



**City of  
BRAHAM**

*"Building A Better Tomorrow"*

**RIGHT OF WAY (ROW)  
PERMIT APPLICATION**

*Permits required: The city requires a permit for any activity that disrupts traffic, restricts access or modifies any infrastructure within the right of way, or for any private use of the public right of way. Such activities include replacement of or modifications to driveways/sidewalks and block parties. Utility and construction companies are required to obtain permits for all work within the right of way.*

For Office Use Only	
Fee:	
Received by:	
Payment Type:	
Date:	
Permit #:	
Date Requested:	

Site Address:	Parcel ID:
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Location (to and from):

Project Description and Type of Construction:

Applicant:

Address:	City:	State:	Zip:
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Contact Person:	Phone #:
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Emergency # (if different):	Email:
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Contractor (if other than applicant):	Registered as an Annual Installer: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Contact Person:	Phone #:
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Emergency # (if different):	Email:
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**Type of Permit – Please Check**

Emergency  Excavation  Obstruction  Pole Attachment  Small Cell  Sidewalk  Driveway  Street Opening

**Facilities Information**

<input type="checkbox"/> Cable TV	<input type="checkbox"/> Traffic	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Water	Conduit/Water Service (Size & Material):
<input type="checkbox"/> Gas	<input type="checkbox"/> High Pressure	<input type="checkbox"/> Low Pressure	<input type="checkbox"/> San. Sewer	
<input type="checkbox"/> Electric Voltage:		<input type="checkbox"/> Storm Sewer		Cable (Size & Type):
<input type="checkbox"/> Telecom	<input type="checkbox"/> Fiber	<input type="checkbox"/> Other:		

**Purpose of Construction**

<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Repair	<input type="checkbox"/> Other:
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Are you making a connection to the water main for fire suppression?  Yes  No

**Type of Construction**

<input type="checkbox"/> Trench	<input type="checkbox"/> Hole	<input type="checkbox"/> Chamber	<input type="checkbox"/> Bore (Specify)
<input type="checkbox"/> Aerial	<input type="checkbox"/> Plow (Specify):	<input type="checkbox"/> Other:	

**Construction Details**

Excavation Size:	Length:	Width:	Depth:	Total Linear Footage Installed:		
ROW being used:	<input type="checkbox"/> Driving Lane	<input type="checkbox"/> Parking Lane	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Blvd	<input type="checkbox"/> Median	
Type of Material:	<input type="checkbox"/> Concrete	<input type="checkbox"/> Bituminous	<input type="checkbox"/> Gravel	<input type="checkbox"/> Sod	<input type="checkbox"/> Field Grass	<input type="checkbox"/> Trees & Shrubs
Structures:	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Signals	<input type="checkbox"/> Other:		

**Construction Schedule**

Estimated Start Date:	Estimated End Date:
Working Daytime Hours (start – end times):	Weekend/After Hours Dates:

**Comments**

Prior to any work being done in the ROW (including Gopher State locates,) the permit holder shall notify any affected property owners of the planned work to be done in the ROW. Applicant/Contractor must be registered in compliance with the Right-Of-Way Ordinance before a permit will be issued.

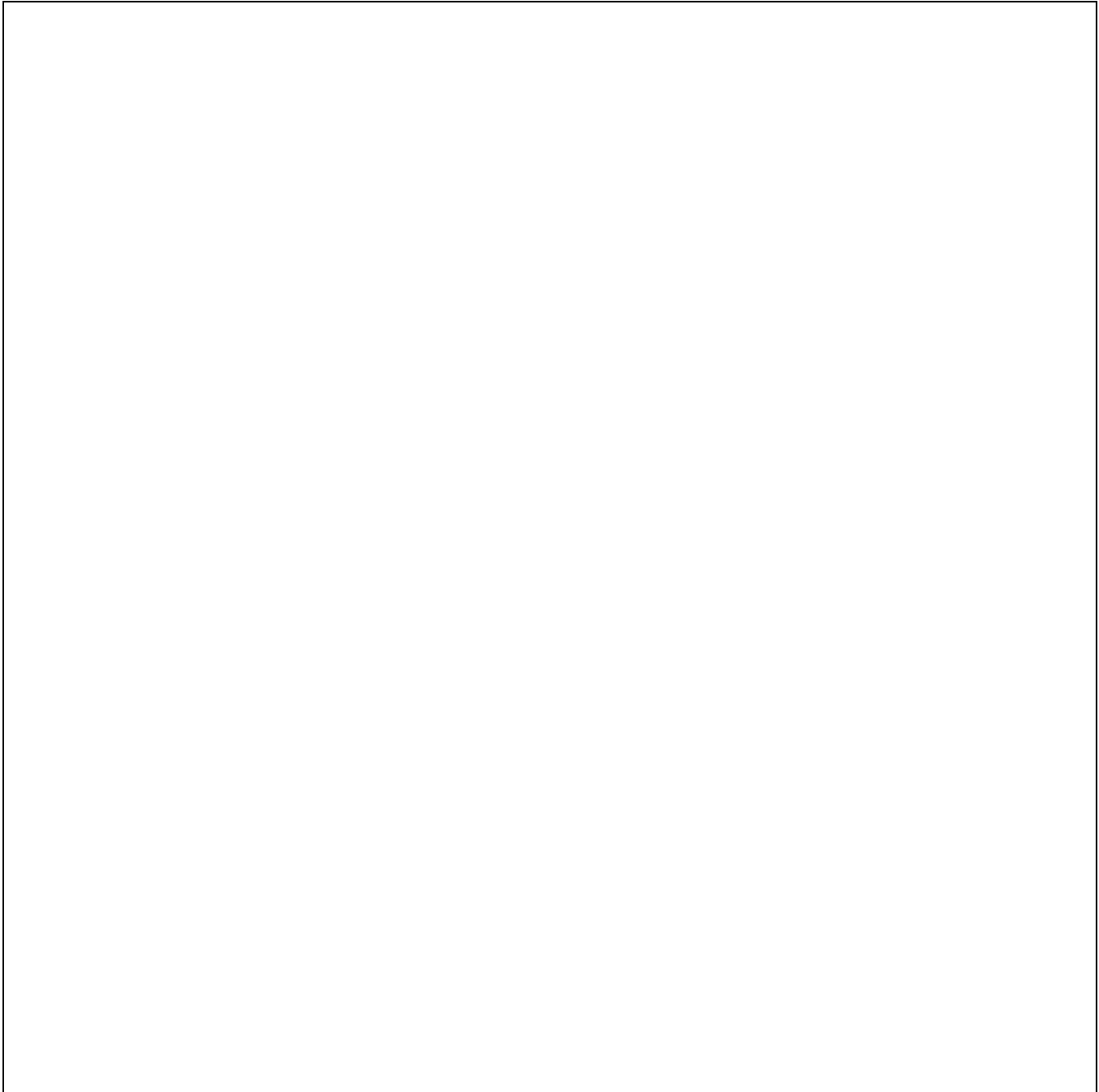
**WARNING: Call Gopher State One Call before digging! – (800)252-1166  
Call for ROW Inspections – (320) 438-1019**

Applicant Signature:	Date:
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**WITH THIS APPLICATION YOU MUST PROVIDE AN AERIAL SKETCH OF PROPOSED PROJECT, SHOWING THE DISTANCE BETWEEN PROPERTY LINES & STRUCTURES.**

**PROVIDE AERIAL SKETCH OF PROPOSED PROJECT, SHOW THE DISTANCE BETWEEN PROPERTY LINES & STRUCTURES.**

**SITE ADDRESS \_\_\_\_\_**



**RIGHT OF WAY PERMIT - GENERAL PROVISIONS**

- All work shall be done in a manner which will leave the public right-of-way in a condition acceptable to the City’s Streets Supervisor or authorized agent, and shall be accomplished in full compliance with the City’s Standard Specifications for Street Openings.
- The Permittee shall strictly conform to the terms of this application and plans, as approved, together with any special provisions which are made a part thereof. The Permittee shall also comply with the regulations of all other governmental agencies.
- The Permittee shall perform traffic control in conformance with the Manual of Traffic Control Devices Construction Safety manual.
- The Permittee shall notify the Police and Public Works Departments when streets are closed.
- No more than 300 feet of trench can be open at any one time.
- Boulevard restoration to be completed within seven (7) days of excavation.
- Inspection by City Staff **is required** for all street and boulevard restoration. Please contact Public Works Department at 320-396-2129 to schedule inspections.
- The Permittee shall retain an independent test laboratory to conduct compaction, density and gradation tests on the backfilling operations. Copies of all test results are to be forwarded to the City.
- All abandoned facilities adjacent to new installations must be removed.
- The Permittee guarantees its restoration work and shall maintain it for twelve (12) months following its completion. The City may require a maintenance bond be posted as security for such guarantee.

**SPECIAL PROVISIONS**

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**SUBMITTAL REQUIREMENTS**

THE FOLLOWING ITEMS MUST BE FOLLOWED BY THE PERMITTEE:

- The plans submitted shall be drawn to an engineer’s scale, showing the relation of the proposed construction to property lines, buildings, curbs, adjacent streets, existing light standards or any other installation that will be affected by the proposed construction, all to be properly dimensioned.
- That such work be done in a manner which will leave the public right-of-ways in a condition acceptable to the City’s Streets Supervisor or authorized agent, and shall be accomplished in full compliance with the City of Braham's Specifications for Street Openings.

- The Permittee agrees to pay reasonable administrative and inspection costs incurred by the City due to this project. Inspection by City Staff is required.
- The Permittee shall strictly conform to the terms of this application and plans, as approved, together with any special provisions which are made a part thereof. The Permittee shall also comply with the regulations of all other governmental agencies.
- Subject to available information, plans will be submitted prior to construction for review and approval showing the following:
  - Proposed crossing of City sanitary, storm or water facilities in profile.
  - Dimensioned horizontal separation of proposed facilities from City sanitary, storm, or water facilities
  - Vertical separation of proposed facilities from City sanitary, storm, or water facilities.
  - Measurement from property line on one side of right of way to proposed utility location.
- Depth of Cover or minimum cover should be noted on plans. If Depth of Cover is noted, it should be noted at all changes in grade of the utility and/or of the surface.
- The applicant shall post a Construction Performance Bond in an amount to be sufficient to cover the cost of Restoration
- A certificate of liability Insurance naming the City of Braham as an additional insured for the duration of the permitted work.
- Check payable to the City of Braham for all fees associated with the permit issuance. Permit fees are as follows:
  - \$100 for right of way permit
  - \$150 for sewer/water inspection fee
  - \$3,000.00 Escrow amount for street opening

Submit application to: [administrator@braham.com](mailto:administrator@braham.com)

Questions? Call: 320-396-2129

Application is Denied

Application is Hereby Granted to \_\_\_\_\_  
 in accordance with the submitted applications, plans, specifications, all other supported data,  
 and the General and Special provisions specified hereinafter.

\_\_\_\_\_  
 Approver's Signature

\_\_\_\_\_  
 Date