



311 Buffalo Avenue South
PO Box 25
Montrose MN 55363
www.montrose-mn.com
763-575-7422

Permit# \_\_\_\_\_

City of Montrose
Right of Way Management Permit Application Form
Ordinance # 2007-06 Chapter 54

Name of Applicant \_\_\_\_\_
Address of Applicant \_\_\_\_\_
Telephone ( ) \_\_\_\_\_
Name of party performing work; \_\_\_\_\_
24-Hour Emergency Contact: Name \_\_\_\_\_ Telephone \_\_\_\_\_
Are you and or your contractors registered with the City Of Montrose; Yes \_\_\_ No \_\_\_
Do you and or your contractor have an Insurance Certificate on file with the City; Yes \_\_\_ No \_\_\_
Location of proposed work; \_\_\_\_\_
Describe proposed work; \_\_\_\_\_
Attach scaled drawings of all proposed work and location of all known and proposed facilities in the proposed work area within Corporate City of Montrose Limits even if permitted by another agency.
Proposed start date; \_\_\_\_\_
Estimated time to complete work; \_\_\_\_\_
Type of facility you will be working with? Check all that apply; Gas \_\_\_ Telephone \_\_\_ Cable TV \_\_\_
Electric \_\_\_ Fiber Optic \_\_\_ Sanitary Sewer \_\_\_ Storm Sewer \_\_\_ Water \_\_\_
Other(specify) \_\_\_\_\_
Size, type and or voltage of facility; \_\_\_\_\_
Are permanent obstructions proposed (See Obstruction Permit Below); No \_\_\_ Yes \_\_\_
Nature of work; New \_\_\_ Reconstruct \_\_\_ Reinforcement \_\_\_
Does project involve fill in excess of 50 CY or excavation in the excess of 75 CY; No \_\_\_ Yes \_\_\_
Method of construction; Open Cut \_\_\_ Trenching \_\_\_ Directional Boring \_\_\_ Other \_\_\_\_\_
Type of surface(s) to be distributed; Bituminous \_\_\_ Concrete \_\_\_ Gravel \_\_\_ Lawn \_\_\_ Trees \_\_\_
Will traveled roadway be disturbed; No \_\_\_ Yes \_\_\_
Will detouring or lane closures be necessary; No \_\_\_ Yes \_\_\_ \*If yes, please submit plan according to MN-MUTCD
Are lakes, wetlands or watercourses within 100 feet of work; No \_\_\_ Yes \_\_\_
Will the work disturb more than 1 acre; No \_\_\_ Yes \_\_\_ \*If yes an NPDES permit is required.
Is permit for a new or expanded driveway; No \_\_\_ Yes \_\_\_
Does the driveway meet the 10-foot side yard setback; No \_\_\_ Yes \_\_\_
Does the Driveway exceed 27 feet at the property line; No \_\_\_ Yes \_\_\_
Do you intend to complete all restorations at your expense; No \_\_\_ Yes \_\_\_

Obstruction Permit

An Obstruction is an object permanently installed in the Right of Way meeting one or more of the following; Not installed as joint trench on new subdivisions, Height exceeds 3 feet, Footprint exceeds 16SF, Located closer than 10 feet from back of curb, located closer than 60 feet from a intersecting/corner curb line, Liner underground facility with a cross sectional area exceeding 1 SF or Equipment with a underground volume of greater than 64 feet.

Mitigation of obstructions. \_\_\_\_\_
Permit required? No \_\_\_ Yes \_\_\_



**Special Provisions**

Required Inspections; Detour\_\_\_ Erosion Control\_\_\_ Restoration\_\_\_ Final\_\_\_ None\_\_\_  
Conditions of permit, or resolution of \* items.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**General Provisions**

- 1. Permittee is required to contact Gopher State One Call at (800) 252-1166, [www.gopherstateonecall.org](http://www.gopherstateonecall.org) 48 hours prior to commencing and conduct all work in accordance with their rules.
- 2. Permittee agrees to conduct all work according to City Code, along with all references to the State Statutes and Rules.
- 3. Permit is valid for 14 days from the date of issue. Verbal extension from the Public Works or Engineering Department is required.
- 4. Permittee shall have a copy of this permit and approved drawings on the job site at all times.
- 5. Permittee understands that issuance of this permit does not relieve them from obtaining approval from Wright County or MNDOT for work proposed within their jurisdiction.
- 6. Permittee shall contact (763) 675-3731, 24 hours in advance to schedule inspections if required in special provisions.
- 7. Permittee shall conduct all work in accordance with the City of Montrose ordinances and specifications.
- 8. Permittee shall be responsible for establishing safety measures to protect the public from all harm until the construction is complete and for compliance with OSHA.
- 9. Permittee shall show on scaled drawings, locations of all current and proposed facilities and any proposed temporary material or equipment storage locations within the proposed work area.
- 10. Permittee shall return the right of way to its original condition to the satisfaction of the Public Works Director or City Engineer, and shall remove all rubbish and construction debris promptly following the completion of construction.
- 11. Permittee shall be responsible for maintaining all temporary construction, repairs, patches and surfacing daily, if necessary, until permanent construction is completed and approved or such maintenance will be performed by City or other forces at prevailing rates.
- 12. Permittee agrees to promptly pay any overtime or other costs incurred by the City, required as a result of work covered by the permit.
- 13. Permittee shall save and hold harmless the City of Montrose, its employees and agents from any acts arising from the constructions and/or maintenance of the Permittee's facilities or work covered by the permit, and take out and maintain insurance in conformance with City Code.
- 14. Resources: [www.montrose-mn.com](http://www.montrose-mn.com)
- 15. By accepting this permit the undersigned verifies that he/she has read and understands all of the foregoing provisions certifies that he/she has authority to sign for and bind the Permittee and that by virtue of that signature the permittee is bound by and agrees to comply with all provisions of this permit and the City Of Montrose Code, along with all other City ordinances and State laws and regulating construction.

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

Certificate of Completion. Please note any changes to approved permit. Date\_\_\_\_\_

**For City Of Montrose Use**

Permit Authorization Date\_\_\_\_\_ BY\_\_\_\_\_

Public Works Director, Engineer or City Administrator



Permit Fee Required? Yes\_\_\_ No\_\_\_ \$150.00 Dollar Permit Application Fee.

Obstruction Fee Required? Yes\_\_\_ No\_\_\_ See City Codes

Earthwork Fee Required? Yes\_\_\_ No\_\_\_

Degradation Fee Required? Yes\_\_\_ No\_\_\_

Deposit Required? Yes\_\_\_ No\_\_\_

Deposit Amount Required \$\_\_\_\_\_ and attached here to.

Cashiers Check#\_\_\_\_\_ or Certified check #\_\_\_\_\_

This deposit made by (Name)\_\_\_\_\_

Address \_\_\_\_\_

Permit Fee \$\_\_\_\_\_

Obstruction Fee \$\_\_\_\_\_

Earthwork Fee \$\_\_\_\_\_

Degradation Fee \$\_\_\_\_\_

**Total Fees** \$\_\_\_\_\_