



Application for Right-Of-Way Permit

Attn: Matt Sylvester, Public Services Director
110 1st Avenue NW, PO Box 428, Isanti, MN 55040
msylvester@cityofisanti.us
Phone 763.762.5757

PERMIT TO WORK WITHIN RIGHT-OF-WAY/EASEMENTS

(Check all that apply)

EXCAVATION _____ **OBSTRUCTION** _____

STREET CUTTING _____ **<1,000 LF** _____ **>1,000 LF** _____

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

2. Nature of work _____

3. Indicate below items to be affected/disturbed and include a scale of work to be done.

Excavation:

_____ Boulevard	_____ Private Utilities (elec, gas, etc.)
_____ Curb & Gutter	_____ Public Utilities (sewer, water)
_____ Drainage	_____ Trail/Sidewalk
_____ Driveway	_____ Trees: Number of trees: _____
_____ Established Turf	_____ Street Surface
_____ Pond/Wetlands	_____ Other _____

Obstruction:

Exact Location(s) _____

_____ Pole/Pedestal

_____ Structure/Buildings

_____ Traffic Control Devices/Signs

4. Method of installation or construction _____

SUPPLEMENTAL DOCUMENTATION: Please attach a detailed description and scaled drawing of the proposed project and project work including identification of obstructions to be placed and size and depth of excavation. Include a traffic control plan if street cutting is necessary. Submit pavement mix design one (1) week prior to paving.

5. Work to start on or after: _____ and shall be completed by: _____ unless an extension granted to:

_____ by _____
Date Staff

6. Will lane closures or detouring of traffic be necessary? _____ If yes, state duration and provide detour plan for each instance: _____

DETOURS: All detour plans are required as part of this permit and must be pre-approved in writing by the City Public Works Department. The City Public Services Director shall be notified in writing at least three (3) working days in advance of any approved detour being established, changed or discontinued.

PRIOR TO WORK COMMENCING: The Public Services Director shall be notified one (1) week prior to arriving on site by phone (763) 762-5757 or email msylvester@cityofisanti.us.

Name Of Applicant _____ Phone _____
Please Print

Address _____
Street City State Zip

Name Of Party Or Organization Performing Work _____

Gopher One Call Registration # _____ E-Mail Address: _____

Contact Person: _____ Emergency Phone (24 Hr.): _____

Address: _____ Day Phone _____
Street City State ZIP

The undersigned herewith accepts the terms and conditions of this permit by the City of Isanti as herein contained and agrees to fully comply therewith to the satisfaction of the City of Isanti. The undersigned also declares that he/she has read, understands, and will comply with all relevant City Ordinances and all Right of Way Regulations as stated in the following pages. **A Certificate of Insurance or Self Insurance verifying coverage has been provided to the City of Isanti. (CITY OF ISANTI TO BE NAMED AS AN ADDITIONAL INSURED)**

Signed: _____ Title: _____ Date: _____

All legal requirements shown on attached pages to be complied with. The Public Services Director must be notified one week prior to the start date. The date when work is completed must be reported in writing to the Public Services Director.

Return the Permit Application via mail or email:
City of Isanti - Attn: Matt Sylvester
110 1st Avenue Northwest – PO Box 428
Isanti, MN 55040
msylvester@cityofisanti.us

AUTHORIZATION OF PERMIT

Fee: _____ To be submitted to the City of Isanti

In consideration of agreement to comply in all respects with the regulations and codes of the City of Isanti covering such operations, and pursuant to authorization duly given by said City of Isanti, 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 hereby attached: Approved By: City Engineer / Public Services Director

By: _____ Date: _____

Notes and/or Additional Operations that Must be Abided by:

☐ All disturbed surfaces shall be restored within 3 working day

FOR CITY USE ONLY

Financial Security Amount: _____ Type: _____
(Cash, bond, LOC, etc.)
Fee: \$ _____ Receipt No. _____ Permit No. _____ Escrow: \$ _____ Receipt No. _____

CITY OF ISANTI RIGHT OF WAY REGULATIONS

SAFETY

1. Traffic shall be allowed to pass and to be protected at all times. If it is not possible to allow traffic to pass, a detour must be preapproved by the City Public Works Dept. Notification must be in writing 3 working days prior to commencement.
2. Traffic control devices shall be in accordance to MMUTCD “Field Manual” (1998). When a trail or roadway/ drive has been cut, appropriate signage must be kept in place and maintained until restoration is complete.
3. Excavations must be shored or sheeted, as required by O.S.H.A., when necessary to prevent under-mining of roadways, trailways, utilities, or for safety reasons. Stock piling of excavated material shall not occur within the public-right-of-way without proper traffic control.
4. Guys or stays shall not be attached to trees on right-of-way or private property nor obstruct roadways, sidewalks, trails, driveways, etc.
5. Flaggers and/or warning lights at night shall be furnished by the party or organization performing the work whenever the work being done creates a hazard either to the traffic using said road or the personnel engaged in the construction, or when directed to do so by the City.

OPERATIONS

1. **Permit on Job – Permits or copies (including approved detour plans) shall be kept on the work site while it is in progress and in the custody of the individual in charge, and shall be exhibited upon request made by any City official.**
2. Conditions of permit - No person may excavate or obstruct the public right-of-way after the date specified in the permit, unless the person obtains a new permit or permit extension before the expiration of the original permit. The permit is valid only for the area of the public right-of-way specified in the permit; no permittee shall do any work outside the area specified in the permit, except as noted herein.
3. If the obstruction or excavation of the public right-of-way begins later or ends sooner than the dates specified in the permit, the permittee shall promptly notify the City Public Works Department.
4. When possible, the permittee shall coordinate project work and installation of facilities in co-locations with other public right of way users.
5. The permittee shall locate property lines abutting public right-of-ways and replace any destroyed property corners with the services of a Minnesota-licensed surveyor.
6. Provisions and Specifications – These general provisions and specifications shall be considered as forming an integral part of each and every permit issued for operations within Isanti. Installation, placement, location, and relocation of equipment and facilities shall comply with all federal, state, and local laws. The work authorized by this permit shall be done at such time and in such manner as shall be consistent with the safety of the public and shall conform to all requirements and standards of the City. If at any time it shall be found by the City that the work is not being or has not been properly performed, the permittee, upon being notified by the City, shall immediately take the necessary steps, at his own expense, to place the work in condition to conform to said requirements or standards.
 - A. Public right-of-way alignment and grade shall be maintained, unless otherwise authorized by the City.
 - B. Unless otherwise approved by the City, fiber facilities shall be buried in a proper conduit and at a depth of no less than three (3) feet deep and no more than four (4) feet; copper facilities below concrete or bituminous paved roadway surfaces shall be buried no less than three (3) feet deep and no more than four (4) feet deep, and all other copper facilities shall be buried no less than thirty (30) inches deep and no more than four (4) feet deep.
 - C. Unless otherwise approved by the City, all underground facilities which cross streets or hard surfaced driveways shall be directional bored and installed in conduit of a type determined by the permittee.
 - D. When utilizing trenchless installation methods to cross an area in which a City utility is located or when directed by the City,

- the permittee shall excavate an observation hole over the City utility to ensure that the City utility is not damaged.
- E. If the project work involves open cut, the permittee shall install visual tracers at twelve (12) inches over buried facilities. If other construction methods are used, substitute location methods may be used upon approval by the City.
 - F. During plowing or trenching of facilities, a warning tape shall be placed at a depth of twelve (12) inches above copper cables with over two hundred (200) pairs and all fiber facilities. A locating wire or conductive shield shall be installed above buried telecommunication facilities, except for di-electric cables.
 - G. Compaction in any **trench** or hole outside of any hard surface shall be ninety-five percent (95%) of Standard Proctor. Compaction under any hard surface (sidewalks, trails, and streets) shall be 100% of Standard Proctor to a depth of 36" below base. Backfill must be placed in 12" layers and material shall be subject to the approval of the City. Material from the excavation may be acceptable provided such material is primarily granular in nature. Compacted backfill shall be brought to bottom of the gravel of the approved street section. Compaction shall be accomplished with hand, pneumatic or vibrating compactors as appropriate. **Restoration of boulevards shall include a minimum of 4" of topsoil and sod, unless otherwise approved.**
 - H. The permittee is required to have compaction testing to be conducted by an independent firm at locations approved by the City as required at the sole discretion of the City. Copies of test results shall be submitted to the City. All testing will be at the expense of the Permittee. If compaction densities are not in compliance with City standards, re-compaction and testing shall be completed.
 - I. All facilities shall be located so as to not interfere with existing & potential future traffic signals and signs
 - J. All above ground appurtenances shall be located no closer than ten (10) feet to hydrants, waterline valves, manholes, lift stations or catch basins unless approved by the City, and shall not be installed in front of or within visual sight lines of any City signs, monuments or amenities for facilities or parks. Minimum offsets from sidewalks and trails shall be 2 feet unless approved by the City.
 - K. Underground facilities shall not be installed between a hydrant and an auxiliary valve.
 - L. Underground facilities shall not be installed within five (5) feet of hydrants, waterline valves, lift stations, manholes or catch basins where utility easements exist beyond the roadway surface area of the public right-of-way and space is available therein. In those areas in which no utility easement exists, placement of an underground facility shall be between the edge of pavement and no closer than three (3) feet to an existing City utility appurtenance, unless approved by the City.
 - M. In projects where an extensive effort to determine the location of City utilities lines will be required to determine the proper location and installation of private facilities, the permittee shall contact the City's Utility Representative at least two (2) weeks prior to the beginning of the work and shall cooperate to determine the location of the City utilities.
 - N. The location and installation of telecommunications facilities shall comply with the National Electric Safety Code, as incorporated by reference in Minnesota
7. Execution – The permittee shall use diligence in the execution of the work authorized under this permit in order not to endanger the public or unnecessarily obstruct travel along any road or right of way. Operations shall be so conducted as to permit safe and free travel over the roads and trailways at all times within the limits of the work herein prescribed. All safety measures for the free movement of traffic shall be provided by the permittee at his own cost.
The permittee shall notify abutting property owners prior to commencement of any project work that may disrupt the use of and access to the abutting property.
8. Conformity to Laws – The installation shall be made in conformity with all applicable laws, regulations, and codes covering said installations. All installations shall be made in conformity with regulations of governmental agencies for the protection of the public.
- A. File with the City a liability insurance policy or certificate of such insurance issued by an insurance company authorized to do business in the State. The policy shall be kept in effect until the termination of a permit granted pursuant to this section.
 - B. Except for the negligent acts of the City, its agents and its employees, the permittee shall assume all liability for, and save the City, its agents and its employees, harmless and defend same at its sole cost and expense from any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing uses by the permittee, including but not limited to the placing, constructing, and reconstructing, maintaining, protecting and use of said facility under this application and permit for construction.
9. Existing Facilities – The utility facility and installations shall not interfere with any existing utility facility on the City's right-of-way or easements. It is the responsibility of the applicant to call for timely, necessary locations of existing utilities. (Gopher State One Call 800-252-1166).
10. Private Property – The work permit or permit for construction as issued does not in any way imply an easement or right to enter private property.

11. Quality of Work – **All disturbed surfaces shall be restored within 3 working days.** Finished surface, base and sub-base of all disturbed surfaces upon completion of work shall be at least equal to or better than current City specs for similar construction. New surfaces must match existing roads or trailways.
12. Cutting Trees – The permission herein granted does not confer upon the permittee the right to cut, remove, or destroy trees or shrubbery within the legal limits of the right-of-way or easements that are not specifically identified on the plan attached to this permit or relieve permittee from obtaining any consent otherwise required from the owner of the property adjacent thereto. The permittee shall protect the root growth of significant trees and shrubbery within the public right-of-way adjacent thereto. The permittee shall comply with the City's Tree Ordinance, if applicable.
13. Drainage – All waterways and overland drainage shall remain operative. Proper erosion control shall be established and maintained throughout the construction and restoration.
14. Pole anchors – Pole anchors, anchors, braces or other construction may be permitted within right-of-way or easements and must be approved on a case-by-case basis.
15. Driving Limitations:
 - A. Driving or parking on City trails or sidewalks shall only be permitted for those operations requiring direct access to the boulevard area where adequate shoulder width is not available. Vehicles within the right of way area shall utilize their warning flashers at all times.
 - B. Vehicles driving on trails or sidewalks shall not operate in excess of 5 miles per hour. Vehicles shall operate at slower speeds when weather conditions, trail conditions, poor visibility, obstructed sightlines or other conditions require special precautions to ensure the safety of trail users and the general public.
 - C. Vehicles shall not be parked on trails or sidewalks in such a manner as to unnecessarily impede the safe and efficient use of trailways by the general public.
 - D. When City load limits are active, vehicles will not be permitted on trails and sidewalks.
16. Vehicles or equipment traversing roads or trailway surfaces shall not utilize studded or chained tires, caterpillar traction, or any other form of traction that will result in damage to the surface.
17. Clean-Up – Street, trailways and affected right-of-way shall be cleaned at the end of each workday and cleaned after construction is completed and left in a neat and presentable condition. Any sediment or debris from improvement shall be removed from sanitary or storm sewer systems, including drainage swales and ponds, as needed.
18. Trees and Vegetation – Burning or discing operations and/or the use of chemicals to control or destroy trees, brush and other vegetation is prohibited without prior approval from the City.
19. Replacement of Sod – Wherever topsoil and sod are disturbed, they **shall be replaced and maintained satisfactorily until the turf is established.** Any turf that fails to be established shall be replaced and satisfactorily re-established. **Restoration of boulevards shall include a minimum of 4" of topsoil.**
20. Sanitary Sewer and Water Services – Any questions regarding the sanitary sewer or water services connections shall be made to the City Public Works Department (763) 444-0459. **Prior to any backfill of sanitary sewer and/or water services, the permittee shall have the workmanship inspected by the respective authority.** For sanitary sewer or water service inspection within the public right-of-way contact Rum River Consultants 763-331-7722.
21. All equipment enclosures installed shall be maintained in good condition. Open, broken or unsealed enclosures shall be considered a public nuisance under City Code Chapter 216.

RIGHT-OF-WAY FEES

Base Permit Fee - 1,000 LF or less	\$125.00
In Addition to Base Permit Fee:	
Over 1,000 LF	\$65.00 / 1,000 LF
Street Cut (must provide traffic control plan)	\$125.00 + \$5,000.00 in Escrow
Unauthorized Work	\$250.00 plus up to double the permit fee
Individual Residential Hook-ups	No fee