



RIGHT-OF-WAY PERMIT

CITY OF CLEARWATER

605 COUNTY ROAD 75

CLEARWATER, MN 55320

(320)558-2428

PERMIT TO WORK ON OR WITHIN CITY PROPERTY (RIGHT-OF-WAY OR EASEMENTS)

TYPE OF WORK: OBSTRUCTION EXCAVATION OTHER

1. Location of work: _____
(Street, property address or legal, or distance and direction from nearest public street intersection)

2. Name of Applicant: _____
PLEASE PRINT

3. Address: _____
STREET CITY STATE ZIP

4. Phone Number: _____ Cell: _____ Fax: _____

5. Email Address: _____

6. Name, address and phone numbers of party or organization performing work under this permit if other than applicant:

7. Emergency (24 Hr.) Contact Person:

Name: _____ PHONE _____

Address: _____

8. Nature and description of work to be performed under permit. **Include by attachment:** detailed description and scaled drawing of the proposed work including but not limited to identification of obstructions to be placed in or on City of Clearwater Right of Way / Easements areas, size and location of same, depth of excavation and location of spoils and supplies during work.

Indicate below items affected or disturbed by this permit, include a description for each.

- Curb & Gutter
 - Street Surface
 - Alley Ways
 - Trail/Sidewalk
 - Trees
 - Pond/Wetlands
 - Public utilities (sewer, water)
 - Traffic Control Devices/Signs
 - Private utilities (elec, gas, etc.)
 - Drainage
 - Established Turf
 - Structure/Buildings
 - Other _____
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9. Work to start on _____

10. Work will be completed by _____

NOTE: Extension of permit is required if work is not complete in six months.

11. Will lane closures or detouring of traffic be necessary: YES _____ NO _____
If yes, give description and state duration:

- **All detour plans are required as part of this permit application and must be pre-approved** in writing by the Maintenance Supervisor who shall be notified in writing at least 3 working days in advance of any approved detour being established, changed or discontinued.

12. All right of way work must be coordinated to protect the public interest. All Traffic Control will be in accordance with MN-Dot Specifications and City of Clearwater requirements, contact **the Maintenance Department at 320-558-2233** for Pre-Work review of Traffic Control-Plan. Unless otherwise approved access to local areas, or detour, for residents must be maintained to standard throughout project.

13. Disturbed Right of Way / Easement and surrounding **areas will be protected and restored** to same or better condition with alike street surface, curbing, topsoil and sod per city Specifications, coordinated with the Maintenance Department for work inspection.
14. **All restoration work will be completed within ten days** of permitted work completion, (work completed after 01 NOV will be restored on or before 01 MAY of the following year), contact Maintenance Department for inspection or acceptance of work or plan with dates for winter work restoration. Work constructed on streets/alleys after Nov. 15th needs council approval prior to application.
15. **Work hours** within the City of Clearwater are seven (7) am to seven (7) pm Monday – Friday and nine (9) am to five (5) pm Saturday, to request Sunday and/or after hours work contact the Maintenance Department for more information and request procedure.
16. Permittee **must notify** residents/public that maybe affected by this permit **five working days prior to start of construction** (By signage, mail, or personal contact).
17. All companies performing work in Right-Of-Way or Easement Area must have an up to date **Excavators City Business License and Insurance form on file** with the City of Clearwater before applying for a right of way permit.
18. All work in the City of Clearwater Right-Of-Way requires a **contractor warranty** of permitted work for a period not less than one year from the date of final inspection or acceptance by the City Of Clearwater. Permit holder must coordinate with City of Clearwater, Maintenance Department and Building Official for onsite work inspection and final acceptance of work area.
19. The **permit holder shall correct defects** in patching, or restorations performed by permit holder or permit holders agents. The permit holder, upon notification from the City of Clearwater shall correct all work necessary, using an industry best practices method or as required by the City of Clearwater, said work shall be completed within five days of receipt of notice from the City of Clearwater. If it is necessary for City of Clearwater to restore the Right-Of-Way or Easement area, during the twelve months following such restoration, the permit holder shall pay to the city, within thirty days of billing, all cost related or associated with correcting the defective work of permittee. These costs shall include but are not limited to administrative overhead, mobilization, material, labor, and equipment.
20. If the **permit holder fails to restore public Right-Of-Way** or Easement area in a manner, and to the condition required by permit, or fails to satisfactorily complete all restoration required in a timely manner the City of Clearwater may notify the permit holder in writing of the failure or shortcomings. Than after five days, the City of Clearwater may complete all necessary work and bill the permittee. If the city restores any part of the Right-Of-Way or Easement area due to the permit holder or permit holder agent’s failure, the permittee shall pay that cost within thirty days of billing by the City of Clearwater. These costs shall include but are not limited to administrative overhead, mobilization, material, labor, and equipment.
21. **Permittee will provide** project data necessary for the City of Clearwater to develop a Right-Of-Way and Easement mapping system in accordance with Minnesota, (Stat. 237.162, subd. 8 (6) 1998). Information required, but not limited to, location and elevation of applicant’s mains, cables, conduits, switches, and all related equipment and facilities, type, size and description of equipment plus all abandoned facilities.

1. The undersigned herewith accepts the terms and conditions of this permit by the City of Clearwater as herein contained and agrees to fully comply therewith to the satisfaction of the City of Clearwater.
2. The undersigned also declares that he/she has read, understands, and will comply with all City, County, and State Ordinances and all Right of Way Regulations as stated in this permit or supplemental condition may require.
3. The undersigned also declares a Certificate of Insurance or Self Insurance verifying coverage has been provided to and approved by the City of Clearwater Deputy Clerk.

(CITY OF CLEARWATER TO BE NAMED AS AN ADDITIONAL INSURED)

Signed: _____

Print Name: _____

Title: _____ Date: _____

FOR CITY OF CLEARWATER USE ONLY

AUTHORIZATION OF PERMIT

Fee: \$ 150.00 _____

Permit No. _____

Excavators Business License #: _____

In consideration of agreement to comply in all respects with the regulations and codes of the City of Clearwater covering such operations, and pursuant to authorization duly given by said City of Clearwater, permission is hereby granted for the work to be done as described in the above application with said work to be done in accordance with Right of Way Regulations and supplemental condition:

APPROVED BY: _____

DATE: _____

CITY OF CLEARWATER REGISTRATION FOR WORK IN CITY RIGHT-OF-WAY AND EASEMENT AREAS

Date: _____

1. One copy of a Certificate of Insurance listing the City of Clearwater as an additional insured party must be submitted with the registration form.
2. Pursuant to City of Clearwater Fee Schedule the application for work must be paid at time of registration.

Permittee's Name: _____
Company, Organization, or Individuals Name or Identity

Address: _____
Street Number / Name City State Zip

Phone: _____ Fax: _____

E-mail Address: _____

Gopher State One-Call Registration ID Number: _____

3. In case of an emergency, your local representative is required be accessible for consultation at all times, please provide the following information:

Local Representative: _____
Individuals Name or Identity and Title

Address: _____
Street Number / Name City State Zip

Phone: _____ Fax: _____

E-mail Address: _____

Applicants Signature _____ Date _____

City of Clearwater use only	
_____ City Representative	_____ Approval Date

City of Clearwater

Certificate of Insurance Requirements For work in City Right-Of-Way and Easement areas

All organization and individuals working in City of Clearwater Right-Of-Way and/or Easement areas are required to and shall provide a certificate of insurance verifying that insurance meeting the following requirements is current and active.

- ◆ Commercial general liability (CGL), and if necessary commercial umbrella insurance, with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$2,000,000.
- ◆ The CGL insurance shall cover liability arising from premises, operations, independent registrants; products completed operations, personal injury, and advertising injury and contractually assumed liability.

The City shall be named as an additional insured under the registrant's CGL insurance, and the umbrella insurance if any. Certificate of insurance must specifically verify that the registrant is insured against claims for personal and bodily injury including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way by the registrant, its officers, agents, employees and permittees, and (ii) placement and use of facilities and equipment in the right-of-way by the registrant, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities and collapse of property.

The registrant shall maintain automobile liability insurance, and if necessary umbrella liability insurance with a limit of not less than \$1,500,000 each accident. If such insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$2,000,000. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles.

The registrant shall maintain workers compensation insurance or provide evidence of the qualification as a self-insurer of workers compensation.

The certificate of insurance shall required that the City be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term.