



OBSTRUCTION PERMIT

City Council adopted ordinance 890, an ordinance pertaining to right-of-way management. Go to the code of Ordinances website at: https://library.municode.com/mn/stillwater/codes/code_of_ordinances. Under the provisions of the ordinance, the City requires that all work underground or overhead in the right-of-way have a permit from the City. Prior to any work being performed, a one time **Registration Application** must be completed with all the appropriate licensing, certificates and bonding. When registration information changes, quick updates can be done using the **Update Registration Form**. Thereafter in the initial registration, any work in the right-of-way will require a completed **Right-of-Way Permit**. Once all forms are completed, the City will review the permit application and determine whether a permit is appropriate. Below is a list of Right-of-Way permit fees. For a complete listing of all excavator responsibilities, please review Minnesota State Statute 216D.

An **Obstruction Permit** is used when a contractor or a permittee/resident plans to occupy a portion of the roadway or sidewalk for a period of time. Permittees that wish to locate construction equipment, dumpsters or any other obstruction that hinder the use of the roadway or right-of-way are required to get an obstruction permit. Obstruction Permit fees are \$50 per week.

A **Hauler's License** is also required in the City of Stillwater to establish regulations and procedures for the collection and disposal of commercial, MSW, waste materials, recyclable material, yard waste, and other non-toxic wastes. See Ordinance #1106, Chapter 30, Subd 4. Application fees are \$300 Commercial property, \$300 Residential (includes recycling and roll-off) and \$50 for roll-off only (special pick up).

For more information contact 651-430-8830. Send completed form/applications along with any required drawing to ;

City of Stillwater
Attn: Eng Dept.
216 4th St. N
Stillwater, MN 55082

Or email to: jjurek@ci.stillwater.mn.us



Fee Type	Fee
Obstruction Permit	\$50.00/week
Right-of-Way	
Hole:	\$200.00 per hole
Trench:	\$200.00 plus \$0.50 per lineal foot of trenching
Boring:	\$200.00 plus \$0.50 per lineal foot of boring
Permit Extension:	\$25.00 plus \$25.00 per week of extension
Penalty:	2 times the amount of standard permit fee
Degradation:	To be calculated by city (see below for estimates)
<i>Degradation fees - homeowners are exempt on repairs to existing sewer and water services in the right-of-way.</i>	
Degradation Fee Estimates For Bituminous Streets:	
New Street - 0 to 5 years	\$4.00 per square foot
Exisitng Street	\$2.00 per square foot
Street to be constructed in the next 5 years	\$1.00 per square foot
Degradation Fee Estimates For Bituminous Pathway:	
New Pathway - 0 to 5 years	\$1.50 X Path Width X Length Of Disturbance
Exisitng Pathway	\$1.00 X Path Width X Length Of Disturbance
Pathway to be constructed in the next 5 years	\$0.50 X Path Width X Length Of Disturbance



CITY OF STILLWATER ENGINEERING DEPARTMENT

216 4th Street North
Stillwater, Minnesota 55082
Phone: (651) 430-8830

Permit No. _____

City Street _____

Permit Fee _____

APPLICATION FOR RIGHT OF WAY PERMIT

**Permit Application shall be submitted 15 days prior to road closure,
or 10 days prior to activity not requiring road closure.**

**** Additional time may be required if plan revisions are needed. ****

Applicant <i>*must be registered with the City*</i>	Address	Contact Info
Name _____	_____	Phone _____
Business _____	City _____	Email _____
Contractor _____	State & Zip _____	Registration# _____

Dates and Location

Proposed Start Date: _____ Proposed End Date: _____ Duration of work and/or closure (# of hours/days/weeks) _____
City Street Name: _____

Location and Project Limits (describe and include a drawing and/or map)

Type of Work (check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Install New Underground Utilities | <input type="checkbox"/> Install Antenna/Wireless Structure | <input type="checkbox"/> Other (Describe Directly Below) _____ |
| <input type="checkbox"/> Install New Overhead Utilities | <input type="checkbox"/> Install Sign or Monument | |
| <input type="checkbox"/> Install New Ground-Level Utilities | <input type="checkbox"/> Place Temporary Structure or Container | |
| <input type="checkbox"/> Maintenance (No New Installation) | <input type="checkbox"/> Grading/Excavation/Boring | |
| | <input type="checkbox"/> Tree/Brush Removal | |

Traffic Impact (check at least one – if more than one, please provide details in plans)

- ☐ No obstruction of Sidewalk/Trail or Travel Lanes (**NOTE: Shoulder closures shall follow MN MUTCD Field Manual Layout #6 or #8**)
- ☐ Partial or intermittent obstruction of Sidewalk/Trail or Travel Lanes not requiring closure (examples: flagger control, lane reduction, trail narrowing); **Applicant must submit a traffic control plan OR identify Field Manual layout(s) here: # _____**
- ☐ Full obstruction of Sidewalk/Trail or Travel Lanes requiring closure and reroute; **A traffic control plan MUST be submitted with application.**

Utility Information (if applicable)

Utility Type:

- ☐ Electrical
- ☐ Communications (Copper)
- ☐ Communications (Fiber Optic)
- ☐ Communications (Wireless)
- ☐ Natural Gas / Petroleum
- ☐ Water or Sewer
- ☐ Other: _____

For Underground Utilities:

Size: _____

Conduit Type: _____

Casing Type: _____

Depth: _____

Voltage: _____

Pressure: _____

Length of Install - Right of Way only: _____

For Overhead Utilities:

Installing New Poles? ☐ Yes ☐ No

Minimum Height of Conductor from ground: _____

Minimum Height of Conductor over roadway: _____

Line Voltage: _____

Work Order # / Project #: _____

Signature

The applicant shall perform all work according to the terms of this permit, the City of Stillwater Right of Way Ordinance and all other regulations of The City of Stillwater, and any Special Provisions which are attached to the permit. The applicant shall comply with all applicable laws and ordinances, codes, and regulations. The work performed shall be in no way detrimental to the street or to the safety of the public. All traffic control shall comply with the provisions of the Minnesota Manual on Uniform Traffic Control Devices, including the Temporary Traffic Control Zone Layouts Field Manual. Applicant shall supply accurate "as-built" drawing files in PDF format.

Print Name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

In accordance with this application, a Right of Way Permit is granted to the applicant to place, construct, and/or maintain said utility/facility/event on or across the right of way of said City street in the location shown on the drawing made apart of this application, or in a location or manner specified by the City Engineer in the attached Special Provisions.

A copy of this Permit must be available at the work site at all times.

SPECIAL PROVISIONS _____

APPROVED

Authorized Signature City of Stillwater Engineering Department

Date

Requirements for Right of Way Permits

1. Fill out the application electronically or print in ink only. Complete each section on the permit application. Be sure to sign this sheet and the application form at the bottom and email or mail the signed forms with a plan set.

2. For the safety of the traveling public and for the safety of those working in the right-of-way, the proper signage or barricades must be placed in accordance with the standards of the Minnesota Manual on Uniform Traffic Control Device's "Temporary Traffic Control Zone Layouts Field Manual".

3. The Contractor is responsible for providing clear and safe passage, including a suitable roadway surface for the traveling public through all work zones associated with the permitted work. Pedestrian Access Routes TPAR shall be maintained in accordance with MN MUTCD ADA standards.

4. Class 2 or better fluorescent safety vests are to be worn when working in the road right-of-way.

5. Prior to installing utilities, the permittee shall notify the Engineering Department at 651-430-8830.

6. Prior to construction and excavation in the road right-of-way, the permittee shall notify the City Inspector at 651-430-8832. A City Inspector may be required to be on site during back filling and pavement restoration.

7. All roadway excavation, backfill and pavement restoration will be considered temporary between November 1 and May 1. The temporary pavement will require replacement as weather permits. Material failure of the subgrade resulting in any depression of the excavation site will require re-excavation and restoration.

8. Pavement restoration shall be in full lane widths seam to seam, from centerline to curb, and saw cut curb joint to curb joint. Saw cuts shall be utilized for all excavation edges. Saw cuts shall be expanded as needed to ensure undermining is non-existent. Depressions resulting from undermining or poor compaction methods will be the responsibility of the permit holder.

9. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the roadway during the work. If material is tracked onto the roadway, it must be removed immediately. Failure to remove roadway or sidewalk debris will result in project suspension until the debris is fully removed.

10. Construction vehicles or spoil piles left overnight are strongly discouraged. In the event there is no option, the equipment/debris shall be delineated properly and placed as far as possible from roadway edge.

11. No vehicles or equipment shall be parked on paved trails. If construction is located near a trail and requires closing a trail/sidewalk, please call 651-430-8830. Any and all trail damage occurring as a result of permitted work, to include turf areas, shall be restored to pre-existing or better conditions. In specific cases this restoration may include manicured turf/sod replacement.

12. Disturbed areas will need to be addressed (i.e., seeded, mulched and anchored, or sod) with the proper erosion control, including temporary erosion control as needed, within 7 days and maintained until the new turf is established. All work shall be in compliance with local, state, and federal erosion control requirements.

13. It is the responsibility of the Contractor to notify Gopher State One Call for utility locations for any work being performed within the City right-of-way, and to obtain all other necessary permits.

14. In the event the construction has not been completed within one year of the permit approval date, this permit becomes null and void.

15. No work under this application is to begin until the application is approved, and the permit issued, unless permission has been granted by the City Engineer or their designee.

16. Any party working within the City right-of-way under this permit shall have a copy of the approved permit, preferably hard copy, on site. Any party working in the City right-of-way without City approval or without a copy of the approved permit may be required to vacate the right-of-way immediately.

17. Utility relocation costs associated with road improvements and construction projects are the responsibility of the facility owner.

18. No changes or alterations may be made at any time without written permission from the City of Stillwater Engineering Department.

I/We agree to all of the above requirements. All work performed will be done to the satisfaction of the City of Stillwater Engineering Department.

Applicant's Signature: _____

Dated: _____

Updated
12/2022