



## CITY OF WASECA ENGINEERING DEPARTMENT RIGHT-OF-WAY PERMIT APPLICATION

TYPE OF WORK: (Check all that apply)	APPLICANT INFORMATION (Please print below)	
<input type="checkbox"/> <b>OBSTRUCTION:</b> Length: _____ feet Type: _____	ADDRESS/LOCATION (Attach plans or sketch on reverse if applicable):	
<input type="checkbox"/> <b>SIDEWALK/TRAIL/SHARED USE PATH:</b> Length: _____ feet Width: _____ feet	APPLICANT/CONTRACTOR:	
	SUBCONTRACTOR(S):	
<input type="checkbox"/> <b>DRIVEWAY APPROACH:</b> Driveway Width: _____ feet + Flare Width X 2: _____ feet = Total Curb Cut Length: _____ feet	CONTACT NAME(S):	
	24-HOUR PHONE:	
<input type="checkbox"/> <b>DRIVEWAY CULVERT:</b> Length: _____ feet / Diameter: _____ inches Pipe Material: _____	START DATE:	END DATE:
	<b><u>THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:</u></b> 1. The permit is <b>NULL &amp; VOID</b> if work has not begun within <b>60 DAYS</b> of permit approval. 2. <b>Except for emergencies, permits will not be granted between Nov. 1<sup>st</sup> and April 1<sup>st</sup>.</b> 3. All work, including restoration, must be completed before the seasonal restriction dates or within <b>90 DAYS</b> . Except when an extension is granted, work beyond the seasonal restriction or permit end date are subject to a <b>fee penalty of \$50.00/day</b> . 4. Proof of a minimum <b>\$1,000,000 liability policy</b> is required of all contractors. 5. Permit holder must provide an emergency contact name and a <b>7-day, 24-hour</b> phone number. Inability to make contact in the event of an emergency may result in penalties, fines, revocation of permits, and/or back charges as a result of any damages. 6. Permit holder is responsible for notifying, locating ( <b>Gopher State One Call</b> ), and protecting all public utilities within the work area. Any damage to public or private property will be the sole responsibility of the permit holder. Any required alterations, improvements, or relocations shall be at the permittee's expense. 7. All work shall comply with current applicable City, State, and Federal standards, codes, and policies; and be subject to inspection by City staff at any time. Work performed without City staff inspection may not be accepted and may result in fines and/or full to partial repairs at the expense of the permit holder. 8. The City shall be notified <b>at least 24 hours prior to</b> the start and completion of any work, the beginning and end of any street or lane closures, and required City staff inspections. 9. Street and lane closures shall follow current Minnesota Manual on Uniform Traffic Control Devices ( <b>MN MUTCD</b> ) requirements, require City Engineer approval, and must be in accordance with an approved traffic control plan. 10. Access to private properties and all public utilities must be maintained at all times. 11. It is understood and agreed that the rights and privileges herein are granted to the extent of the City's right, title, and interest in the land to be entered upon and used by the permit holder. The permit holder will assume all risk, and indemnify, defend, and save harmless the City from and against all loss, damage, cost, or expense arising in any manner out of the exercise or attempted exercise of the aforesaid rights and privileges. 12. I hereby state that all information is correct and agree to the terms and conditions of this permit. I also agree to be bound by the provisions of the ordinances, specifications, and regulations of the Waseca Municipal Code or any other government agency restrictions or regulations that may be imposed by the City of Waseca Engineering Dept. I understand that violation of these regulations or safety requirements may cause revocation of the permit, termination of activity, and denial of future permit requests.	
<input type="checkbox"/> <b>STREET REPAIRS: (Check all that apply)</b> <input type="checkbox"/> Curb and Gutter - Length: _____ feet <input type="checkbox"/> Concrete Pavement - Area: _____ square yards <input type="checkbox"/> Bituminous Pavement - Area: _____ square yards <input type="checkbox"/> Composite Pavement - Area: _____ square yards		
<input type="checkbox"/> <b>UTILITY WORK: (Check all that apply)</b> <input type="checkbox"/> Excavation Depth: _____ feet / Length: _____ feet <input type="checkbox"/> Directional Boring Length: _____ feet <input type="checkbox"/> Other: _____		
<b>Work is related to:</b> <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Natural Gas <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Water <input type="checkbox"/> Communications <input type="checkbox"/> Electric/Traffic Signals <input type="checkbox"/> Other: _____		
<input type="checkbox"/> <b>OTHER:</b> _____ _____ _____ _____		
<b>STREET/LANE/SIDEWALK CLOSURE:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, provide a traffic/pedestrian control plan)		
<b>COUNTY/MnDOT PERMIT REQUIRED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, provide a copy of the approved permit)	Signature of Applicant/Applicant's Agent _____ Date _____	



**CITY OF WASECA ENGINEERING DEPARTMENT**  
**RIGHT-OF-WAY PERMIT APPLICATION**

**BELOW FOR CITY OF WASECA OFFICE USE ONLY**

Date Permit Received:

APPROVED: ☐ YES ☐ NO

PROOF OF INSURANCE: ☐ YES ☐ NO  
(Minimum \$1,000,000 Liability Policy)

\_\_\_\_\_  
Engineering Dept. Signature

\_\_\_\_\_  
Date

EXPIRATION DATE:

INSPECTION REQUIRED: ☐ YES ☐ NO

INSPECTED & ACCEPTED BY:

Permit Fee: \$

\_\_\_\_\_  
Engineering Dept. Signature

\_\_\_\_\_  
Date

Date Paid:

**PROJECT SKETCH (if needed):**