



WASHINGTON COUNTY PUBLIC WORKS DEPARTMENT
 11660 Myeron Road North • Stillwater, Minnesota 55082
 Phone: (651) 430-4313 • Fax: (651) 430-4350
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For Office Use Only:

Permit No. _____
 Corridor _____
 Permit Fee _____

REGIONAL RAILROAD AUTHORITY RIGHT OF WAY PERMIT APPLICATION

Permit Application shall be submitted 30 days prior to road closure
 or 14 days prior to activity not requiring road closure.
 ** Additional time may be required if plan revisions are needed. **

Permit Fees: \$1.50 per foot or fraction thereof

Applicant *must be registered with the County*	Address	Contact
Applicant Name _____	_____	Phone (Office) _____
Company _____	City _____	Phone (Other) _____
Installation Contractor _____	State & Zip _____	Email _____

Dates and Location *contact County Highway Inspector at least 2 business days in advance of when you will be performing work, or immediately for emergency services.

*Proposed Start Date: _____ Proposed End Date: _____ Duration of work and/or closure (e.g. 4 hours, 3 days, 2 weeks)
 Trail Name: _____ City/Township: _____

Project No./Name: _____ **Location/Project Limits** (describe below and include a drawing and/or map)

Traffic Impact (check all that apply – if different plans will be applied at various locations, provide specific details in plans)

No obstruction of trail
 Partial/intermittent obstruction of trail not requiring detour (e.g. trail narrowing); **Traffic control plan MUST be submitted with application.**
 Partial/Intermittent/Full obstruction of trail with workers present to halt operations and provide safe passage through the work site.
 Full obstruction of trail requiring posted detour; **traffic control plan MUST be submitted with application.**

Type of Work (check all that apply)

<input type="checkbox"/> Install New Underground Utilities	<input type="checkbox"/> Install Antenna/Wireless Structure	<input type="checkbox"/> Grading/Excavation/Boring
<input type="checkbox"/> Install New Overhead Utilities	<input type="checkbox"/> Install Sign or Monument	<input type="checkbox"/> Tree/Brush Removal
<input type="checkbox"/> Install New Ground-Level Utilities	<input type="checkbox"/> Install Sidewalk/Trail/Ramps or Culvert	<input type="checkbox"/> Host a Parade/Race/Event
<input type="checkbox"/> Maintenance (No New Installation)	<input type="checkbox"/> Place Temporary Structure or Container	<input type="checkbox"/> Other (Describe Directly Below)
	<input type="checkbox"/> Install Landscaping	

Utility Information (if applicable)	For Underground Utilities:	For Overhead Utilities:
<input type="checkbox"/> Electrical	Size: _____	Installing New Pole(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Natural Gas / Petroleum	Conduit Type: _____	Replacing Existing Pole(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Water / Sewer	Casing Type: _____	Line Voltage: _____
<input type="checkbox"/> Fiber Optic	Depth: _____	Minimum Height of Conductor from ground: _____
<input type="checkbox"/> Cable	Voltage: _____	Minimum Height of Conductor over roadway: _____
<input type="checkbox"/> Other (describe below)	Pressure: _____	

Signature

I, the undersigned applicant, will ensure that all work is performed according to the terms of this permit, the Washington County Right of Way Ordinance, all other regulations of Washington County & the WCRRRA, and any Standard and/or Special Provisions which are attached to the permit. I, the undersigned applicant, will comply with all applicable codes, laws, and ordinances including County Ordinance #188. The work performed shall be in no way detrimental to the trail 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.** I, the undersigned applicant, attest that the **REQUIREMENTS FOR RIGHT OF WAY PERMITS** form has been reviewed, signed, submitted with this application, and shall be a condition of the approved permit.

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 County highway in location shown on the drawing made part of this application, or in a location or manner specified by Washington County in the Special Provisions below.

SPECIAL PROVISIONS

APPROVED

Authorized Signature Washington County Public Works 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 all plans.

2. Permit is valid only for the dates specified in the approved permit. No work is to begin until the permit is issued, and no work is to continue after the end date, unless written permission has been granted by Washington County Public Works.

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

4. The Contractor must be registered with Washington County Public Works. A certificate of insurance, or self-insurance, meeting county requirements and minimum limits, is required and should be submitted with the registration form.

5. Include a detailed site plan and map of the location and project limits. Work shall be performed according to the plans submitted and approved by Washington County Public Works. No changes or alterations may be made at any time without a revision/amendment or written authorization in advance, from Washington County Public Works.

6. A traffic control plan shall be submitted for any work taking place that affects the traffic lanes, the roadway shoulder, or sidewalk/trail, and must be approved by Washington County Public Works prior to start of work. Proper signs and warning lights shall be erected to protect traffic and for the safety of those working in the right-of-way. Class 2 or better fluorescent safety vests shall be worn when working in the road right-of-way. All traffic control devices and methods shall conform to the current edition of the MN Manual on Uniform Traffic Control Devices (MN MUTCD) and the Minnesota Temporary Traffic Control Field Manual.

7. 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. Temporary Pedestrian Access Routes (TPAR) shall be maintained in accordance with MN MUTCD and Americans with Disabilities Act (ADA) standards.

8. No vehicles or equipment shall be parked on paved trails/sidewalks. If work is located near a trail/sidewalk and requires an obstruction/closure, an Alternate Pedestrian Route plan shall be submitted for review and approval. Any and all trail damage occurring as a result of this 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.

9. Prior to installing utilities, construction, or excavation in the right-of-way, the permittee shall contact the County Inspector at 651-430-4344. A County Inspector may be required to be on site during backfilling and pavement restoration.

10. It is the responsibility of the Applicant and/or Contractor to notify Gopher State One Call for utility locations for any work being performed within county right-of-way. To request storm sewer locating please call Washington County Public Works at 651-430-4313.

11. Temporary traffic control devices shall be inspected daily to ensure proper placement and shall be removed or turned away from traffic when not in use. Devices shall be removed from the right-of-way no more than 7 days following completion. For projects with idle periods exceeding 7 days, device removal is required until work resumes. Devices improperly placed, abandoned, or posing a hazard may be removed by county staff, with potential fees assessed per county ordinance.

12. In the event of an emergency, outside of normal business hours, call the on-call Public Works dispatch at 651-430-8381. An after-the-fact permit may be required. The application shall be submitted within 2 business days, or permit will be subject to double the normal permit fees, per county ordinance.

13. All roadway excavation, backfill, and pavement restoration will be considered temporary between November 1 - 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.

14. 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 to correct.

15. 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.

16. 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. Clear zones are generally 30' but can be less in some areas.

17. All utility pedestals/boxes installed in county right-of-way must have a 4-foot visible marker installed. Any costs or damage associated with pedestals/boxes that are not marked with a 4-foot visible marker will be the responsibility of the facility owner.

18. All slopes must be 4:1 parallel to highway traffic (ditches) and 6:1 perpendicular to traffic (street and driveway slopes), unless otherwise specifically authorized by the permit.

19. All areas disturbed during construction in the right-of-way shall be restored and stabilized (e.g., seeded, mulched and anchored, or sod) with proper erosion control, including temporary erosion control, within 7 days, as needed, and maintained until the new turf is established. All work shall be in compliance with local, state, and federal erosion control requirements.

20. In the event work has not been completed within one year of permit approval date, this permit becomes null and void, unless a supplementary application for another right-of-way permit has been approved, or a permit extension has been requested prior to one year from permit approval date.

21. It is the responsibility of the Applicant and/or Contractor to obtain all other required permits (including but not limited to other county offices, local city, village, or township authorities, the MPCA, watershed districts, DNR, NPS) and further understood that this permit is issued subject to the approval of those authorities having joint supervision over said street or highway.

(I) (We), the undersigned, will ensure that the work is performed according to the terms of this permit, the Washington County Right of Way Ordinance, all other regulations of Washington County, and any Standard and/or Special Provisions which are attached to the permit.

Applicant's Signature:

Dated: _____