



City of Medina
Department of Public Works
 2052 County Road 24
 Medina, MN 55340
 phone: 763-473-4643
 fax: 763-473-9359
 www.medinamn.gov

**RIGHT-OF-WAY PERMIT
 APPLICATION**

ROW PERMIT FEE = \$100.00

Location: _____
(Property address, street or distance and direction from nearest public street intersection)

Applicant is: ___ Contractor ___ Owner ___ Registered Right-of-Way User

Name of Organization Performing Work: _____

Applicant Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone #: _____

Contact Person: _____

Emergency (24 hr.) Phone #: _____ Daytime Phone #: _____

E-Mail Address: _____

Work to start on or after: _____ **and shall be completed by:** _____

Nature of Work: _____

Method of Installation or Construction: _____

Type of Work *(Choose all that apply):*

<u>Existing Development</u>	<u>New Development</u>
Excavation, number of holes _____	Excavation, number of holes _____
Trench Base, number of lineal feet _____	Trench Base, number of lineal feet _____
Obstruction, number _____	

Indicate below items to be affected/disturbed and include information on drawing or plan of work to be done.

- | | |
|----------------------|--|
| ___ Grass/Boulevard | ___ Street/Curb and Gutter |
| ___ Trails/Sidewalks | ___ Public Utilities (sewer, water) |
| ___ Ponds/Wetlands | ___ Private Utilities (gas, electric, cable, etc.) |
| ___ Drainage | ___ Other _____ |

Are lane closures or detouring of traffic necessary? Yes No

If yes, state duration and suggested route for each instance. Please attach a detour map and /or traffic control plan:

Detours: All detour plans and/or traffic control plans are required as part of this permit and must be pre-approved in writing by the Public Works Department. The City Engineer shall be notified in writing at least three (3) working days in advance of any approved detour being established, changed or discontinued.

Payment Method: Invoice Email a link to pay via credit card (service fee applies)

Work shall not commence before 7:00 a.m. nor extend beyond sundown Monday through Friday. On Saturdays, the hours will be from 8:00 a.m. to 6:00 p.m. No work is to be done on Sundays.

Permit approval extends to the City's Right-of-Way only; the City does not have authority to approve work within private easements.

By accepting the Right-of-Way Permit, permittee agrees: (1) to abide by the permit terms and the City's Right-of-Way Ordinance, (2) to pay all applicable fees and provide any required insurance, and (3) to indemnify and hold harmless the City, its officials, employees and agents from any liability, claim or damage including reasonable attorney's fees arising out of the Permittee's actions or inaction undertaken pursuant to the permit. (4) to restore area to pre-construction condition

Signed: _____ Title: _____

Date: _____

<u>City of Medina Use Only</u>	
ROW Permit Fee: \$100.00	
Permit Approval Signature: _____	
Final Inspection Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Inspection: _____	Final Inspection: Approved / Not Approved
Inspector: _____	
Comments: _____	

