

RIGHT-OF-WAY (ROW) MANAGEMENT GENERAL REQUIREMENTS & PLAN STANDARDS

Obstructions

Applicants are responsible for becoming familiar with the pertinent regulations listed on the back of the Permit Application form and with the City’s ROW ordinance (see ROW Management brochure). In addition, City staff will use the following requirements and standards when reviewing plans. Plans that do not include **all** of these standards will not be approved.

General Requirements

All permittees must:

- follow all procedures outlined in the City’s ROW Management brochure.
- submit a separate permit application for each address and location where work is proposed.
- provide security in amount and form approved by the City (\$500 cash or cashier’s check for non-registered applicants that are non-commercial residents of City; minimum \$5,000 bond for all others)
- submit an original Certificate of Insurance (\$100,000–\$300,000 liability, \$25,000 property damage) and adequate Worker’s Compensation according to statutory requirements.
- have available a copy of the approved permit and plan at the work site.
- keep street surface and roadside clean, neat, and presentable throughout construction.
- provide proper traffic control for any approved temporary obstructions placed in the ROW overnight. If work will block traffic or travel way, provide work zone traffic control that conforms to the Minnesota Manual on Uniform Traffic Control Devices.
- not store landscaping materials or stage construction on the street. Violations will result in issuance of a stop work order until materials are removed, a permit revocation, or issuance of a citation for violation of City Code, as determined by the City.
- not place dumpsters or containers in the roadway without approval from the City. If approval is granted, dumpsters must be outfitted with flashers and warning devices as determined by the City.
- be responsible for any damage to the street.

Plan Standards GENERAL PLAN DETAIL REQUIREMENTS

For all proposed obstructions (ie, landscaping, fencing and walls, vegetation greater than 12 inches high, and others), permittees must provide construction plans that show all of the following (lot surveys, plot plans, and sketches are acceptable):

- location, address, and street name
- a north arrow
- plan scale (shown graphically on a bar scale) of:
1 inch = 20 feet, 1 inch = 30 feet, 1 inch = 40 feet, or
1 inch = 50 feet. Plans in other scales will not be reviewed.
- key or legend showing all line types and identifying symbols
- easements, where applicable
- boulevard width (distance between curb and property line)
- location of topographical features: curb, sidewalk, driveways, lights, poles, significant vegetation, landscaping, retaining walls, hydrants, etc
- accurate location of proposed obstruction, including size (length, width, depth) and description
- ROW width, street pavement width



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



RIGHT-of-WAY (ROW) MANAGEMENT GENERAL REQUIREMENTS & PLAN STANDARDS

Driveway Installations

Applicants are responsible for becoming familiar with the pertinent regulations listed on the back of the Permit Application form and with the City’s ROW ordinance (see ROW Management brochure). In addition, City staff will use the following requirements and standards when reviewing plans. Plans that do not include **all** of these standards will not be approved.

General Requirements

All permittees must:

- follow all procedures outlined in the City’s ROW Management brochure.
- submit a separate permit application for each address where a driveway is being constructed.
- provide security in amount and form approved by the City (\$500 cash or cashier’s check for non-registered applicants that are non-commercial residents of City; minimum \$5,000 bond for all others)
- submit an original Certificate of Insurance (\$100,000–\$300,000 liability, \$25,000 property damage) and adequate Worker’s Compensation according to statutory requirements.
- have available a copy of the approved permit and plan at the work site.
- construct all driveways with positive grade at the street
- use City-specified approach or apron (see attached details).
- not place rebar or steel mesh in the ROW.
- adhere to a 25-foot maximum driveway width in a ROW or easement.
- install concrete or concrete paver driveways no closer than one foot to the edge of pavement on bituminous streets without concrete curb and gutter. The City will patch the driveway to the street at no cost. Permittee must call the City (763-593-8030) to request this service.
- provide work zone traffic control, warning devices, and barricades that conform to the Minnesota Manual on Uniform Traffic Control Devices.

Plan Standards GENERAL PLAN DETAIL REQUIREMENTS

Permittees must provide construction plans that show all of the following (lot surveys, plot plans, and sketches are acceptable):

- location, address, and street name
- a north arrow
- plan scale (shown graphically on a bar scale) of:
1 inch = 20 feet, 1 inch = 30 feet, 1 inch = 40 feet, or
1 inch = 50 feet. Plans in other scales will not be reviewed.
- boulevard width (distance between curb and property line)
- accurate location and width of proposed curb cut
- accurate location of proposed driveway, including size (length, width, depth) and description of material
- location of topographical features: curb, sidewalk, driveways, lights, poles, significant vegetation, landscaping, retaining walls, hydrants, etc
- ROW width, street pavement width



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



RIGHT-of-WAY (ROW) MANAGEMENT GENERAL REQUIREMENTS & PLAN STANDARDS

Excavations (Non-Registrants)

Applicants are responsible for becoming familiar with the pertinent regulations listed on the back of the Permit Application form and with the City’s ROW ordinance (see ROW Management brochure). In addition, City staff will use the following requirements and standards when reviewing plans. Plans that do not include **all** of these standards will not be approved.

General Requirements

All permittees must:

- follow all procedures outlined in the City’s ROW Management brochure.
- submit a separate permit application for each address and location where work is proposed.
- provide security in amount and form approved by the City (\$500 cash or cashier’s check for non-registered applicants that are non-commercial residents of City; minimum \$5,000 bond for all others)
- submit an original Certificate of Insurance (\$100,000–\$300,000 liability, \$25,000 property damage) and adequate Worker’s Compensation according to statutory requirements.
- have available a copy of the approved permit and plan at the work site.
- provide work zone traffic control, warning devices, and barricades that conform to the Minnesota Manual on Uniform Traffic Control Devices.
- keep street surface and roadside clean, neat, and presentable throughout construction.
- perform patching and restoration according to the standards and with the materials specified by the City. Standard detail plates are available in the Public Work Department and will be mailed with the issued permit.
- warranty their work for 36 months.
- restore all boulevard openings with turf within one week after completion of work, unless otherwise specified by the City.

Plan Standards GENERAL PLAN DETAIL REQUIREMENTS

Permittees must provide five sets of plans in hard copy and show all of the following (a sketch is acceptable for service repairs):

- location, address, and street name
- a north arrow
- plan scale (shown graphically on a bar scale) of:
1 inch = 20 feet, 1 inch = 30 feet, 1 inch = 40 feet, or
1 inch = 50 feet. Plans in other scales will not be reviewed.
- Right-of-Way (ROW) property line, and easements where applicable
- boulevard width (distance between curb and property line)
- accurate locations and dimensions of all proposed openings
- accurate location of proposed installation, including size (length, width, depth) and description
- ROW width, street pavement width
- location of topographical features: curb, sidewalk, driveways, lights, poles, significant vegetation, landscaping, retaining walls, etc
- locations of all utilities within the project area, including all sanitary sewer, storm sewer, and catch basin leads; water main and hydrant leads; services; gas, electric, telecommunications, cable TV, buried cables, and conduit; and other utilities



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



RIGHT-of-WAY (ROW) MANAGEMENT GENERAL REQUIREMENTS & PLAN STANDARDS

Excavations (Registrants)

Applicants are responsible for becoming familiar with the pertinent regulations listed on the back of the Permit Application form and with the City's ROW ordinance (see ROW Management brochure). In addition, City staff will use the following requirements and standards when reviewing plans. Plans that do not include **all** of these standards will not be approved.

General Requirements

All permittees must:

- follow all procedures outlined in the City's ROW Management brochure.
- submit a separate permit application for each address and location where work is proposed. After emergency repairs, submit application and pay appropriate fees.
- have available a copy of the approved permit and plan at the work site.
- provide construction record drawings for facilities installed under the permit. Drawings shall be prepared in accordance with the City's requirements and as outlined in the mapping requirements portion of the ROW ordinance.
- provide Construction Performance Bond or Security, in amount and form approved by the City (minimum \$5,000)
- submit an original Certificate of Insurance (\$100,000-\$300,000 liability, \$25,000 property damage) and adequate Worker's Compensation according to statutory requirements.
- stake the proposed installation as to location and elevation for approval before start of excavation.
- provide work zone traffic control, warning devices, and barricades that conform to the Minnesota Manual on Uniform Traffic Control Devices.
- not excavate within paved areas between November 15 and April 15 unless specifically approved by the City.
- perform patching and restoration according to the standards and with the materials specified by the City. Standard detail plates are available in the Public Work Department and will be mailed with the issued permit.
- warranty their work for 36 months.
- restore all boulevard openings with turf within one week after completion of work, unless otherwise specified by the City.

Plan Standards GENERAL PLAN DETAIL REQUIREMENTS

Permittees must provide five sets of plans in hard copy and show all of the following (a sketch is acceptable for service repairs):

- location, address, and street name
- a north arrow
- plan scale (shown graphically on a bar scale) of:
1 inch = 20 feet, 1 inch = 30 feet, 1 inch = 40 feet, or
1 inch = 50 feet. Plans in other scales will not be reviewed.
- Right-of-Way (ROW) property line, and easements where applicable
- ROW width, street pavement width
- accurate locations and dimensions of all proposed openings
- accurate location of proposed installation, including size (length, width, depth) and description
- offsets from property lines, distances from ROW centerlines and curb lines
- Profile View: location of proposed private utility, all public utilities, and other private utility information
- minimum lateral clearance of a 1:1 slope from all City utilities
- location of topographical features: curb, sidewalk, driveways, lights, poles, significant vegetation, landscaping, retaining walls, etc
- field survey of the locations of all utilities within the project area, including all sanitary sewer; storm sewer and catch basin leads; water main and hydrant leads; services; gas, electric, telecommunications, cable TV, other buried cables and conduit; and other utilities

After construction, submit as-builts, with profile view, in digital format compatible with AutoCAD or as directed by the City.



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

