



RIGHT-OF-WAY PERMIT INFORMATION FOR REGISTERED USERS

1. What is the Right-of-Way?

The Right-of-Way is the surface and space above and below a public roadway, highway, street, cartway, bicycle and public sidewalk in which the City has an interest, including other dedicated rights-of-way for transportation purposes, utility easements and any other real property owned by or under the control of the City.

2. When is a permit required?

This permit is required when any work is done that includes digging, removing or in any way physically disturbing any part of the right-of-way. This permit is required for all other types of work that would hinder free and open passage over any part of the right-of-way for over 8 hours. Failure to obtain a permit for this type of work will result in a fee 2 times the amount of the standard fee.

3. How to apply for a permit:

The City uses an online permitting system, cityofroseville.com/epermits. After creating a free user account, applicants can apply for permits, pay fees and get email updates of review progress and permit issuance.

4. Permit Requirements:

- a) Annual Registration: Each year, applicants are required to register by submitting a completed Registration Form and a Certificate of Insurance / Bond. Payment of a Registration Fee is also be required.
- b) Permit Application: To apply for a permit, applicants are required to submit a completed Permit Application and a Site Plan showing proposed work, property lines, addresses, existing utilities, curb and gutter, pathways.

5. 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, a supplemental application and fee for extension must be provided prior to that date. If there is no extension applied for, penalties apply. It is expected that the contractor will patch the entire area of disturbed curb, roadway or pathway within the time specified in the Permit Timetable.

6. Permit Fees:

PERMIT TYPE	FEE
Hole:	\$400.00 per hole
Trench:	\$400.00 plus \$0.40 per lineal foot of trench
Boring:	\$400.00 plus \$0.40 per lineal foot of boring
Curb Cut:	\$50.00
Other Agency Review:	\$30.00
New or revised wireless support structure:	\$100.00
Obstruction:	\$50.00 plus \$0.06 per lineal foot
Roll-Off / POD Container:	\$50.00
Permit Extension:	\$25.00 plus \$25.00 per week of extension
Street Patching (half-width with curb):	\$1,300.00
Street Patching (half-width without curb):	\$700.00
Pathway Patching – concrete 2 panels	\$675.00
Pathway Patching – bituminous 12' x 8'	\$550.00
Annual Registration	\$50.00

If the permittee elects to repair the street or pathway, as shown in Roseville’s Right of Way Ordinance templates, a guarantee of work is required. The replacement of the area disturbed must have a three-year guarantee to replace or repair any areas that fail.

City of Roseville Ordinance No. 1209; Right-of-Way Management - 12/16/15



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ANNUAL RIGHT-OF-WAY USER REGISTRATION FORM

Date: _____

1. Registrant's Name: _____

2. Registrant's Address: _____

3. E-Mail Address: _____

4. Business Phone Number: _____

5. Emergency Phone Number: _____

6. Local Representative (24-hour contact) Information:

a. Name: _____

b. Business Phone Number: _____

c. Emergency Phone Number: _____

7. Certificate of Insurance or Self-Insurance: (See attachment for details and amounts)

a. Name of Insurance Company: _____

b. Policy Number: _____

c. General Liability: _____

d. Comprehensive: _____

e. Worker's Compensation: _____

f. City Additional Insured: _____

8. Performance Bond (\$50,000) sent to City: Yes _____ No _____

9. Acknowledgment of Indemnification for the City of Roseville: Yes _____ No _____

10. Franchise Agreement: Yes _____ No _____

11. Annual Right-of-Way User Registration Fee - \$50 Online _____ Check _____ Billed _____

Applicant

Signature: _____ Date: _____

City of Roseville Authorized Representative

Signature: _____ Date: _____



**RIGHT-OF-WAY PERMIT INFORMATION
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A Certificate of Insurance from a company licensed to do business in the State of Minnesota providing minimum coverage in the following amounts:

GENERAL LIABILITY: Public Liability, including premises, products and complete operations.

- (1) Bodily Injury Liability: \$1,000,000 for each person
\$3,000,000 for each occurrence
- (2) Property Damage Liability: \$3,000,000 for each occurrence

In lieu of (1) and (2) Bodily Injury and Property Damage Combined: \$3,000,000 single limit

COMPREHENSIVE: Automobile Liability Insurance, including owned, non-owned and hired vehicles.

- (1) Bodily Injury Liability: \$1,000,000 for each person
\$3,000,000 for each occurrence
- (2) Property Damage Liability: \$3,000,000 for each occurrence

In lieu of (1) and (2) Bodily Injury and Property Damage Combined: \$3,000,000 single limit

Such certificate shall verify that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way by the registrant, its officers, agents, employees and permit holders, and (ii) placement and use of equipment or facilities in the right-of-way by the registrant, its officers, agents, employees and permit holders, including but not limited to, protection against liability arising from completed operations, damage of underground equipment and collapse of property. Such certificate shall also name the City as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages. Such certificate shall require that the Director be notified thirty (30) days prior to cancellation of the policy.