



**City of Medina**  
**Department of Public Works**  
600 Clydesdale Trail  
Medina, MN 55340  
phone: 763-473-8852  
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):

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: ☐ 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.

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: \_\_\_\_\_

**City of Medina Use Only**

ROW Permit Fee: \$100.00

Permit Approval Signature: \_\_\_\_\_

Final Inspection Required: ☐ Yes ☐ No

Date of Inspection: \_\_\_\_\_ Final Inspection: ☐ Approved ☐ Not Approved

Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_