

City of Albert Lea Right of Way Permit

221 E. Clark Street, Albert Lea, MN 56007 507-377-4378 Fax: 507-377-4336

Applicant _____ Person Performing Work _____ Address: _____ Contact Name & Phone No. : _____ Email Address: _____ Property Owner _____ Address – Location _____ Lot: _____ Block: _____ Parcel ID: _____ Email Address: _____	Permit Requested <input type="checkbox"/> Street/Alley Obstruction (Dumpster Placement) <input type="checkbox"/> Boulevard Construction <input type="checkbox"/> Construction Noise Ord. <input type="checkbox"/> Sidewalk Construction <input type="checkbox"/> General Utility (gas, electric, phone, cable, etc.) * 2 year warranty for all work See Inspection Dept. for Driveway Permit Application SUBMIT to the Engineering Dept. by mail or fax (info. listed at top of form) or email to lhartmann@ci.albertlea.mn.us
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Described work to be performed. Must provide list of hard surface restoration areas (if applicable).

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 <input type="checkbox"/> Plastic <input type="checkbox"/> Clay <input type="checkbox"/> Cast Iron
_____ Subdrain	_____ Storm Sewer
_____ Fiber Optic	_____ Coaxial Cable
Concrete <input type="checkbox"/> SW <input type="checkbox"/> DW	_____ Bituminous Path
	_____ Copper Water Service _____ Ductile Iron
	_____ Copper/Plastic Gas Line _____ Copper Wire
	_____ 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 _____ Date _____

Contractor's Signature _____ 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.

Additional Description of Work (if needed)

Permit No. _____

Work Inspected By _____

Inspection Notes _____

Date of Inspection _____

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.
6. All dumpsters/containers placed within the Right-of-Way are subject to inspection by the City. Dumpsters/containers must have a minimum of 6 inches wide by 4 feet long strip of reflective tape placed vertically on each corner, or traffic cones placed on the street facing side of the dumpster/container.

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
 - Concrete curb is to be replaced no shorter than 5' sections. Asphalt needs to be cut to allow for form placement.
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.