



# Delano

MINNESOTA

City of Delano  
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Delano, Minnesota 55328  
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## Right-of-Way or City Easement Utility Permit Application

**Utility Owner:**

Company Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ 24-Hour Emergency Phone: \_\_\_\_\_

**Party Performing Work:**

Company Name: \_\_\_\_\_  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ 24-Hour Emergency Phone: \_\_\_\_\_

**Scope of Work:**

1. Nature of Work:  New Development  New Construction  Repair/Replacement
2. Type of Utility (Check all Appropriate Boxes):

<input type="checkbox"/> Main Line	<input type="checkbox"/> Service Line	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Underground	<input type="checkbox"/> Overhead		
<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Water	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Electric
<input type="checkbox"/> Gas	<input type="checkbox"/> Telephone	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Fiber
<input type="checkbox"/> Other _____			

3. Type of surface to be disturbed:  Gravel  Bituminous  Concrete  Boulevard

4. Location of Work:  Public Property  Private Property  Both

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

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

5. Depth of Excavation: \_\_\_\_\_

Open Trench - \_\_\_\_\_ 1f.  Boring- \_\_\_\_\_ 1f.

6. Number of holes to be excavated in Right-Of-Way or City Easement: \_\_\_\_\_

7. Description of Work (Attach site drawings with scaled dimensions from property lines):  
\_\_\_\_\_  
\_\_\_\_\_

8. Will the utility be crossing a City Street?  Yes\*  No

\*If yes, what type and size of conduit/casing will be used:  
\_\_\_\_\_

9. Work to start on or after: \_\_\_\_\_ and to be completed on or before: \_\_\_\_\_

10. Narrative description of restoration plan of right-of-way (attach detailed site plan with restoration):  
\_\_\_\_\_  
\_\_\_\_\_

11. Will detouring of traffic be necessary?  Yes\*  No \*Attach map of detour

12. 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.

Plans attached?  Yes  No

**13. Applicant must attach a copy of their security deposit for projects over 1,500 LF (letter of credit or corporate bond).**

Security Deposit attached?  Yes  No

**14. 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.**

Insurance attached?  Yes  No

15. Have all residents within 75 feet of the location of work listed above in item 4 been notified with a written notice three days before work begins?

*Ordinance O-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 before any work begins. The written notice must include contact information for the applicant, the nature of work being done, possible planned service 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.*

Notice attached?  Yes  No

Upon payment of the permit fee, submission of Insurance, and security deposit (if applicable), and in consideration of the agreement to comply in all aspects 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 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 the finished grade as authorized with the approved permit.
- Bituminous and/or concrete surfaces must be restored to finished grade by the third (3) working day.
- The contractor is responsible for barricades and warning devices while the trench is open.

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

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Completed applications can be emailed to [rowpermits@delanomn.gov](mailto:rowpermits@delanomn.gov) \*\*

**FOR OFFICE USE ONLY:**

Fee Charged:		
<b>\$250.00</b>	Right-of-Way Permit Base Fee (Per Application)	\$250.00
	Right-of-Way Escrow - Required for projects over 1,500 LF	\$1,500.00
	Permit Extension Fee	\$30.00
	Delay Permit: 1-3 Days	\$60.00
	Delay Permit: 4+ Days	\$70.00
	Structure Permit	\$40.00
	<b>Total Amount Due   Invoice Number:</b> _____	

City Engineer Approval: \_\_\_\_\_ Date: \_\_\_\_\_