



City of Medina
Department of Public Works

600 Clydesdale Trail
Medina, MN 55340
763-473-8852
fax: 763-473-8857

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 #: _____

Email 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):

Existing Development

Excavation, number of holes _____

Trench Base, number of lineal feet _____

Obstruction, number _____

New Development

Excavation, number of holes _____

Trench Base, number of lineal feet _____

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

☐ Grass/Boulevard

☐ Trails/Sidewalks

☐ Ponds/Wetlands

☐ Drainage

☐ Street/Curb and Gutter

☐ Public Utilities (sewer, water)

☐ Private Utilities (gas, electric, cable, etc.)

☐ 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: ☐ Email link to pay via credit card ☐ Check attached to be paid via mail

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.

EXCAVATOR & OPERATOR's NOTICE: Minnesota Statutes 216D.03 to 216D.07 require local government units to continuously display an excavator and operator's notice and copy of section 216D03-07 must be furnished to each person obtaining a permit for excavation. (click link to download)

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: _____

Email the completed form to:  PWSTAFF@medinamn.gov

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

Notice-to-Excavator-or-Operator: Minnesota Statutes 216D.03 to 216D.07 require local government units to continuously display an excavator and operator's notice and copy of section 216D03-07 must be furnished to each person obtaining a permit for excavation.