

INSTRUCTIONS FOR COMPLETING APPLICATION FOR EXCAVATION/OBSTRUCTION PERMIT ON CITY STREET RIGHT OF WAY

Excavation/Obstruction Permit is for miscellaneous work activities on City street right of way. It may be used for installation of utility line/customer service line connections that do/do not cross or parallel the roadway within the right of way. It is also used for repair and maintenance of existing utility facilities, installing miscellaneous guy wires and anchors, or tree trimming around utility lines. It may also be used to place temporary obstructions on the right of way, to perform temporary relocations to accommodate construction projects, and to place objects on the right of way under Minn. Statutes §§160.27.

Fill Out This Form Completely

Print (in ink) or type all information. An incomplete application will delay processing.

- Be sure to sign it at the bottom. Submit the original form only.
- **FAXES ARE UNACCEPTABLE**
 - Complete each item on the application. Be specific. If any item does not apply, print "N.A." in the blank.
 - Provide a detailed location of proposed work and give reference to nearest cross streets.
- Include plans of proposed work along with detailed drawings showing type and location of work, on no larger than 11x17 sheets.
- Detail any type of traffic interference this work may require and submit a traffic control plan.
- Indicate type, kind and size of any object to be placed on right of way. Indicate the method of installation and equipment to be used for excavation and compaction.

Submit the complete, signed and dated application (all pages of the form) with the required plans to City Hall, 126 Marshall Avenue North, Litchfield, MN 55355.

After the Excavation/Obstruction Permit has been approved

The applicant will be notified and a security deposit may be required. The permit may have Special Provisions and drawings indicating the construction requirements. Compliance with these instructions during the work operations is mandatory. All Permittees are responsible for the entire costs of their work activities, including proper traffic control. Work cannot be started until all permit and deposit requirements are met and you have received the approved permit.

Security Deposit

A security deposit may be required for permits that authorize work in City street right of way to ensure that work is completed to the City's satisfaction. The actual amount required will depend on the specific situation. The City will determine the actual amount and type of deposit to be submitted based on the specific situation. Deposits may be in the form of a certified check, cashier's check, or surety bond made payable to "City of Litchfield" Deposits must be irrevocable and cannot expire. A permit will not be issued until the required deposit is received.

After construction is completed

The applicant must notify the City for final inspection. If the construction and all other related work is satisfactory and the turf items are re-established, the deposit will be returned to the applicant. The approved permit is a legal document and should be retained with other valuable papers.



**EXCAVATION/OBSTRUCTION PERMIT APPLICATION FOR
WORK ON CITY STREET RIGHT OF WAY**

*ATTACH A SKETCH OF THE PROPOSED WORK AREA AND RELATION TO CITY STREET.
SUBMIT TO CITY HALL OF LITCHFIELD, MINNESOTA.*

| | | |
|------------------------------|------------------|---|
| APPLICANT | TELEPHONE | ADDRESS (Street, City, State, Zip) |
| PARTY PERFORMING WORK | TELEPHONE | ADDRESS (Street, City, State, Zip) |

LOCATION OF PROPOSED WORK

NATURE OF WORK

SURFACE TO BE DISTURBED (Check Appropriate Boxes)
 Roadway Shoulder Concrete Bituminous Gravel Turf Only
 Other (explain)

| | | |
|--|---|--|
| DEPTH OF EXCAVATION BELOW SURFACE | NUMBER & SIZE OF EXCAVATIONS | METHOD OF INSTALLATION/CONSTRUCTION |
| WORK TO START ON OR AFTER | DATE WORK TO BE COMPLETED BY | IS TRAFFIC DETOUR NECESSARY? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES, TRAFFIC CONTROL PLAN IS REQUIRED.) |

APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION

The undersigned applicant hereby agrees to comply with applicable statutes, rules, and the standard conditions and special provisions of this permit. The applicant understands and agrees that no work in connection with this application will be started until the application has been approved and the permit issued.

The applicant is aware of circumstances or hazards that may arise while performing the work associated with this application that could result in injury, loss, damage or death, and the applicant assumes the risk of such circumstances, dangers and hazards, whether reasonably foreseeable or not.

The applicant also understands that this permit may also be subject to the approval of other road authorities having joint supervision over said street or highway, and may be subject to any other affected governmental agencies.

The undersigned applicant expressly agrees that except for negligent acts of the City, its agents and employees, the applicant or his/her agents or contractor shall assume all liability for, and save the City, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done in connection with this application and permit.

| | |
|-----------------------|----------------------|
| NAME AND TITLE | EMAIL ADDRESS |
| DATE | SIGNATURE |

DO NOT WRITE BELOW THIS LINE
PERMIT NOT VALID UNLESS BEARING AUTHORIZED CITY SIGNATURE

AUTHORIZATION OF PERMIT

It is expressly understood that this permit is conditioned upon restoration of the city street right-of-way to its original condition or to a satisfactory condition. In consideration of the applicant's agreement to comply in all respects with the applicable laws and the conditions of the City pertaining to this permit, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with the following standard conditions and/or special provisions:

SEE ATTACHED STANDARD CONDITIONS AND/OR SPECIAL PROVISIONS

| | | |
|----------------------------------|---------------------------|------------------------------|
| _____ | _____ | _____ |
| Date All Work To Be Completed By | Authorized City Signature | Date of Authorized Signature |

| | | | |
|--|---|--------------|-------------------------|
| DISTRIBUTION Code Enforcement Applicant | DEPOSIT REQUIREMENTS | | DEPOSIT TYPE |
| | <input type="checkbox"/> No Deposit Required | | Cashier's Check # _____ |
| | <input type="checkbox"/> Deposit Required in the Amount of \$ _____ | | Certified Check # _____ |
| | Date Deposit Received _____ | | Money Order # _____ |
| <i>Deposit to be returned upon satisfactory completion of all work</i> | | Bond # _____ | |

DATE WORK COMPLETED *(The date when the work is completed must be reported to the City)*

STANDARD CONDITIONS OF EXCAVATION/OBSTRUCTION PERMIT

1. The permit holder must comply with all applicable laws and regulations, including Worker's Compensation laws.
2. If work to be done lies within a county or state highway, permission must also be obtained from such agency.
3. Where work on or near the traveled roadway is necessary, proper traffic signs, channelizing devices, warning lights, and barricades shall be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Minnesota Field Manual on Temporary Traffic Control Zone Layouts, Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), and Minnesota Standard Sign Manual.
4. Excavations must be cribbed when necessary, depending upon type of soil, in order to prevent cave-ins. All excavations, trenching and/or jacking and boring pits shall be shored or sloped in accordance with OSHA requirements.
5. No guys, stays, or any structures are to be attached to trees on city street right of way.
6. No poles, anchors, anchor braces, or other construction shall be placed on the roadway shoulder or within the prescribed clear zone.
7. Installation of pipe under concrete or bituminous pavements shall be done by jacking or boring or other approved methods.
8. When open trenching or excavating in existing roadways, all subgrade, base, and surfacing materials shall be replaced with the same type, depth, and density of materials which were removed, unless approved by the City Engineer.
9. All work that involves trenching, backfill, or compaction must be done to City Specifications for Construction.
10. If pavement or roadway is damaged, same shall be restored to a condition as good as or better than the original condition.
11. All pavements shall be replaced in accordance with City specifications.
12. If settlement occurs or excavation caves in so that replaced materials settle (bituminous mat or concrete base), same shall be restored to a condition as good as or better than the original condition.
13. No lugs shall be used on equipment traversing the road which will damage the road surface.
14. No driving activities on the street will be permitted where damage will occur.
15. No foreign material such as dirt, gravel, or bituminous material shall be deposited or left on the road during any construction activities.
16. Roadside shall be cleaned to original status upon completion of work.
17. Underground construction must be so constructed as not to harm or unnecessarily destroy the root growth of specimen trees.
18. Cutting and trimming of trees within the right of way and removal of resulting stumps require prior approval of the City.
19. If the City shall make any improvements or changes upon, over, under, or along the street, then and in every case the applicant herein named shall after notice from the City proceed to alter, change, vacate, or remove from the City street right of way said works necessary to conform with said changes without cost whatsoever to the City.
20. After work on a project is completed, the permit holder must notify the City that such work has been completed and is ready for final inspection and acceptance by the City.