



CITY OF FALCON HEIGHTS

2077 W. Larpenteur Avenue, Falcon Heights, MN 55113

Fax: 651-792-7610

Email: mail@falconheights.org

For Office Use Only:

Date: _____

Permit No: _____

Amount Received: _____

Receipt: _____

RIGHT OF WAY (ROW) PERMIT APPLICATION

NOTE: Attach two sets of 1/2 size, engineer grade construction plans to application.
Maximum length per permit is 5,280 feet (1 mile). One permit per road.

PERMIT TIMETABLE:

A permit must be applied for prior to any work being started. If emergency work is done without a permit, the City must receive an application within two working days of the emergency. The permit application must include start and completion dates and times. If the job is not complete by the date/time provided penalties apply. It is expected that the contractor will patch the entire area of disturbed curb, roadway or pathway within the construction schedule.

ADDITIONAL PERMITS:

Additional permits are normally required from Counties, Townships, Watershed Districts, MnDOT, etc. To avoid any possible delay in your project, you should contact the appropriate governmental agency. Some entities may require a copy of this application, even though they may or may not issue a permit.

PERMIT TYPE (please select): Excavation Obstruction Small Cell Wireless

| | | | |
|-----------------|------|-------|----------|
| Applicant Name | | Phone | |
| Company Name | | Phone | |
| Billing Address | City | State | Zip code |

LOCATION OF CONSTRUCTION

| | | | |
|-----------------------------------|------|-------|----------|
| Address/Street (Limit 1 per road) | City | State | Zip code |
| From/To; Nearest Intersection | | | |

CONSTRUCTION SCHEDULE (delay penalties will be enforced):

| | | |
|-------------------------|---------------------------------|---------------|
| Construction start date | Number of days for construction | Weekend dates |
|-------------------------|---------------------------------|---------------|

NOTE: A copy of the Notice of Completion is required when work is completed. Please email to City Hall at mail@falconheights.org, or fax to 651-792-7610.

DESCRIPTION OF PROPOSED WORK AND TIME FRAME

TYPE OF CONSTRUCTION (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Cable | <input type="checkbox"/> Heating | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Cooling | <input type="checkbox"/> Pipeline | <input type="checkbox"/> Storm Sewer |
| <input type="checkbox"/> Curb Cut/Driveway | <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Water |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Traffic | <input type="checkbox"/> Other (specify below) |
| <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Sanitary | _____ |

PURPOSE OF CONSTRUCTION (check all that apply):

- | | | |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Repair | <input type="checkbox"/> Other (specify below) |
| <input type="checkbox"/> Replacement | <input type="checkbox"/> Maintenance | _____ |

EXCAVATION INFORMATION (check all that apply):

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> Trench How Many: _____ | <input type="checkbox"/> Plowing | <input type="checkbox"/> Pedestal |
| <input type="checkbox"/> Hole How Many: _____ | <input type="checkbox"/> Driveway | <input type="checkbox"/> Other (specify below) |
| <input type="checkbox"/> Boring | <input type="checkbox"/> Cabinet | _____ |

Excavation size: Width: _____ Length: _____ Depth: _____

RIGHT OF WAY DISTURBANCE:

Portion being disturbed (check all that apply):

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Driving Lane | <input type="checkbox"/> Sidewalk/Path |
| <input type="checkbox"/> Parking Lane | <input type="checkbox"/> Boulevard |

Type of surface being disturbed (check all that apply):

- | | | |
|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Gravel | <input type="checkbox"/> Other (specify below): |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Turf grass | _____ |

RIGHT OF WAY OBSTRUCTION:

Portion being obstructed (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Driving Lane! | <input type="checkbox"/> Sidewalk/Path |
| <input type="checkbox"/> Parking Lane | <input type="checkbox"/> Boulevard |

Obstruction size: Width: _____ Length: _____

Hours of obstruction: Date(s): _____ Start time: _____ End time: _____

If ROW obstruction includes blocking a driving lane, please include a separate flagger or detour plan.

SMALL CELL WIRELESS INFORMATION (if applicable):

- | | |
|---|---|
| <input type="checkbox"/> New pole | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Co-location, City-owned | _____ |
| <input type="checkbox"/> Co-location, other-owned | |

Pole/structure height: _____ Small cell wireless facility height on structure: _____

FEES

| Item | Fee | Amount FOR OFFICE USE ONLY |
|--|---|----------------------------------|
| Annual Registration | \$25.00 | |
| Hole (excavation having a length less than the width of the ROW) | \$400.00 | |
| Trench | \$400.00 + \$40.00 per 100 lineal feet or portion thereof | |
| Boring | \$400.00 + \$40.00 per 100 lineal feet or portion thereof | |
| Obstruction | \$50.00 + \$0.06 per lineal foot | |
| Small Cell Wireless | | |
| <ul style="list-style-type: none"> • Permit fee | \$100.00 | |
| <ul style="list-style-type: none"> • Rent on City Structure | \$150.00 per year | |
| <ul style="list-style-type: none"> • Maintenance for colocation | \$25.00 per year | |
| Monthly Electrical Services | - | |
| <ul style="list-style-type: none"> • Radio node less than 100 watts | \$73.00 per month | |
| <ul style="list-style-type: none"> • Radio node over 100 watts | \$182.00 per month | |
| TOTAL | | |

Credit card charges will incur a 2.95% convenience fee

PAYMENT IS REQUIRED BEFORE WORK IS COMPLETED

Make check payable to:
City of Falcon Heights
2077 Larpenteur Ave W. Falcon Heights, MN 55113

PERMIT REQUIREMENTS:

- ___ Annual Registration (please complete page 4)
- ___ Complete Permit Application
- ___ Certificate of Insurance/Bond
- ___ Site plan showing proposed work, property line, addresses, existing utilities, curb & gutter, and pathways

SIGNATURES

By signing this application, I (the applicant/company) hereby acknowledge that I must adhere to City Code Chapter 42 related to Right-of-Way management.

Signature (applicant)

Signature (authorized City representative) _____
Date



CITY OF FALCON HEIGHTS

2077 W. Larpenteur Avenue, Falcon Heights, MN 55113

Fax: 651-792-7610

Email: mail@falconheights.org

For Office Use Only:

Date: _____

Permit No: _____

Amount Received: _____

Receipt: _____

ANNUAL RIGHT OF WAY (ROW) USER REGISTRATION

REGISTRATION TYPE (please select):

New Annual Update Utility Owner Contractor

REGISTRANT INFORMATION

| | | | |
|----------------------------|------|-----------------|----------|
| Registrant Name | | Business Phone | |
| Company Name | | Emergency Phone | |
| Email address | | | |
| Registrant Billing Address | City | State | Zip code |

LOCAL REPRESENTATIVE (24-HOUR CONTACT) INFORMATION

| | | |
|---------------|----------------|-----------------|
| Name | | |
| Mobile Phone | Business Phone | Emergency Phone |
| Email address | | |

REQUIRED ATTACHMENTS:

- Certificate of Insurance:** A copy of Ramsey County's Insurance Requirements can be obtained at City Hall. City of Falcon Heights officials and employees must be named as "additional insured."
- Construction Performance Bond:**
 - "ANNUAL" Utility owners must post an Annual Construction Performance Bond in the amount of \$100,000 (the City reserves the right to increase this amount for larger projects).
 - "INDIVIDUAL PROJECT BONDS" All other Performance Bonds (individual project bonds) and amounts shall be determined at the time of the permit application. The amount of the bond will be determined by several factors, including age of road, surface to be disturbed, width, length, depth of excavation, etc. The length of this bond shall be for a period of twenty-four (24) months.

FEE

Annual Right-of-Way User Registration Fee: \$25.00

Credit card charges will incur a 2.95% convenience fee

Make check payable to:

City of Falcon Heights

2077 Larpenteur Ave W. Falcon Heights, MN 55113

SIGNATURES

Signature (applicant)

Date

Signature (authorized City representative)

Date