

Submit electronically to:
Windemere Township
 c/o MSA Professional Services
jgoetzman@msa-ps.com and
Windemere Township Road Maintenance Department
roads@windemeretownship.com or (218) 380-1575

**WINDEMERE TOWNSHIP
 PUBLIC RIGHT OF WAY
 APPLICATION**

Project Location (Street Address, Street Intersection) and/or Property Identification Number (PID)										
Applicant Information										
Applicant:			GSOC Registration #							
Address:		City:		State:		Zip:				
Contact Person:		Work Phone#		24 Hour #						
Cell Phone #			E-mail Address:							
Contractor Information										
General Contractor:			License #:							
Contact Person:		Work Phone #		24 Hour #						
Address:			GSOC Registration #:							
Sub Contractor #1:			Work Performed:							
Sub Contractor #2:			Work Performed:							
Type of Facilities										
<input type="checkbox"/>	Cable TV	<input type="checkbox"/>	Electric:_____ V	<input type="checkbox"/>	Fiber Optics	<input type="checkbox"/>	Conduit (Size & Type):			
<input type="checkbox"/>	Gas	<input type="checkbox"/>	High Pressure	<input type="checkbox"/>	Low Pressure	<input type="checkbox"/>	Cable (Size & Type):			
<input type="checkbox"/>	Water	<input type="checkbox"/>	Pressure Piping	<input type="checkbox"/>	Sewer	<input type="checkbox"/>	Other			
Work to be Performed										
<input type="checkbox"/>	New	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	Repair	<input type="checkbox"/>	Other			
Method of Installation										
<input type="checkbox"/>	Trench	<input type="checkbox"/>	Aerial	<input type="checkbox"/>	Bore / Plow	<input type="checkbox"/>	Other (Specify)			
Excavation Size	<u>Length</u>	<u>Width</u>	<u>Depth</u>	<u>Total Linear Footage Installed</u>						
ROW being used:	<input type="checkbox"/>	Driving Lane	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	Blvd				
Type of Material Impacted:	<input type="checkbox"/>	Bituminous	<input type="checkbox"/>	Curb & Gutter	<input type="checkbox"/>	Gravel Surface	<input type="checkbox"/>	Sod	<input type="checkbox"/>	Grass
	<input type="checkbox"/>	Trees/Shrubs	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Bit. Trail	<input type="checkbox"/>			Other (Specify)
Estimated Starting Date:				Estimated Ending Date:						
After Hours Dates:				Weekend Dates:						
Certificate Of Insurance										
Please attach a current Certificate of Insurance to this application (required prior to permit approval).										
Construction Performance Bond / Financial Security										
Please attach a construction performance bond or other financial security (cashier's check, letter of credit) to this application (required prior to approval). Value of security shall be 1.5 times the value of the project work unless waived by Windemere Township.										
Construction Plans										
Please attach construction plans showing all proposed work to be performed within the Township's rights of way. Existing utilities affected by the project must be shown. This will be reviewed by the Township Engineer for compliance with Special Provisions.										
The undersigned herewith accepts the terms and conditions of this permit by Windemere Township as herein contained, agrees to pay all management costs incurred by the Township in processing this application and supervising applicant's work in the rights of way, and agrees to fully comply therewith to the satisfaction of Windemere Township. The undersigned also declares that he/she has read, understands, and will comply with all relevant Township Ordinances and all Right of Way Regulations.										

Applicant Signature _____ Date _____

**WARNING: It is the Contractor’s responsibility to call for utility locates before digging.
Gopher State One Call: 1-800-252-1166**

It is expressly understood that this permit is conditioned upon replacement or restoration of the roadway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of the Town Board having supervision over said street or highway. Any work impacting the right of way of a County or State roadway shall require coordination and permitting through those respective road authorities. It is further understood that the applicant shall comply with the rules and regulations of other regulatory agencies including, but not limited to the Minnesota Pollution Control Agency (i.e. stormwater BMPs and sediment control), Department of Natural Resources, or other affected government agencies. **All legal requirements listed under the Special Provisions section of this application shall be complied with. The date when work is completed must be reported to the Windemere Township Engineer using the Completion Notification for final Inspection.**

RECOMMENDED FOR APPROVAL _____ DATE _____
Township Engineer

WINDEMERE TOWNSHIP SPECIAL PROVISIONS FOR INSTALLATION OF UTILITIES OR UNDERGROUND CONSTRUCTION AND STREET EXCAVATION WITHIN PUBLIC RIGHT OF WAY

1. No work under this application shall be started until the permit application is reviewed, approved and the permit is issued. Permittee shall keep a copy of this permit on the job site at all times.
2. Permittee agrees to conduct all work in accordance with Windemere Township Ordinances, including but not limited to the Right-of-Way Management Ordinance, Township specifications, and all applicable laws and standards.
3. Applicant shall be responsible for notifying Pine County Sheriff, Fire, emergency services and Township Clerk at least 24 hours in advance prior to planned street closures or in the event of an emergency closure.
4. Where work on the traveled roadway is necessary, traffic must be protected and all traffic control devices and road closures shall be made in accordance with the most current edition of the Minnesota Manual of Uniform Traffic Control Devices (MnMUTCD) and Field manual.
5. Excavations shall be cribbed as necessary depending on type of soil encountered in order to prevent cave-ins.
 - a. No undermining of streets, curbs, bituminous trails, and/or sidewalks (except for boring) will be allowed.
 - b. When possible, all excavation and holes shall be a minimum of 6 feet from the edge of a road shoulder or the back of curb unless written justification is provided.
6. Underground construction must be so constructed as not to harm or unnecessarily destroy the root growth of adjacent or ornamental trees.
7. Turf restoration shall mean that existing sodded areas will be sodded and that all other areas can be seeded. It is the permit holder’s responsibility to maintain the sod/seed. 4” of topsoil is required below new seed or sod.
8. No trenching across surfaced roadways shall be permitted unless it can be demonstrated to the Township Engineer that no reasonable alternative exists.
9. All back-fill within the road core must be placed in 6-inch layers and thoroughly tamped, unless otherwise directed and material must be flush and even with the road surface when finally in place. No rock, unstable soil, or bituminous material shall be returned to a back-filled trench.
10. Finished surface, base, and sub-base, of road after excavation and back-fill, shall be at least equal in stability to finished surface, base, and sub-base prior to excavation. A minimum 6” Class 5 aggregate base material shall be placed at the upper surface of the excavated trench unless otherwise directed or required by the Township Engineer through the plan review process.
11. Bituminous and gravel surfaces shall be replaced according to Township specifications, which shall be provided by the Township Engineer at the time of permit review.

12. If settlement occurs or excavation caves-in within one year from completion date, it shall be restored to its original condition by the Applicant/holder of this permit.
13. No pole anchors, anchors, braces, or other construction shall be placed on roadway shoulder except by special authorization.
14. No driving onto a highway from the ditch, or driving on shoulders, shall be authorized except when noted in application for permit.
15. Streets may not be closed to traffic unless expressly authorized by the permit and necessary notifications have been made.
16. No lugs shall be used on the tires of equipment traversing roadways, which will damage the road surface.
17. Roadside and/or site shall be cleaned up after work is completed. Any disturbed areas will be restored to existing conditions or better.
18. Within 24 hours, and during normal working hours, (no permits for any type of excavation on public property will be issued for construction on Saturday, Sunday or legal holidays, except for emergency repairs) the permit holder shall notify the Town Clerk that such work has been completed and is ready for final inspection. The Completion Notification form found on the Township's website shall be used to request final inspection of any work site.
19. All culverts shall be corrugated metal with aprons unless waived by the Township.
20. No street excavation shall be allowed between November 15th and May 15th, except for emergencies.
21. Permittee agrees to promptly pay any additional Township costs incurred (over and above the initial permit fees) should issues arise during the performance of the work. Permittee further acknowledges and agrees that Windemere Township shall draw on the Performance Bond (or other financial security) if charges are not promptly paid.

ROW Permit Fees—Draft (circle all that apply to this application) (eff. April, 2024)

Administrative Fee (Township)	\$150.00*/permit (all permits)
Permit/Plan Review (MSA)	\$180.00*
Pre- and Post-Work Inspections	\$540.00** (includes first 100 ft trench)
Emergency Hole Fee	\$450.00 per each in addition to standard permit fees
Obstruction Permits	\$350.00 per 1,000 feet (Overhead)
Permit Extension Fee	\$120.00 per extension (time)
Delay, Non-compliance, Non-completion	\$250.00 Administrative fee plus all engineering and legal fees
Onsite Construction Observation	\$150/hr depending on work type/onsite requirements (to be calculated during plan and permit review process)

*Minimum fees, all permits.

**Pre- and post-work inspections are required for all centerline and driveway culvert installations. The necessity for an onsite visit will be determined for other types of work at the time of permit application review.

PERMIT FEE THIS APPLICATION: \$ _____