



City of Glyndon
36 3rd St SE
Glyndon, MN 56547
Phone: (218) 498-2578
Fax: (218) 498-2579

Excavation Code - Policy Statement 2019

Sewer & Water Connections for Residential & Commercial Property or Private Utilities using Glyndon's Right of Way

Requirements:

- All entities will be required to apply and be approved for an Excavation Permit before commencing work, this includes all work in the right of way, road crossings or tapping onto an existing main/manhole or service.
- Failure to obtain a permit prior to commencing work will result in additional fines/citations.
- A User Registration form is required before any permit can be approved.

Plan Submittal for Private Utilities using Glyndon's Right of Way

All permit applications must include a layout plan that includes:

- For linear feature the plan will include a lateral distance from a parallel feature (curb, sidewalk, roadway), and a depth from existing grade.
- Point feature shall be located by coordinates, tie information, or a direction and distance for a known point.
- Distance from existing City utilities will also be noted.

Plan Submittal for Sewer & Water Connections for Residential & Commercial Properties

All permit applications must include a layout plan that includes:

- Grades and elevations of improvements, elevations may be absolute or assumed.
- Site plan showing other utilities, property lines, roads, sidewalks, accesses.
- Traffic and sidewalk control plan

Review Period - all permits must be submitted 48 hours prior to work starting. Review period may be extended if permit and/or plan is not complete or if more information is needed.

Insurance/Permit Bond Requirements:

1. Certificate of Liability Insurance - Certificate must be on file at Glyndon City Hall

- \$1,000,000 minimum, general liability
- \$500,000 minimum, automobile liability
- \$100,000 minimum, worker's compensation

City of Glyndon shall be listed as Certificate Holder

2. State Pipe Layers Card, License & Permit Bond must be on file at Glyndon City Hall (See table for appropriate bond amount for work to be done)

Bond Amount for Multiple Sewer & Water Hookups, Repairs, Replacement, or Right of Way Excavation

<u>Number of Excavations</u>	<u>Permits</u>	<u>Bond Amount</u>
1-5 Permits	12-month period	\$2,000.00
6-20 Permits	12-month period	\$10,000.00
21-50 Permits	12-month period	\$25,000.00

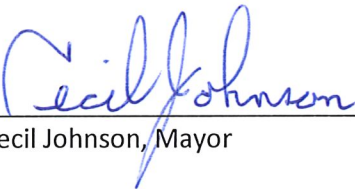
Inspection & Notification Requirement - All work must be inspected and the Public Works Department must be notified of actual start and completion dates. It is the responsibility of the applicant/contractor to schedule inspections.

- a. Scott Lofgren - (218) 790-3038
- b. City Hall – (218) 498-2578

Permits will remain open until a final inspection is completed, failure to notify the Public Works Department of start and/or end date can result in increased fees.

Restoration and Completion

- 1. All work areas must be restored to their original condition.
- 2. Contractor shall be responsible to televise line and provide a copy upon request.
- 3. Applicant/operator must submit all utility tie information to Public Works.



Cecil Johnson, Mayor

Dated 6-13-19