



RIGHT-OF-WAY PERMIT APPLICATION

Residential: \$25 ☐

Business: \$50 ☐

PO Box 275, 310 McGrann Street, Green Isle, MN 55338 Phone: 507-326-3901

A Right-of-Way Permit is required before any person excavates, obstructs, or places or alters any facility in a City street, alley, boulevard, sidewalk, or other public right-of-way. The public right-of-way often extends beyond the curb or street edge into what appears to be the front yard.

APPLICATION DATE:

APPLICANT / PROPERTY OWNER

Name:

Address:

City: State: Zip Code:

Phone Number: Email:

CONTRACTOR (if work is not performed by the applicant)

Company:

Contact Person: Phone Number:

Address:

Email: MN License No.:

24-Hour Emergency Contact:

WORK LOCATION

Property Address:

Parcel ID (PID): Street / Alley Name:

Location Detail:

TYPE OF WORK (check all that apply)

☐ Driveway apron / curb cut

☐ Street or alley excavation / patching

☐ Utility installation (underground)

☐ Boring / directional drilling

☐ Street, lane, or sidewalk closure

☐ Other:

☐ Sidewalk construction or repair

☐ Water or sewer service connection / repair

☐ Utility installation (overhead)

☐ Dumpster, storage, or equipment in right-of-way

☐ Boulevard grading, landscaping, or trees

PROJECT DETAILS**Describe the work to be done in the right-of-way (purpose, methods, materials, and equipment):**

Proposed Start Date: _____ Proposed Completion Date: _____

Excavation Length (ft): _____ Width (ft): _____ Depth (ft): _____

Gopher State One Call Ticket No.: _____

Surfaces or features that will be disturbed:

- | | |
|--|--|
| ☐ Street / alley pavement | ☐ Curb and gutter |
| ☐ Sidewalk / trail | ☐ Driveway apron |
| ☐ Boulevard turf | ☐ Boulevard trees |
| ☐ City water, sewer, or storm sewer | ☐ Signs, hydrants, or mailboxes |

Will the work close or obstruct any street, lane, sidewalk, or parking? ☐ Yes ☐ NoWill the work require a detour? ☐ Yes ☐ NoWill any tree in the boulevard be removed, pruned, or have roots cut? ☐ Yes ☐ No**If yes to any of the above, describe the closure, detour, or tree work, including dates and times:****REQUIRED ATTACHMENTS (check each item included)**

- ☐ **Site sketch** showing the property lines, right-of-way, street and curb, location and dimensions of the work, and distances from the work to the curb and property lines.
- ☐ **Gopher State One Call ticket number** for any excavation (Minnesota Statutes, chapter 216D).
- ☐ **Traffic control plan** or Minnesota Temporary Traffic Control Zone Layouts Field Manual layout, if any street, lane, sidewalk, or parking will be closed or obstructed.
- ☐ **Certificate of liability insurance** for the contractor, naming the City of Green Isle as an additional insured, in the amounts required by the City.
- ☐ **Signed application and payment of fee.** Applications are not accepted without the fee.

Other permits in the City Fee Schedule, such as an Excavation Permit or Building Permit, may also apply. The City may require additional information, including engineered plans, before issuing a permit.

PERMIT CONDITIONS

- No work may begin until the City issues an approved permit. A copy of the permit must be kept at the work site.
- The applicant must contact **Gopher State One Call** (811 or 651-454-0002) at least 48 hours before any excavation, excluding weekends and holidays, as required by Minnesota Statutes, chapter 216D.
- Traffic control devices must be furnished, installed, and maintained according to the current Minnesota Manual on Uniform Traffic Control Devices and its Temporary Traffic Control Zone Layouts Field Manual. Excavations must be protected with barricades and lighted at night.
- The applicant must notify the City before work begins, before backfilling over any City utility, and when work is complete and ready for final inspection.
- Work is limited to the location, scope, and dates approved in the permit. Any change requires City approval.
- Streets, sidewalks, and gutters must be kept free of mud, debris, and materials, and drainage flow lines may not be changed.
- Boulevard trees may not be removed, pruned, or have roots cut without City approval.
- Trench safety must meet OSHA requirements. All work must comply with City Code and local, state, and federal law.
- Issuance of this permit does not relieve the applicant of the duty to obtain any other required permit or approval.

RIGHT-OF-WAY RESTORATION AGREEMENT

The applicant and contractor agree to restore the right-of-way and every surface, structure, and feature disturbed by the work, including pavement, curb and gutter, sidewalk, driveway apron, turf, trees, signs, and utilities, to the condition it was in before the work began, or better, **at the applicant's sole expense**. Restoration must match the existing materials and be completed within the time set by the City. The same obligation applies to any work done without a permit or outside the scope of the permit.

If the applicant does not complete the restoration within the time stated in written notice from the City, or if restoration fails or settles during the warranty period set in the permit, the City, its employees, and its contractors may complete or correct the restoration. In an emergency, the City may act without prior notice.

The applicant shall reimburse the City for **all costs** of that work, including staff time, equipment, materials, contractor, engineering, legal, and administrative costs. Costs not paid when billed may be certified to Sibley County for collection with property taxes as a special assessment against the property, to the extent allowed by Minnesota law, including Minnesota Statutes, section 429.101, and City Code.

Applicant Initials:

Contractor Initials:

INDEMNIFICATION AND RIGHT OF ENTRY

The applicant and contractor agree to defend, indemnify, and hold harmless the City of Green Isle, its officials, employees, and agents from all claims, damages, losses, and expenses arising from the work performed under this permit, except to the extent caused by the City's own negligence. The applicant authorizes the City and its representatives to enter the work site and the adjoining property to inspect the work and to complete any restoration described above. The application fee is **non-refundable**.

CERTIFICATION AND SIGNATURES

I certify that the information in this application and its attachments is true, accurate, and complete to the best of my knowledge. I have read and agree to the Permit Conditions, Right-of-Way Restoration Agreement, and Indemnification and Right of Entry provisions of this application, and I agree to perform all work in accordance with the approved permit, City Code, and the laws of the State of Minnesota. I acknowledge that the application fee is non-refundable.

Applicant / Property Owner

Signature

Printed Name

Date

Contractor (if applicable)

Signature

Printed Name

Date

For Office Use Only:

Date Received:		Pre-Construction Inspection:	
Fee Paid (\$):		Backfill / Utility Inspection:	
Receipt No.:		Final Inspection:	
Permit No.:		Restoration Deadline:	
GSOC Verified:		Warranty Period Ends:	
Insurance on File:		Permit Expires:	
Approved ☐ Denied ☐		By / Title:	Date:
Special Conditions / Reason for Denial:			