



311 Buffalo Avenue South
PO Box 25
Montrose MN 55363
www.montrose-mn.com
763-575-7422

Permit# _____

City of Montrose
Right of Way Management Permit Application Form
Ordinance # 2007-06 Chapter 54

Name of Applicant _____
Address of Applicant _____
Telephone () _____
Name of party performing work; _____
24-Hour Emergency Contact: Name _____ Telephone _____
Are you and or your contractors registered with the City Of Montrose; Yes ___ No ___
Do you and or your contractor have an Insurance Certificate on file with the City; Yes ___ No ___
Location of proposed work; _____
Describe proposed work; _____
Attach scaled drawings of all proposed work and location of all known and proposed facilities in the proposed work area within Corporate City of Montrose Limits even if permitted by another agency.
Proposed start date; _____
Estimated time to complete work; _____
Type of facility you will be working with? Check all that apply; Gas ___ Telephone ___ Cable TV ___
Electric ___ Fiber Optic ___ Sanitary Sewer ___ Storm Sewer ___ Water ___
Other(specify) _____
Size, type and or voltage of facility; _____
Are permanent obstructions proposed (See Obstruction Permit Below); No ___ Yes ___
Nature of work; New ___ Reconstruct ___ Reinforcement ___
Does project involve fill in excess of 50 CY or excavation in the excess of 75 CY; No ___ Yes ___
Method of construction; Open Cut ___ Trenching ___ Directional Boring ___ Other _____
Type of surface(s) to be distributed; Bituminous ___ Concrete ___ Gravel ___ Lawn ___ Trees ___
Will traveled roadway be disturbed; No ___ Yes ___
Will detouring or lane closures be necessary; No ___ Yes ___ *If yes, please submit plan according to MN-MUTCD
Are lakes, wetlands or watercourses within 100 feet of work; No ___ Yes ___
Will the work disturb more than 1 acre; No ___ Yes ___ *If yes an NPDES permit is required.
Is permit for a new or expanded driveway; No ___ Yes ___
Does the driveway meet the 10-foot side yard setback; No ___ Yes ___
Does the Driveway exceed 27 feet at the property line; No ___ Yes ___
Do you intend to complete all restorations at your expense; No ___ Yes ___

Obstruction Permit

An Obstruction is an object permanently installed in the Right of Way meeting one or more of the following; Not installed as joint trench on new subdivisions, Height exceeds 3 feet, Footprint exceeds 16SF, Located closer than 10 feet from back of curb, located closer than 60 feet from a intersecting/corner curb line, Liner underground facility with a cross sectional area exceeding 1 SF or Equipment with a underground volume of greater than 64 feet.

Mitigation of obstructions. _____
Permit required? No ___ Yes ___



Special Provisions

Required Inspections; Detour___ Erosion Control___ Restoration___ Final___ None___
 Conditions of permit, or resolution of * items.

1. _____
2. _____
3. _____

General Provisions

1. Permittee is required to contact Gopher State One Call at (800) 252-1166, www.gopherstateonecall.org 48 hours prior to commencing and conduct all work in accordance with their rules.
2. Permittee agrees to conduct all work according to City Code, along with all references to the State Statutes and Rules.
3. Permit is valid for 14 days from the date of issue. Verbal extension from the Public Works or Engineering Department is required.
4. Permittee shall have a copy of this permit and approved drawings on the job site at all times.
5. Permittee understands that issuance of this permit does not relieve them from obtaining approval from Wright County or MNDOT for work proposed within their jurisdiction.
6. Permittee shall contact (763) 675-3731, 24 hours in advance to schedule inspections if required in special provisions.
7. Permittee shall conduct all work in accordance with the City of Montrose ordinances and specifications.
8. Permittee shall be responsible for establishing safety measures to protect the public from all harm until the construction is complete and for compliance with OSHA.
9. Permittee shall show on scaled drawings, locations of all current and proposed facilities and any proposed temporary material or equipment storage locations within the proposed work area.
10. Permittee shall return the right of way to its original condition to the satisfaction of the Public Works Director or City Engineer, and shall remove all rubbish and construction debris promptly following the completion of construction.
11. Permittee shall be responsible for maintaining all temporary construction, repairs, patches and surfacing daily, if necessary, until permanent construction is completed and approved or such maintenance will be performed by City or other forces at prevailing rates.
12. Permittee agrees to promptly pay any overtime or other costs incurred by the City, required as a result of work covered by the permit.
13. Permittee shall save and hold harmless the City of Montrose, its employees and agents from any acts arising from the constructions and/or maintenance of the Permittee's facilities or work covered by the permit, and take out and maintain insurance in conformance with City Code.
14. Resources: www.montrose-mn.com
15. By accepting this permit the undersigned verifies that he/she has read and understands all of the foregoing provisions certifies that he/she has authority to sign for and bind the Permittee and that by virtue of that signature the permittee is bound by and agrees to comply with all provisions of this permit and the City Of Montrose Code, along with all other City ordinances and State laws and regulating construction.

Applicant Signature _____ Date _____

Certificate of Completion. Please note any changes to approved permit. Date _____

For City Of Montrose Use

Permit Authorization Date _____ BY _____

Public Works Director, Engineer or City Administrator



Permit Fee Required? Yes___ No___ \$150.00 Dollar Permit Application Fee.

Obstruction Fee Required? Yes___ No___ See City Codes

Earthwork Fee Required? Yes___ No___

Degradation Fee Required? Yes___ No___

Deposit Required? Yes___ No___

Deposit Amount Required \$_____ and attached here to.

Cashiers Check#_____ or Certified check #_____

This deposit made by (Name)_____

Address _____

Permit Fee \$_____

Obstruction Fee \$_____

Earthwork Fee \$_____

Degradation Fee \$_____

Total Fees \$_____