

PERMIT TO WORK WITHIN CITY PROPERTY/RIGHT-OF-WAY

City of Glyndon Public Works Department

36 3rd St SE, Glyndon, MN 56547

Phone: 218-498-2578 Fax: 218-498-2579

Type of work to be completed: Public Utility ☐ Private Utility ☐

Location _____

Description of Work _____

Please indicate any items that will be affected/disturbed in conjunction with work (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Water | <input type="checkbox"/> Sanitary Sewer | <input type="checkbox"/> Storm Sewer |
| <input type="checkbox"/> Curb and Gutter | <input type="checkbox"/> Street Surface | <input type="checkbox"/> Sidewalk/Bike Path |
| <input type="checkbox"/> Tree | <input type="checkbox"/> Vegetation/Grass | <input type="checkbox"/> Sign/Traffic Control Device |
| <input type="checkbox"/> Pond/Drainage Structure | <input type="checkbox"/> Street Light | <input type="checkbox"/> Private Utility (electric, gas, etc.) |

Method of Installation/Construction _____

Planned Start Date _____ Planned Completion Date _____

APPLICATION INFORMATION (Please Print)

Name _____ Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____

Representative _____ Phone _____ Email _____

PARTY OR ORGANIZATION PERFORMING WORK (Please Print)

Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

On-Site Supervisor (Please Print) _____ Phone _____

Site plan MUST be included with application, for requirements see Excavation Code – Policy Statement

The Permittee(s) agree to hold the City harmless from any and all damages claimed by reason of negligence, incompetence or mission on the part of such person, firm or corporation in the performance of their work, the same to include, but not limited to careless guarding of excavations made by them or failure to restore all public properties to as good a condition as they were before such work was done or for any damages growing out of the negligence or carelessness of such licensed person, firm or corporation. The Permittee(s) agrees to warrant the work in accordance with **City Ordinance #162**.

Gopher One-Call registration number is required, please notify City Hall if permit is approved. **Permit Fee - \$50.00**

Signed _____ Dated _____

(FOR CITY USE ONLY)

Gopher One-call # _____

☐ User Registration Approved

☐ Site Plan Included

Date Received: _____

AUTHORIZATION OF PERMIT

In consideration of agreement to comply in all respects with the regulations and codes of the City of Glyndon covering such operations, and pursuant to authorization duly given by the said City, permission is hereby granted for the work to be done as described in the above application with said work to be done in accordance with special provisions as hereby stated:

Approved By: _____ Date _____ Permit # _____

Start Date: _____ Completion Date: _____ Fee: _____ Paid: _____

Inspection Completed By (Initial): _____ Attached Traffic or Sidewalk Detour Plan: ☐ Yes ☐ No



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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. Andy Olson – Public Works Supervisor: 701-540-3806
- 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 work and provide a copy upon request.
- 3. Applicant/operator must submit all utility tie information to Public Works.

Tracy Tollefson, Mayor

Dated