

# City of Albert Lea Right of Way Permit

221 E. Clark Street, Albert Lea, MN 56007 507-377-4325 Fax: 507-377-4336

<p><b>Applicant</b> _____                  Person Performing Work _____                  Address: _____                  Contact Name &amp; Phone No. : _____                  Email Address: _____</p> <p><b>Property Owner</b> _____                  Address – Location _____                  Lot: _____ Block: _____                  Parcel ID: _____                  Email Address: _____</p>	<p style="text-align: center;"><b>Permit Requested</b></p> <p><input type="checkbox"/> Street/Alley Obstruction  <input type="checkbox"/> Boulevard Construction  <input type="checkbox"/> Construction Noise Ord.  <input type="checkbox"/> Sidewalk Construction  <input type="checkbox"/> Driveway Construction  <input type="checkbox"/> General Utility (gas, electric, phone, cable, etc.)</p> <p style="text-align: center;"><b>* 2 year warranty for all work</b></p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p style="text-align: center;">Permit is Valid                  _____ to _____</p> <p>Permit # _____</p> <p>Pmt. Date _____                  (if applicable)</p>
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**Described Work to be Performed (USE BACK OF FORM IF DRAWING IS NEEDED/REQUIRED)**

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**Work Schedule** Work to commence on/after \_\_\_\_\_ Work to be completed by \_\_\_\_\_  
**Traffic** (if applicable) Street closure on \_\_\_\_\_ Reopen street by \_\_\_\_\_  
 Detouring route \_\_\_\_\_

**Installation Methods**     Open Trench     Boring     Jacking     Other \_\_\_\_\_

**Installation Materials**    \_\_\_\_\_ Plastic Pipe    \_\_\_\_\_ Sanitary Service     Plastic     Clay     Cast Iron  
 \_\_\_\_\_ Subdrain    \_\_\_\_\_ Storm Sewer    \_\_\_\_\_ Copper Water Service    \_\_\_\_\_ Ductile Iron  
 \_\_\_\_\_ Fiber Optic    \_\_\_\_\_ Coaxial Cable    \_\_\_\_\_ Copper/Plastic Gas Line    \_\_\_\_\_ Copper Wire  
 Concrete  SW     DW    \_\_\_\_\_ Bituminous Path    \_\_\_\_\_ Other Material \_\_\_\_\_

**Installation Location/Size**    \_\_\_\_\_ Width/Diameter    \_\_\_\_\_ Length of Installation    \_\_\_\_\_ Depth  
 Blvd to Building     Main to Blvd     Other \_\_\_\_\_

**Installation Purpose**     New Installation     Replacement     Repair     Disconnect/Abandon  
**Restoration Areas**     Curb & Gutter     Sidewalk     Roadway     Blvd/Vegetation  
**Service Area Stubbed Beyond Curb Box**

**Permit Issuance**

Owner/Applicant's Signature (Utility Permits Only) \_\_\_\_\_ Date \_\_\_\_\_  
 Contractor's Signature (Utility Permits Only) \_\_\_\_\_ Date \_\_\_\_\_  
 Owner/Applicant/Contractor Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 City Signature \_\_\_\_\_ Date \_\_\_\_\_  
 City Notes: \_\_\_\_\_  
 \_\_\_\_\_

Owner, Applicant, Contractor hereby agrees to comply with the ordinances of the City of Albert Lea and the engineering standards of the Public Works Department, regulations of the State of Minnesota and the Federal Government and agree to fully comply with the satisfaction of the City Engineer and also agrees to the additional requirements/regulations. noted on page 2 of this permit. and is responsible for signing per MN MUTCD ADA Compliant.

<p><b>RECEIPT</b></p> <p><input type="checkbox"/> Street/Alley Obstruction  <input type="checkbox"/> Boulevard Construction  <input type="checkbox"/> Construction Noise Ord.  <input type="checkbox"/> Sidewalk Construction  <input type="checkbox"/> Driveway Construction  <input type="checkbox"/> General Utility (gas, electric, phone, cable, etc.)</p>	<p style="text-align: center;">Permit No. _____</p> <p style="text-align: center;">Work Inspected By _____</p> <p style="text-align: center;">Inspection Notes _____</p> <p style="text-align: center;">Date of Inspection _____</p>
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## City of Albert Lea Right of Way Permit Regulations

Note: *The following regulations apply to and are conditions of the permit issued as a result of this application.*

### GENERAL

1. The permit is revocable in nature. If the City shall make any improvements or change on all or part of its ROW which impacts Applicant's installation, then and in every case the applicant herein named shall, after notice from the City or its authorized agents, proceed to alter, change, vacate or remove from ROW said installation necessary to conform with said changes. Any work performed by the Applicant as a result of City's ROW-modification shall be at Applicant's sole cost and expense.
2. The Applicant shall assume all liability for, and save the City, its agents and employees, harmless 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 Applicant, including but not limited to the placing, construction, reconstructing, maintaining and using of said utility under this application and permit.
3. ROW shall be cleaned up after work is completed.
4. No work shall be done in such a manner as to create or maintain a nuisance.
5. After Applicant completes its work in the ROW, Applicant must notify the City Engineer within 2 working days that such work has been completed and is ready for final inspection. Call City Engineering Department at 507-377-4325 for an inspection request.
6. A certified check or deposit may be required to ensure proper restoration of surfaces and to cover payment for any damage to street or public property.
7. Permittee warrants all work, including settlement of backfill, for 2 years.

### SAFETY

1. Applicant shall erect safety devices for the protection of the work and the safety of the public that conform to the requirements of the Manual of the Uniform Traffic Control Devices.
2. Blasting is not permitted unless prior approval is given by the City.
3. For trenching operations it is Applicant's responsibility to be familiar with and follow the provisions of the Department of Labor and Industry Occupational Safety and Health Rules.
4. Contractor shall notify area utilities through the state wide Gopher One Call 800-252-1166 prior to any excavation.
5. Permittee agrees to abide by the MUTCD traffic standards.

### ROADWAY, SIDEWALK, AND BOULEVARD REPLACEMENT

1. Installation of pipe under concrete or high type bituminous pavements shall be done by jacking or boring unless trenching is specifically permitted in the Special Provision of the Permit.
2. All backfilling must be placed in layers and thoroughly tamped and material must be flush and even with the surface when finally in place.
3. All surfaces shall be restored to original conditions.
  - Disturbed concrete sidewalk panels must be replaced in full
  - Bituminous borings must be replaced with a minimum of 2' x 2' patch
  - Concrete panels that are bored must be replaced in full
4. All surfaces shall be restored by the Contractor with the exception of street surfaces which will be replaced by the Department of Public Works and charged to the Contractor at current Revised Street Opening Rates, approved by the City Council.
5. If settlement occurs or the excavation caves in so that replacement materials settle at any time, or if the roadway surface deteriorates or fails to serve as well as the original surface, within a period of two years after the completion of this project, it shall be repaired and replaced by the Applicant.

### MAPPING

1. Permittee agrees to provide electronic copies or hard copies and as built constructed information for the project to Public Works.