

# Helena Township Public Right of Way Application & Permit

**Project Location (Street Address; Street Intersection):** \_\_\_\_\_

**Applicant Information**

Applicant: \_\_\_\_\_ GSOC Registration # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Work Phone# \_\_\_\_\_

Cell Phone # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Contractor Information**

General Contractor: \_\_\_\_\_ GSOC Registration #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Sub Contractor #1: \_\_\_\_\_ Work Performed: \_\_\_\_\_

**Type of Facilities**

<input type="checkbox"/> Cable TV	<input type="checkbox"/> Electric	<input type="checkbox"/> Fiber Optics	Conduit (Size & Type):
<input type="checkbox"/> Gas	<input type="checkbox"/> High Pressure	<input type="checkbox"/> Low Pressure	Cable (Size & Type):

**Work Performed**

New       Replacement       Repair       Other

**Method of Installation**

Trench       Aerial       Bore / Plow       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: \_\_\_\_\_

**Certificate of Insurance:** Please attach current Certificate of Insurance

**Construction Performance Bond / Financial Security:** Please attach construction performance bond or other financial security (cashier's check, letter of credit) in amount of \$ \_\_\_\_\_

The undersigned herewith accepts the terms and conditions of this permit by Helena Township as herein contained and agrees to fully comply therewith to the satisfaction of Helena Township. The undersigned also declares he/she has read, understands and will comply with all relevant Township Ordinances and all Right of Way Regulations.

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

It is expressly understood this permit is conditioned upon replacement or restoration of the roadway to its original or to a satisfactory condition. It is further understood this permit is issued subject to the approval of the Town Board having supervision over said street or highway and subject to the applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Council and any other affected government agencies. **All legal requirements listed under "Special Provisions" to be complied with. The date when work is completed must be reported to the Helena Township Clerk for final inspection.**

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

Town Clerk

# Helena Township Special Provision for Installation of Utilities or Underground Construction and Street Excavation within Public Right of Way

1. No work under this application is to be started until application is approved and the permit is issued.
2. Permittee agrees to conduct all work in accordance with Helena Township Ordinances, including but not limited to the Right-of-Way Management Ordinance, Township specifications, and all applicable laws and standards.
3. Notify Sheriff, Fire, and Town Clerk at least 24 hours in advance prior to street closures.
4. Where work on the traveled roadway is necessary, traffic must be protected and all traffic control devices and road closures shall be in accordance with the Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD).
5. Excavations must be cribbed when necessary depending on type of soil in order to prevent cave-ins; no undermining of streets, curbs, bituminous trails, and/or sidewalks (except for boring) will be allowed.
6. Underground construction must be so constructed as not to harm or unnecessarily destroy the root growth of adjacent or ornamental trees.
7. Turf, sodded area will be sodded and other areas can be seeded. It is the permit holder's responsibility to maintain the sod/seed. 4" of topsoil is required.
8. No trenching across surfaced roadways, unless it can be demonstrated to the Town Engineer that no reasonable alternative exists.
9. All back filling 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 the 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 gravel base material shall be placed at the upper surface of the excavated trench unless otherwise directed.
11. Bituminous and gravel surfaces shall be replaced according to Township specifications.
12. If settlement occurs or excavation caves-in within one year from completion date, it shall be restored to its original condition by the 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 highway from ditch, or driving on shoulders, is authorized except when noted in application for permit.
15. Streets may not be closed to traffic unless expressly authorized by permit and proper notifications made.
16. No lugs shall be used on 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.
19. No street excavation shall be allowed between November 15<sup>th</sup> and May 15<sup>th</sup>, except for emergencies.
20. 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 Helena Township shall draw on the Performance Bond (or other financial security) if charges are not promptly paid.

## FEE SCHEDULE:

One Time Registration Fee - \$\_\_\_\_\_

Permit Fee - \$\_\_\_\_\_