



City of Norwood Young America  
 310 Elm Street West - PO Box 59  
 Norwood Young America, MN 55368  
 Phone: 952/467-1800  
 Fax: 952/467-1818

## Right-of-Way Permit Request Form

Today's Date: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Street, property address or legal, distance from nearest intersection

Type of Work:           Excavation           Obstruction           Other

### APPLICANT INFORMATION

### ADDITIONAL PARTY INFORMATION

Party/organization other than the applicant performing work under this permit.

Company: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

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

Company: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

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 Norwood Young America Right-of-Way / Easement areas, size and location of the same, depth of excavation and location of spoils and supplies during work. Indicate below items affected or disturbed by this permit, include description for each.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Boulevard        | <input type="checkbox"/> Pond / Wetlands                         | <input type="checkbox"/> Traffic Control Devices/Signs |
| <input type="checkbox"/> Curb and Gutter  | <input type="checkbox"/> Private Utilities (electric, gas, etc.) | <input type="checkbox"/> Trails / Sidewalks            |
| <input type="checkbox"/> Driveway Apron   | <input type="checkbox"/> Public Utilities (water, sewer)         | <input type="checkbox"/> Trees                         |
| <input type="checkbox"/> Drainage         | <input type="checkbox"/> Street Surface                          | <input type="checkbox"/> Other                         |
| <input type="checkbox"/> Established Turf | <input type="checkbox"/> Structures / Buildings                  | _____  |

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

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

Will lane closures or detouring traffic be required?           Yes           No

If yes, give description and duration: \_\_\_\_\_

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

## Right-of-Way Permit Request Form Continued

All right of way work must be coordinated to protect the public interest. All traffic control will be in accordance with MnDOT specs and City of Norwood Young America requirements, contact Public Services Department 952-777-0274 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.

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 grass seed per city specs, coordinated with the Public Services Department for work inspection

Work hours within the City of Norwood Young America are 7am - 10pm Monday-Friday, 9am-10pm weekends and holidays. For after hours work contact the Public Services Department for more information and request procedure.

Permittee must notify residents/public that may be affected by this permit 5 working days prior to start of construction. Notice must be by signage, mail or personal contact.

All companies performing work in the right of way or easement area must have an up to date registration and insurance form on file with the City of Norwood Young America before applying for a right of way permit.

All work in the City of NYA right of way requires a contractor warranty of permitted work for a period not less than one year from the date of final inspection. Permit holder must coordinate with the Public Services Department for on site work inspection and final acceptance of work area.

The permit holder shall correct defects in patching or restorations performed by permit holder or permit holder's agents. The permit holder, upon notice from the City of NYA, shall correct all work necessary using an industry best practices method or as required by the City of NYA. Said work shall be completed within 5 days of receipt of notice from the City of NYA. If it is necessary for the City of NYA to restore the right of way/easement area, during the 12 months following such restoration, the permit holder shall pay to the city, within 30 days of billing all costs associated with correcting the defective work of permittee. These costs shall include but are not limited to administrative overhead, mobilization, material, labor, and equipment.

If the permit holder fails to restore public right of way/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 NYA may notify the permit holder in writing of the failure or shortcomings. Then after 5 days, the City of NYA may complete all necessary work and bill the permittee. If the city restores any part of the right of way/easement area due to the permit holder or permit holder agent's failure, the permittee shall pay that cost within 30 days of billing by the City of NYA. These costs shall include, but not limited to administrative overhead, mobilization, material, labor and equipment.

Permittee will provide project data necessary for the City of NYA to develop a right of way/easement mapping system in accordance with Minnesota Statute 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.

no right of way work involving the removal of driving surface allowed November 1 - April 1 unless its an emergency.

1. The undersigned herewith accepts the terms and conditions of this permit by the City of NYA as herein contained and agrees to fully comply therewith to the satisfaction of the City of NYA.
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 NYA Public Services Department (City of NYA to be named as an additional insured).

Please return completed forms to City Hall at office@cityofnya.com, mail to PO Box 59 NYA, MN 55368 or apply in person

at City Hall. This application will not be approved until the fees are paid and the right of way approved by the Public Services Department.

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

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Paid \_\_\_\_\_

Approved By \_\_\_\_\_