 651-454-0002.
- Excavation (hole-trench) must be secured and left in a safe manner by the close of the same day as opened unless specifically exempted by the City.
- The bituminous and/or concrete surfaces must be restored to finished grade as authorized with the approved permit.
- Bituminous and/or concrete surfaces must be restored to finished grade by the third working day.
- Contractor is responsible for barricades and warning devices while the trench is open.
- Contractor must keep one-half of the street being closed open to traffic or provide a temporary bypass road. Roadway and sidewalk surfaces must be kept in good driving or walking condition at all times when open to the

public.

- The applicant will secure and hold the City, its elected and appointed officials, employees, and agents and its officers, harmless against any and all claims, judgments, or other costs arising from the excavation permit or for which the City, elected and appointed officials, employees, and agents may be liable by reason of any accident or injury to persons or property through the fault of the permittee.
- Failure to comply with the terms and conditions of this permit, supporting documents (attached detailed site plans), and the City's Right of Way Ordinance, will result in penalties as provided within the code. If the applicant fails to pay the cost of restoration the City will exercise its rights under the financial security.
- Applicant understands that a supplementary application is required for an extension of this right-of-way excavation permit before the expiration date of the initial permit.
- Applicant shall correct any and all defects in patches or restoration within the time period allotted within the order to repair or restore.

Signature of Applicant \_\_\_\_\_

Dated \_\_\_\_\_

**The date when the work is completed must be reported to the person designated by the municipality.**

Security Approval \_\_\_\_\_ dated \_\_\_\_\_  
City Administrator

Approved: \_\_\_\_\_ dated \_\_\_\_\_

*For Office Use Only:*

\_\_\_\_\_ Number of Holes; \_\_\_\_\_ Number of Emergency Holes

\_\_\_\_\_ Total feet of open trench

\_\_\_\_\_ \$150 per 2,000 Lineal feet \*\*\*Maximum 5,000 Lineal Feet\*\*\*

\_\_\_\_\_ **Total Amount**