



RIGHT-OF-WAY WORK PERMIT APPLICATION

City of Janesville
 101 N Mott Street, Janesville, MN 56048
 507-234-5110

Excavation Permit Obstruction Permit Other Permit Permit No. _____

Applicant or Company Name: _____

24/7 Contact Name:			Phone:
Street Address:			Cell:
City:	State:	Zip:	Fax:
E-mail:			Gopher State Cert. No.

Project Location: _____

NATURE OF WORK

<input type="checkbox"/> Cable TV	<input type="checkbox"/> Water	<input type="checkbox"/> Sewer	<input type="checkbox"/> Electric
<input type="checkbox"/> Telephone Copper	<input type="checkbox"/> Fiber Cable	<input type="checkbox"/> Other:	

PURPOSE OF CONSTRUCTION

<input type="checkbox"/> New	<input type="checkbox"/> Replacment	<input type="checkbox"/> Repair	<input type="checkbox"/> Other
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CONSTRUCTION DETAILS

Excavation Size:	Length (LF):	Width:	Depth:	Fee :
Obstruction Length:			Fee:	

ROW being used: Parking Lane Driving Lane Sidewalk Blvd

Description of work: _____

Will MnDot be notified of work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date:	Completion Date:
Will detouring traffic be necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Construction:	

SUBMISSION OF APPLICATION MUST INCLUDE:

- Site plan indicating work to be performed
- Certificate of Insurance
- Bond or Deposit Check in amount of \$2,000

(I/We) the undersigned, hereby apply for a permit from the City of Janesville for the above. (I/We) understand and accept the terms and conditions of the regulations of the City of Janesville and, if necessary, Waseca County Highway Department and the Commissioner of Transportation. On completion of the installation, persons doing such work must notify the City of Janesville that work has been completed. **Project Complete Inspection must be done prior to seasonal restriction dates or within 90 days. Warranty inspection is within (1) year after work start date. Except for emergencies, permits will not be allowed during the months of November 1st and April 1st.**

APPLICANT SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

<input type="checkbox"/> Insurance Certificate	<input type="checkbox"/> Bond in amount of \$2,000	Date Received:
<input type="checkbox"/> \$500,000 in general liability	Issuer:	Date Issued:
<input type="checkbox"/> \$1,000,000 in workers comp.	<input type="checkbox"/> Check in amount of \$2,000	Permit Fee & Date paid:
<input type="checkbox"/> \$1,000,000 in umbrella	Check #:	Issued By:

In accordance with this application, a Right-of-Way Work Permit is granted to the applicant to place, construct, and thereafter maintain, on, or across, or under the Right-of-Way of the above described Right-of-Way and in the location as shown by the above application subject to conditions and requirements as stipulated by the Public Works Director or Public Utilities Manager.

MANAGER/DIRECTOR APPROVAL: _____ **DATE:** _____

INSPECTED & ACCEPTED BY: _____ **DATE:** _____

CITY OF JANESVILLE ROW POLICY & PROCEDURE

Unless otherwise provided in the City Code Chapter 93, no person may obstruct or excavate in the ROW without first obtaining a ROW permit from the City. Obstructions approved by permit are the responsibility of the permit applicant. The City reserves the right to remove any obstruction in the ROW without notice and is not liable for any damages to the obstruction at any time.

Activities Requiring a ROW Permit

- Obstructions
- Construction of retaining walls, fences, berms, or other obstructions
- Planting of trees, shrubs, or other landscaping over 12 inches high
- Excavations
- Construction of paved driveways and walks (in Right of Way)
- Installation of utilities, irrigation, conduits, wires, or other objects
- Any type of excavation

****For any type of ROW permits involving excavation there is a maximum of 1,000 feet per day allowed.**

Permit Application Procedure

Work in the ROW cannot begin until the City receives and approves a ROW permit application.

All applications must include:

- **completed** ROW Permit Application **form and project plans** prepared to City standards
- payment of all **permit fees** (see Permit Application & Master Fee Schedule)
- **financial security** (bond, cash, cashier's check, letter of credit, etc as approved by the City) guaranteeing the work will conform with
 - **certificate of insurance**
 - **detailed construction plan** prepared to City standards
 - **traffic control plan**, if blocking traffic or any travel way
 - **copies of permits, or applications for permits, from the Minnesota Department of Transportation, Waseca County Department of Public Works, or Railroad Authority, where applicable**

After staff review, City staff will either issue a permit or deny your request. Please allow up to three weeks for review. If revisions are required, more time may be necessary.

Approved permits are sent by mail. If your permit is approved, it is your responsibility to contact Gopher State One Call (651-454-0002) to locate utility lines before excavation. **Notify the Janesville Public Works Department at least 48 hours before beginning work (507)234-5110.**

When all work under the permit is completed, notify the City Public Works Department (507)234-5110 for final inspection.

Permit Duration

Dates on ROW permits vary depending on the plan; however, no ROW work can continue past the date specified on the permit unless the City issues an extension before the initial permit expires or the permittee submits a supplemental application for another ROW permit.

Except for emergencies, permits will not be granted between November 1st and April 1st. All work, including restoration, must be completed before the seasonal restriction dates or within 90 days.

Permit Fees and Financial Securities

Permit and security fees are established annually by the City Council and cover:

- estimated restoration costs and other management costs
- prior obstructions or excavations in warranty
- any undisputed loss, damage, or expense suffered by the City because of applicant's prior excavations or obstructions of the ROW or any emergency actions or delay remedies taken by the City

Fees paid for revoked or expired permits or work not completed by decision of the applicant is not refundable.

Required Inspections

The City requires inspection of the work as part of the permit process.

For **driveways/walks**, provide the schedule for removal and installation, and schedule an **Initial Inspection**. The City must complete the Initial Inspection before a driveway/ walk is poured, paved, or installed.

City will conduct **Project Complete Inspection** when the notification is received from permit applicant. Warranty period (12 months) begins on the date this inspection is approved.

City will conduct **Warranty Inspection** to confirm that no defects or damage occurred to the City's ROW. If approved, the financial security will be returned.

Action Against Financial Security

The City can use funds from the security to correct defects in patching or restoration if:

- permitted work is not completed or if there are unreasonable delays in ROW excavation, obstruction, repair, or restoration
- work does not follow the standards, conditions, or codes specified by the City
- work fails within Warranty period of 12 months after City approval
- defective work is not corrected within five calendar days of the receipt of the notice (not including days during which work cannot be done or is prohibited as unseasonable or unreasonable)

The City reserves the right to perform repair and patching when delays pose a potential threat to public safety. If the City restores the ROW, permittee must pay all costs within 30 days of billing.

Warranty

If no action has been filed against permit, security will be released following completion of the Warranty Inspection period of 12 months.

Suspension or Revocation of Permit

The City may order work stopped at any time there is a serious threat to public safety or if any work does not conform to standards, conditions, or codes. If the problem is not corrected within five days, the City may revoke the permit.