



**APPLICATION FOR  
ENGINEERING AND  
PUBLIC RIGHT OF WAY  
PERMITS  
2019**



# 2019 Public Right of Way Permit Application

## Operations and Maintenance Department

Engineering Services Division  
 5200 85<sup>th</sup> Avenue North / Brooklyn Park, MN 55443  
 Phone: (763) 493-8100 / Fax: (763) 493-8391  
[www.brooklynpark.org](http://www.brooklynpark.org)

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_ 24 Hour Emergency # \_\_\_\_\_

Applicant Email Address Required: \_\_\_\_\_

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

Site Location: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Project Name or #: \_\_\_\_\_

<u>Computation of Fees:</u>	<u>\$ Amount</u>	<u>Quantity</u>	<u>Subtotal</u>
<b>Residential/Commercial Curb Cut</b>			
Curb Cut	\$85.00	_____	\$ _____
<b>Right of Way Permit</b>			
Administration Fee	\$200.00	_____	\$ _____
Underground Placement	\$0.50/LF	_____	\$ _____
Overhead Placement	\$0.20/LF	_____	\$ _____
Excavation in boulevard	\$25.00/per excavation	_____	\$ _____
Excavation in street	\$50.00/per excavation	_____	\$ _____
<b>Utility Permit</b>			
Utility Tap Permit	\$200.00	_____	\$ _____
Excavation in boulevard	\$25.00/per excavation	_____	\$ _____
Excavation in street	\$50.00/per excavation	_____	\$ _____
<b>Development / Redevelopment Permit</b>			
Stormwater Review Permit	\$200.00	_____	\$ _____
Easement Vacation	\$150.00	_____	\$ _____
Grading / Excavation Permit	\$200.00 (0-1000 CY)	_____	\$ _____
Grading / Excavation Permit	\$350.00 (over 1000 CY)	_____	\$ _____
<b>Total</b>			\$ _____

Payment method:       Cash                       Check                       Credit Card

I hereby apply for a permit and I acknowledge that the information above is complete and accurate; that the work will be done in accordance with the ordinances of the City of Brooklyn Park; that I understand this is not a permit but an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plans, specifications and codes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use:**

Permit Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Permit # \_\_\_\_\_

Contact Construction Inspector: \_\_\_\_\_

## **RULES PERTAINING TO STREET AND RIGHT OF WAY EXCAVATIONS**

### **Notification**

1. Notify property owners adjacent to the work PRIOR to Gopher State One Call locate or utility meet request.

### **Safety**

1. Excavations shall be properly protected and identified by barricades and warning devices, in accordance with the Minnesota Manual on Temporary Traffic Control Zone Layouts, and per MMUTCD.
2. Barricades shall be erected so they provide suitable visibility in all directions.
3. Excavations must be cribbed, sheeted, and/or fenced when necessary.
4. No guys or stays should be attached to trees on right-of-way.
5. Underground construction must be constructed so it will not harm or unnecessarily destroy the root growth of trees.

### **Roadway**

1. Installation of pipe under concrete or bituminous pavements shall be done by jacking or boring unless otherwise authorized by engineer.
2. All backfilling must be placed in 6-inch layers and thoroughly compacted; material must be flush and even with the road surface when finally in place, unless engineer authorizes alternate construction method.
3. Finished surface, base, and sub-base of road after excavation and backfill shall be at least equal in stability to finished surface, base, and sub-base prior to excavation.
4. Concrete pavement shall be replaced according to specifications provided by the engineer.
5. If settlement or excavation fails within two years of completion date it shall be restored to its original condition by the holder of this permit.
6. No pole anchors, anchors, braces, or other construction shall be put on roadway shoulder except by special authorization.
7. No driving onto highway from ditch or driving on shoulders or over curbs where damage will occur.
8. Street may not be closed to traffic unless expressly authorized by the permit.
9. No non-emergency work shall be performed within a roadway that was resurfaced within 5 years.

### **Limitations**

1. No lugs which will damage the road surface shall be used on equipment traversing road.
2. Right-of-way shall be cleaned up after work is completed.
3. The permit holder shall notify the municipality issuing the permit and, when applicable, the county engineer within 24 hours, (Saturdays, Sundays and legal holidays excluded), if required, that the work has been completed and is ready for final inspection.

### **RESTORATION**

1. Restore damaged/disturbed areas within 7 days of the work.
2. Turf restoration must be completed by \_\_\_\_\_ or within 14 days of the work.

# CITY OF BROOKLYN PARK RIGHT-OF-WAY PERMIT REQUIREMENTS

- 1) Fill out application form. (96.41)
- 2) Plan approval by Engineering Department. (96.41)
- 3) Submit Certificate of Insurance.  
  
General Liability/Business Auto - \$1,500,000 Policy (96.45)  
Workers Comp. - Per Statute 176.182
- 4) Submit a Permit Bond (minimum \$5,000.00) that speaks of the type of work. (96.44)
- 5) Pay the permit fee. (96.43) **NO REFUNDS.**
- 6) Use proper traffic control when working in or adjacent to streets. (96.01)
  - a) Short term: MnDOT Appendix "B"
  - b) Long term or roadway closure: Submit plan to Traffic Engineer
- 7) Follow City Ordinance 96.40.
- 8) Obtain all other State, County, Municipal or Miscellaneous Permits.
- 9) Schedule Inspection. Call Craig Runnakko (763) 493-8109 or (763) 493-8100. (96.21) or e-mail [craig.runnakko@brooklynpark.org](mailto:craig.runnakko@brooklynpark.org)

**ENGINEERING PERMIT REQUIREMENTS**  
**BOND CHECKLIST FOR RIGHT OF WAY AND**  
**EXCAVATION/RECLAMATION PERMITS**

The following memo is a general checklist to assist technicians in their attempt to identify the most important aspects of bond verification.

Normally the bond will consist of three pages:

- A) The bond itself.
- B) Corporate acknowledgement of contractor and surety.
- C) Power of attorney certification.

A) Regarding the bond itself we need to ascertain the following information:

1. The bond must be described as a **permit** bond.
2. It must be identified with a reference or claim number.
3. It must identify the principal (contractor) and the surety co.
4. It must identify them both as being bound to the owner (city).
5. The amount of the bond should be an amount as specified on the permit. The dollar amounts should be identified numerically in addition to being written out with words.
6. The permit bond should be specific as to the description of the type of work to be constructed (such as utility tap, street/curb/sidewalk cut, excavation/restoration).
7. The bond shall be good for at least one (1) year and begin on the date of the final inspection or testing as noted on the permit. Bonds that run continuous until cancelled will also be accepted.
8. The bond must be dated and signed by an authorized officer of the principal and by a representative of the surety (attorney-in-fact).
9. The bond should have a corporate seal which clearly identifies the surety co. Often times the principal chooses to affix their corporate seal as well.

B) Regarding the corporate acknowledgement:

1. This is a standard form which is signed and dated by the principal and the attorney-in-fact representing the surety.
2. The dates are to be the same as on the bond itself.
3. The signatures are to be notarized by a notary whose commission has not expired. The notary is in fact stating that the individuals who signed the bond are the same people who signed the corporate acknowledgement.
4. The surety must be registered to do business in the State of Minnesota.

C) The power of attorney certification:

1. This is page three (3) and is generally a standard form.
2. It is a surety authorization, naming various individuals to sign and legally bind the bonding company.
3. The individual who signed page one, (bond) and page two, (the corporate acknowledgement) must also be listed on the certification (page three). This certification also describes the instruments that this individual is authorized to sign.
4. Page three (3) also has an assigned reference or claim number with an affixed corporate seal of the surety.
5. The certification date on this document must be the same as on the bond and the corporate acknowledgement.