



Utility Application for Right-of-Way Permit
Engineering Department
11955 Champlin Drive
Champlin, MN 55316

UTILITY OWNER _____

LOCATION _____

APPLICANT _____

Address: _____ Telephone _____

City: _____ State _____

Contact Person: _____ Telephone _____

24-hour Contact: _____ Telephone _____

E-mail: _____

CONTRACTOR _____

Address: _____ Telephone _____

City: _____ State _____

Contact Person: _____ Telephone _____

24-hour Contact: _____ Telephone _____

E-mail: _____

FACILITIES INFORMATION

- Gas
Electrical
Telephone
Cable
Size
Other

TYPE OF CONSTRUCTION

- Trench
Aerial
Plow
Hole
Chamber
Bore (Type)

SCHEDULE

Start Date: _____

End Date: _____

Table with 2 columns: Acknowledgment/Signatures and City Comments.

INSTRUCTIONS

Send the City of Champlin a Utility Permit Application by e-mail to the following: cityengineering@ci.champlin.mn.us

RIGHT OF WAY PERMIT GENERAL CONDITIONS

Permit Submittal Requirements:

1. Detailed Plans must contain and show the following:
 - a. Specific location of all existing utilities in the corridor must be shown as located in the field.
 - b. Property lines and existing easements must be shown on drawings.
 - c. Provide scaled drawings showing the location of all existing and proposed features, facilities, and improvements.
 - d. All drawings must show dimensions of the features to adjacent curb lines, landmarks, or boundaries of the Public Right-of-Way, both horizontally and vertically.
 - e. Drawings must be submitted in English measurements at 100 ft scale with dimensions to one foot accuracy.
 - f. Electronic drawings must be provided in Adobe Pdf format. Permits will not be reviewed or issued until drawings have been submitted.
 - g. A storm Water Pollution Prevention Plan (SWPPP) is required and must list certified SWPPP installers and maintainers that will be responsible for SWPPP elements for the duration of the project.
 - h. Permanent turf restoration plans are required and must include four inches of topsoil and sod, seed with mulch, hydro-seed mulch, or other means as approved by the City. No erosion control blanket with plastic mesh will be allowed in the City.
2. Provide details for the methods to verify public utilities, water services, sewer services, and other crossings that will be impacted or not be impacted.
3. If any impacts are identified to any roadway, boulevard features, or plantings, plans must provide detailed provisions to avoid or restore those elements and plantings.
4. Roadways must be specifically identified in the plans to preserve the integrity of the pavements and to provide provisions to eliminate impacts to the pavements.

Construction Requirements:

1. The applicant must notify the Engineering Department before starting work, upon the completion of work, and at any time when the construction is within ten (10) feet of any City utility. The applicant must make the work-site available for inspection during and upon completion of work so that the City may inspect backfill and compaction.
2. Before utility installation begins, stake your utility running line and call for locates. After all utilities have been located, contact the Engineering Department for route approval at 763-421-8100. This permit will receive final approval upon field inspection by City staff.
3. The applicant must provide notification to all adjacent property owners one week prior to the commencement of work. Notification must be preapproved by the City prior to distribution of the notification. The applicants contact information must be provided on the notification letter.
4. The applicant must provide two emergency contact numbers in the event immediate attention is needed to be performed (e.g., Emergency, SWPPP issues, traffic control issues, etc.). Immediate response is required at all times, 24 hours per day, seven days a week.
5. The applicant is responsible for providing and maintaining traffic control as specified in the latest version of the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD). If the applicant does not possess a copy of the MMUTCD one can be obtained online on Mn/DOT's website.
6. The applicant cannot park in the boulevard or any areas beyond the curb/edge of road or on private property. Only equipment actively working on the proposed right-of-way work/construction may be in the boulevard or beyond the curb/edge of road. All parking of contractor vehicles must be in legal on-street parking spots or other approved parking areas.
7. The applicant is responsible for complying with all employee, trench, and roadway safety standards.
8. Daily restoration must include proper leveling of all impacted areas, trenches, and stockpiles and proper temporary SWPPP BMPs installed accordingly.

9. All work in the right-of-way that impacts sidewalk, curb and gutter, and/or roadway pavement must have a subgrade inspection by City staff prior to placement of asphalt or concrete. Road patches must be joint sealed within 14 days of installation.
10. Permanent restoration must be completed within 14 days of utility work completion.
11. Contact City personnel at 763-421-8100 to notify the City of changes in work status or to arrange inspections.
12. If any trench or impact to roadways identified as being equal to or newer than 10-yrs is unavoidable, specific impacts to these roadways must be minimized. Preapproval and inspection prior to impact must be obtained prior proceeding with work.
13. Any impact to other features such as irrigation systems, pet containment fences, landscaping, etc. must be restored upon completion of the project.
14. The applicant must remove and properly dispose of all utility marking flags, upon the completion of the project.
15. Final as-builts record drawings must be provided upon completion of the project that include all plan requirements as part of the initial submittal requirements. The proposed utility line and feature locations must be located, surveyed, and updated accordingly in the drawings upon completion of the project. The as-built record drawings must be certified by a licensed engineer. Electronic record drawings (asbuilt) must be provided and must be in Adobe PDF format.
16. Reference City Ordinance 50-81 through 50-143 for additional right of way rules and regulations during construction.