

Utility in Right-of-Way Permit Application

For more information, see our website at: www.windemeretownship.com.

REQUIRED APPLICATION CHECKLIST

- Completed application form – *Submitted only via email to roads@windemeretownship.com*
- Application fee \$300 – *Check Only – Payable to “Windemere Township”*
- \$3000 escrow amount – *Check Only – Payable to “Windemere Township”*
- Site plan, see attachment A
- Escrow agreement, see Attachment B

APPLICANT INFORMATION

Name		Phone	
Mailing Address		City	State ZIP
Email Address			
Township Road Name			

CONTRACTOR INFORMATION

Name		Phone	
Email Address			

PROJECT INFORMATION

<input type="checkbox"/> New Facility	<input type="checkbox"/> Replacement Facility
Work to start on or after	Work to be completed on or before
Extent and location of tree trimming and/or clearing	

AERIAL CONSTRUCTION

<input type="checkbox"/> Single pole	<input type="checkbox"/> H-frame	<input type="checkbox"/> Single pole and H-frame
<input type="checkbox"/> Steel tower	<input type="checkbox"/> Open wire	<input type="checkbox"/> Cable
<input type="checkbox"/> Vertical	<input type="checkbox"/> Cross-arm	<input type="checkbox"/> Vertical and Cross-arm
<input type="checkbox"/> Other, please specify		
Voltage	# of Conductors	Size of Conductors
Min. Height of Conductor Along Highway (ft)		Min. Height of Conductor at Crossing Over Highway (ft)

UNDERGROUND CONSTRUCTION

Conduit				
<input type="checkbox"/> Multiple Tile	<input type="checkbox"/> Transite	<input type="checkbox"/> Clay Tile	<input type="checkbox"/> Sectional Concrete	<input type="checkbox"/> Steel Pipe
<input type="checkbox"/> Other, please specify				
Casing				
<input type="checkbox"/> Steel Pipe		<input type="checkbox"/> Sectional Concrete		
<input type="checkbox"/> Other, please specify				
Size			Depth	
Voltage	# of Conductors		Size of Conductors	
Method of Installing Under Roadbeds				
<input type="checkbox"/> Open Trench	<input type="checkbox"/> Jacking	<input type="checkbox"/> Boring	<input type="checkbox"/> Pneuma Gopher	
If open trench, explain why it is necessary				

AGREEMENT

The applicant in carrying on any and all of the work herein above mentioned and referred to in its application and in the Permit issued herefore, shall strictly conform to the terms of such Permit, and the regulations of Windemere Township Road Maintenance Department, as set forth herein together with the Special Provisions, all of which are made a part hereof. The applicant specifically agrees to be bound hereby. The applicant shall also comply with the regulations of all other governmental agencies for the protection of the public. The work shall be accomplished in a manner that will not be detrimental to the highway and that will safeguard the public.

The undersigned certifies that they are familiar with application fees and other associated costs, and with the procedural requirements of the Utility Permit.

*Applicant Name	*Applicant Signature	*Date
*Applicant Name	*Applicant Signature	*Date
-FOR OFFICE USE ONLY-		
Date Received:	File #:	

Windemere Township Road Maintenance Department Utility Permit Construction Requirements

General

1. Except as otherwise permitted, utility construction and relocation on township highway right of way shall not be commenced until an application for a permit has been made and such permit granted. The permit sketch shall show the location of the proposed utility with reference to township highway centerline. A copy of the sketch shall be provided for each copy of such permit
2. Burning or disking operations and/or the use of chemicals to control or kill trees, brush and other vegetation is prohibited without prior approval from the Windemere Township Road Maintenance Department.
3. All waterways and lines of drainage shall remain operative.
4. Wherever topsoil and sod are disturbed they shall be replaced and maintained satisfactorily until the turf is established.
5. The utility facility and installation shall not interfere with any existing utility facilities on the township highway right-of-way.
6. The Utility shall notify the Windemere Township Road Maintenance Department of its intent to perform service and maintenance operations which will interfere with the flow of traffic on township highways and shall obtain their approval prior to performing such operations. However, the Company may perform service and maintenance operations on township highways, including opening and disturbing the surface of the right-of-way without prior approval in those instances where an emergency exists that is dangerous to the life or safety of the public and which requires immediate repair. The Utility shall take all necessary and reasonable safety measures to protect the traveling public and shall notify the Windemere Township Road Maintenance Department at the earliest possible moment. Where work on the road is necessary, appropriate traffic control signage shall be placed in accordance with the MnDOT Temporary Traffic Control Field Manual.
7. At the time of construction of the utility and at the times of subsequent maintenance, prior to approval shall be obtained from the Windemere Township Road Maintenance Department for the cutting and trimming of trees within the township highway right of way. The utility shall advise the Windemere Township Road Maintenance Department at least 48 hours in advance of its intent to start clearing and grubbing operation so that proper supervision can be provided.
8. The Utility shall assume all liability for, and safes the Township, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done herein and the

continuing uses by the Utility, including but not limited to the placing, constructing, reconstructing, maintaining and using of said utility under this application and Permit.

9. The Permit as issued does not in any way imply an easement on private property.
10. The installations shall be made in conformity with all applicable laws; regulations and codes covering said installations. All installations shall be made in conformity with regulations of governmental agencies for the protection of the public.
11. Upon completion of an installation, the Utility shall restore the township highway right-of-way to its original condition. The Utility shall then notify the office of the Windemere Township Road Maintenance Department of the completion of the work so that inspection can be made to determine its acceptability.
12. If the access/entrance construction requires placement of fill in wetland areas, it is the applicant's responsibility to obtain applicable permits for wetland impacts.
13. Any damage to the roadway will be assessed to the applicant.

Aerial

1. There shall be only a single pole line on the township highway right-of-way on either side of the center line thereof.
2. Longitudinal installations on township highways shall normally be located in the outer five feet of the right of way. At crossing of the township highway, poles shall be placed at a minimum of thirty feet from the shoulder lines of the through roadbeds unless right of way widths are prohibitive to such location.
3. The location of all brace poles, anchors and anchor poles within the limits of the township highway right-of-way shall be approved by the Windemere Township Road Maintenance Department. e
4. In those instances in which a Utility is issued a Permit or Permits for construction on both sides of the township highway right-of-way in a given are, such Permit is conditioned upon the Utility subsequently providing

Underground

1. All crossings of the roadbeds of the township highways shall be made by boring inside a casing or carrier pipe, or by jacking, unless this procedure is modified in the Special Provisions of the Permit. The auger shall not lead the casing or carrier pipe by more than one inch. Open trenching shall be restricted to the area from 5 feet beyond the shoulder to the right of way line except as modified in the Special Provisions of the Permit
2. When pipes with bells or flanges are installed, the crossings of the roadbeds of the township highway shall be made by boring inside a conduit as provided in paragraph 1 of this section or jacking a conduit of sufficient diameter to permit threading the carrier pipe through it.
3. All voids caused by jacking or boring shall be filled by pressure grouting. The grout materials shall consist of a sand-cement slurry of at least two sacks of cement per cubic yard and a minimum of water to assure satisfactory placement.
4. The underground utilities shall be so installed as virtually to preclude any necessity for disturbing the roadbeds to perform maintenance operations.
5. Underground installations shall be accomplished without damaging or destroying the principal root structure of specimen trees.

Attachment A: Utility Plan Sketch

Sketch your utility site plan below or submit professional construction documents.

Site plan and survey must include the following as measured in feet:

1. North arrow
2. Road name
3. Right-of-Way lines
4. Distance of proposed facilities from road centerline
5. Length of runs
6. Installation type (ex. plow or bore)



Attachment B
WINDEMERE TOWNSHIP
ESCROW POLICIES AND PROCEDURES

The following items are to be read, and this statement signed before any application is accepted.

It is the policy of the Windemere Town Board that events resulting from planning and zoning and development, to include any right-of-way work, in Windemere Township should not create costs to be borne by the taxpayers. The Town Board has adopted a fee schedule and requires an escrow deposit to cover consultant planning, engineering and legal fees related to each application.

The escrow monies are for, but not limited to, any fees that are incurred by the Towns attorney, planner, or engineer. Please note that the attorney, planner or engineer are not Windemere Township employees, they are contracted consultants. If the fees incurred for these services are more than the escrow amount, that amount will be billed to the applicant. The applicant is responsible for having payment submitted to Windemere Township within 30 days of the billing date.

Any unreimbursed amounts constitute a service charge the Township will certify to the County Auditor for collection on the applicant's property as provided in Minn. Stat. § 366.012.

If the fees incurred are less than the escrow amount, the balance will be returned to the applicant.

By signing this, I agree to pay fees associated with my application and understand the above escrow policies and procedures.

Sign Name

Date

Print Name