

RIGHT-of-WAY (ROW) MANAGEMENT GENERAL REQUIREMENTS and PLAN STANDARDS

Excavations & Obstructions

Applicants are responsible for becoming familiar with the pertinent regulations listed on the back of the Permit Application form and with the City's ROW ordinance. In addition, City staff will use the following requirements and standards when reviewing plans. **Plans that do not include all of these standards will not be accepted.**

GENERAL REQUIREMENTS

- Submit a separate permit application for each address and location where work is proposed. After emergency repairs, submit application and pay appropriate fees.
- Provide Construction Performance Bond or security (minimum \$5,000) in amount and form approved by the City (\$500 cash or cashier's check for non-commercial residents of the City).
- Submit an original Certificate of Insurance (\$100,000–\$300,000 liability, \$25,000 property damage) and adequate Worker's Compensation according to statutory requirements.
- Keep an approved permit and plan on the work site at all times.
- Do not excavate paved areas between November 1 and until road restrictions lift, unless specifically approved in writing by the City.
- Allow up to three weeks for ROW permit review. If revisions are required, more time may be necessary. The City may reject permits if there is insufficient time for permit review and/or completion of the work by November 1.
- Provide work zone traffic control, warning devices, and barricades that conform to the Minnesota Manual On Uniform Traffic Control Devices. If specified, submit a traffic control plan for approval with application.
- Perform patching and restoration according to the standards and with the materials specified by the City. Standard detail plates are available in the Engineering Department and will be mailed with the issued permit.
- Do not store landscaping materials or stage construction on the street. Violations will result in issuance of a stop work order until materials are removed, a permit revocation, or issuance of a citation for violation of City Code, as determined by the City. Do not place dumpsters or containers in the roadway without approval from the City. If approval is granted, dumpsters must be outfitted with flashers and warning devices as determined by the City.
- Restore all boulevard openings with turf within one week after completion of work, unless otherwise specified by the City.
- During construction, keep street surface and roadside clean and neat.
- Be financially responsible for any damage to the street.
- Warranty all work for 24 months.

REGISTRANTS ONLY

- Provide construction record drawings for facilities installed under the permit. Drawings shall be prepared in accordance with the City's requirements and as outlined in the mapping requirements portion of the ROW ordinance.
- Stake the proposed installation as to location and elevation for approval before start of excavation.

PLAN STANDARDS GENERAL PLAN DETAIL REQUIREMENTS

For all proposed obstructions (ie, landscaping, fencing and walls, vegetation greater than 12 inches high, and others), permittees must provide construction plans that show all of the following (lot surveys, site plans, and sketches are acceptable).

- Location, address, and street name
- A north arrow
- Plan scale (shown graphically on a bar scale) of: 1 inch = 20 feet, 30 feet, 40 feet, or 50 feet. Plans in other scales will not be reviewed.
- Key or legend showing all line types and identifying symbols
- Right-of-Way (ROW) property line, and easements where applicable
- Boulevard width (distance between back of curb and property line)
- ROW width, street pavement width (back of curb to back of curb)
- Location of topographical features: curb, sidewalk, driveways, lights, poles, significant vegetation, landscaping, retaining walls, hydrants, etc
- For all projects of 300 feet or more in length, a field survey and plans showing the locations of all utilities within the project area, including:
 - all City utilities (sanitary sewer, storm sewer and catch basin leads, water main and hydrant leads, services) in Plans & Profile
 - gas, electric, telecommunications, cable TV, other buried cables and conduit
 - other utilities
- A locate meet is also required prior to project start.
- Accurate location of proposed obstruction, opening, and/or installation, including size (length, width, depth), and description

REGISTRANTS ONLY

- Offsets from property lines, distances from ROW centerlines and curb lines
- Profile View: Location of proposed private utility, all public utilities, and other private utility information
- Minimum lateral clearance of a 1:1 slope from all City utilities
- **After construction, submit as-builts, with profile view, in digital format compatible with AutoCAD or as directed by the City.**



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



RIGHT-of-WAY (ROW) MANAGEMENT

GENERAL REQUIREMENTS and PLAN STANDARDS

Driveway Installations

Applicants are responsible for becoming familiar with the pertinent regulations listed on the back of the Permit Application form and with the City's ROW ordinance. In addition, City staff will use the following requirements and standards when reviewing plans. Plans that do not include **all** of these standards will not be approved.

GENERAL REQUIREMENTS

- Submit a separate permit application for each address where a driveway is being constructed.
- Provide Construction Performance Bond or security (minimum \$5,000) in amount and form approved by the City (\$500 cash or cashier's check for non-commercial residents of the City).
- Submit an original Certificate of Insurance (\$100,000–\$300,000 liability, \$25,000 property damage) and adequate Worker's Compensation according to statutory requirements.
- Keep an approved permit and plan on the work site at all times.
- Construct all driveways with positive grade at the street.
- Use City-specified approach or apron (see attached details).
- Do not place rebar or steel mesh in the ROW.
- Adhere to a 25-foot maximum driveway width in a ROW or easement.
- Adhere to a 3-foot setback from the side property line.
- Construct a paved driveway that covers no more than 40 percent of the front yard.
- Provide work zone traffic control, warning devices, and barricades that conform to the Minnesota Manual on Uniform Traffic Control Devices.

PLAN STANDARDS GENERAL PLAN DETAIL REQUIREMENTS

Permittees must provide construction plans that show all of the following (lot surveys, plot plans, and sketches are acceptable).

- Location, address, and street name
- A north arrow
- Plan scale (shown graphically on a bar scale), if required by City, of: 1 inch = 20 feet, 30 feet, 40 feet, or 50 feet. Plans in other scales will not be reviewed.
- Boulevard width (distance between back of curb curb and property line)
- Accurate location and width of proposed curb cut and proposed driveway, including size (length, width, depth) and description of material
- Location of topographical features: curb, sidewalk, driveways, lights, poles, significant vegetation, landscaping, retaining walls, hydrants, etc
- ROW width, street pavement width (back of curb to back of curb)
- Drainage arrows



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