PERMIT PROCEDURES

1. Except as otherwise permitted, utility construction and relocation on City right-of-way shall not be commenced until an application for a permit has been made and such permit granted. All permit applications shall include a map of the right-of-way showing the proposed work all properly labeled and dimensioned.

2. Payment for excavation or obstruction permit fees shall be paid by applicant before commencement of the work. (Unless prior approval is received from the Director of Public Works/Engineer.) The Permit costs will be in accordance to the current adopted fee schedule.

3. Permitee shall furnish Certificate of Insurance with completed permit forms and permit fee. The certificate of insurance must include: workers' compensation coverage (workers' compensation insurance requirements may be waived if the applicant is self-employed); and liability coverage in the amount of $100,000/person, $300,000/occurrence, $100,000/property damage.

4. All Right-of-way Permit Applications shall be reviewed by the Mounds View Public Works Director and approved as submitted or with special conditions if deemed necessary. A copy of the approved permit application shall be returned to the applicant. A permit application is not a valid permit to proceed with the work unless it bears the signature of the Public Works Director authorizing the work.

5. Permit is valid for the dates and extent of work listed. Supplemental permits must be obtained if the time of completion or extent of work changes from that listed.

6. The City may require the Utility, or its contractor, to furnish a deposit in the form of a certified check, a surety bond or corporate undertaking in favor of the City of Mounds View for any expense incurred by the City in the repairing of damage to any portion of the City right-of-way caused by work performed under a Permit, including any out of the ordinary engineering supervision and inspection expense provided by the City. In those instances wherein a deposit is required, the amount of the deposit shall be specified in the special conditions of the Permit. If a check is furnished, any monies remaining over and above such expense shall be returned by the applicant.

7. All work performed under the permit shall be made in conformity with all applicable laws, regulations, and codes covering said installation.

8. The Permit as issued does not in any way imply an easement on private property.

9. A Utility may perform service and maintenance operations on City streets including opening and disturbing the surface of the right-of-way without prior approval in those instances where an emergency exists that is dangerous to the life or safety of the public and which requires immediate repair. The Utility shall take all necessary and reasonable safety measures to protect the traveling public and shall notify the Public Works Director at the earliest possible moment.

10. The Utility shall assume all liability for, and save the City, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing uses by the Utility, including but not limited to the placing, constructing, reconstructing, maintaining and using of said utility under this application and Permit.

RESTORATION PROCEDURES

1. Upon completion of an installation, the Utility shall restore the right-of-way to its original condition. The extent of the restoration of street surfacing will depend upon the age of the in-place street surfacing, as shown on Plate 1 City of Mounds View, Street Restoration Procedures for Utility Holes and Trenches. The Utility shall then notify the office of the Public Works Director of the completion of the work so that inspection can be made to determine its acceptability.
2. No open cutting of City streets shall be allowed except as specifically authorized in a valid permit approved by the Public Works Director.

3. All crossings of the roadbeds of the City shall be made by boring inside a casing or carrier pipe, or by jacking, unless this procedure is modified in the special conditions of the Permit. The auger shall not lead the casing or carrier pipe by more than one inch. All voids caused by jacking or boring shall be filled by pressure grouting with a sand-cement slurry.

4. Underground installations shall be accomplished without damaging or destroying the principal root structure of specimen trees.

5. Backfilling of trenches will be completed to 95% of standard proctor density or as approved by the engineer. The Public Works Director may require compaction tests at the expense of the Permitee and may require nonconforming materials or construction to be removed and replaced at the expense of the Permitee.

6. Permitee shall be responsible for the work pursuant to City ordinance. If settlement occurs due to utility installation in the pavement, curb, or boulevard within two years from the completion date of the permit, the permit holder shall repair or replace the defective area with similar material to the satisfaction of the Public Works Director.

7. All waterways and lines of drainage shall remain operative.

8. Wherever topsoil and sod are disturbed, they shall be replaced and maintained satisfactorily until the turf is established.

9. The utility facility and installation shall not interfere with any existing utility facilities on the right-of-way.

10. When necessary, barricades, warning devices and flagmen shall be provided by the Utility during all phases of their construction and maintenance operations on the right-of-way.