



City of Crookston 124 N. Broadway
Crookston, MN 56716-1731.
Public Works Permits
Telephone 218-281-5711

Right-of-Way and or utility easement use Application Form

- 1) Excavation Plans with map indicating desired utility location is required
- 2) Call in preconstruction locates and meet to get exact utility instillation location. Call 218-281-5711 to setup meeting.
- 3) When Approved, (1) Set will be returned (emailed) to the Applicant.

(Please print & check items affected) **Do Not Combine Excavations & Obstructions** on the same application, **Submit Separately**

PLAN TYPE: Excavation (Buried)

Applicants Name: _____ Phone Number: _____ Fax Number: _____

Email Address: _____

Company Name: _____ Phone Number: _____ Fax Number: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Company Job/ID Number: _____

ALL APPLICANTS MUST BE REGISTERED PRIOR TO PLAN or PERMIT APPROVAL

LOCATION: _____
(On Street, From Street to Street or a description of the location "where" work will primarily be done)

EXCAVATION INFORMATION (Mark with an "X" next to all that apply):

Directional Bore Open Trench Saw Cut Man/Hand Hole(s)

Utility to be installed? Electric Internet Phone Gas Sewer Water

Excavation Size: Linear Length (ft) _____ Installation(s): Poles ___ Pedestals Bollards Cabinets

Surface Being Disturbed: Asphalt Concrete Gravel Grass _____ Specify _____

OBSTRUCTION INFORMATION (Mark with an "X" next to all that apply):

Part of ROW Being Disturbed: Drive Lane Parking Lane SW Blvd Alley Bike Lane

CONSTRUCTION SCHEDULE:

Start Date: _____ Number of Construction Days During Schedule: _____ Complete Date: _____

By signing this application, I (the applicant/company) hereby acknowledge that I must adhere to all provisions of City of Crookston. The applicant shall also comply with the regulations of all other governmental agencies for the protection of the public.

APPLICANTS SIGNATURE: _____ **DATE:** _____

Plan Meeting Date _____ Agenda Item Number _____ Approved PLAN Number _____

CONDITIONS OF PERMIT

1. Permits are required for all work performed in any Right-of-Way provided for public use in The City of Crookston.
2. Permittee shall commence actual construction within sixty (60) days from the approval date of this application.
3. The Permittee shall notify the Public Work Department 48 hours prior to commencement of the permitted work.
4. This Permit must be kept on the work site and be available upon request or prominently displayed.
5. The Permittee shall hold the City harmless and the City shall be relieved of all responsibility for any damage or liability of any nature arising from work authorized and performed under this Permit.
6. The Permittee is responsible to obtain necessary permits from other governing agencies.
7. Work requiring lane closures shall comply with The City of Crookston policies.
8. All crossings of existing pavement shall be made by trenchless technology at a minimum depth of thirty-six (36) inches, unless otherwise authorized by the Public Works Department.
9. Open cutting of existing pavement will generally not be allowed, but may be considered under one or more of the following conditions:
 - Sub-surface obstructions
 - Extreme high water table
 - Limited space for jacking pits
 - Condition of roadway surface including resurfacing and rebuildingIf approved, the Permittee must comply with the City resurfacing requirements.
10. All property disturbed by work authorized by this permit must be restored to better than, or equal to, its original condition, and to the satisfaction of the City.
11. Following completion of all permitted work, sodding and /or seeding shall be required for any disturbed rights-of- way.
12. The Permittee shall notify the Public Works Department upon completion of the permitted work so that a final inspection may be made.
13. In consideration for the granting of this permit, the Permittee agrees that if the City determines that it is necessary to relocate the licensed lines, the Permittee will relocate said lines at its sole expense within sixty (60) days upon receipt of written notification from the City.