



# UTILITIES DEPARTMENT

## APPLICATION FOR HERMANTOWN WORK IN RIGHT-OF WAY PERMIT

### 1.) Applicant Information

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_
- Email: \_\_\_\_\_

If applicant is an organization, provide the name, title, address, and telephone number of the principal officer of the organization and the individuals authorized to act on behalf of such organization. If additional space is needed, attach a sheet of the same size to this application.

- Company Name: \_\_\_\_\_
- Contact Title: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_
- Email: \_\_\_\_\_
- Names of any additional authorized individuals: \_\_\_\_\_

### 2.) Description of Construction Activity

- Street address or PID of construction activity: \_\_\_\_\_
- Date/s when construction is to take place: \_\_\_\_\_
- Attach hereto a drawing showing how much of the road right-of-way and/or street surface will be affected by the construction activity.

Describe below the work to be performed pursuant to this permit:

-----  
-----  
-----  
-----

Will the work to be performed involve blasting? ☐Yes/☐No

- If yes describe: \_\_\_\_\_

Does the project have engineered drawings and structural specifications (related to site development) \_\_\_\_\_ If yes please provide drawings and refer to ordinance chapter 3 section 310.10 for development requirements. Small cell sites must fill out telecom site application.

3.) Contractor (See APPLICATION FOR EXCAVATING CONTRACTOR LICENSE). If a contractor has not been determined at this time, the contractor must be submitted within 90 days, the permit will expire.

- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_
- Names of any additional authorized individuals: \_\_\_\_\_

- Excavating Contractor's License Number: \_\_\_\_\_
- Expiration Date: \_\_\_\_\_

Will the work performed require a detour? ☐ Yes/☐ No

If yes describe: \_\_\_\_\_

If yes, describe the detour below and attach the written approval from the Utility and Infrastructure Director, Police Chief, and Fire Chief for such detour.

-----  
 -----  
 -----  
 -----

### 3.) Other Requirements

- **General Requirements.** The excavation, backfilling, patching and restoration and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100 and 7819.5000 and other applicable City requirements provided they are not inconsistent with Minn. Stat. §§ 237.162 and 237.163 with respect to a telecommunications right-of-way user. Installation of service laterals shall be performed in accordance with Minnesota Rules Chapter 7560 and this Section. Service lateral installation is further subject to those requirements and conditions set forth by the City in the applicable permits
- **Consent to Other Governmental Bodies** – Attach hereto consents from all governmental entities, other than the City of Hermantown, that have jurisdiction over the right-of-way to be affected by the construction activity proposed by applicant.
- **Photograph of Site** – Attach hereto a photograph/s that shows the right-of-way and/or street that will be affected by the construction activity prior to the commencement of the construction activity.
- **Fee** – Submit with this application the fee (*See Fee Schedule*) required by Hermantown Ordinance No. 2025-01, section 310 for this permit.
- **Water and Sewer Connections** – If the permit requested is for work involving a connection to the City water or sewer mains, attach hereto the written consent of the Hermantown Utilities Commission to the making of a connection to the water or sewer mains.
- **Annual Renewal.** The Registrant shall renew its registration on a form provided by the City annually on or before the first of February each year. The insurance certificate required by Section 310.05.1.9 must be filed with each annual renewal. The Bond required by Section 310.05.1.15 must be renewed with each annual renewal.
- **Notice of Changes.** The Registrant shall keep all of the information listed in 460.04.1 current at all times by providing to the City written notice and information as to any changes within fifteen (15) days following the date on which the Registrant has knowledge of any change.
- **Operations.** Each Registrant shall, at the time of registration and at the time of each annual renewal pursuant to Section 310.05.1.17, file with the City a construction and major maintenance plan for underground facilities within the right-of-way that it intends to construct in the year of initial registration or the year the registration is renewed. Such plan shall be submitted using a format designated by the City and shall contain the information determined by the City to be necessary to facilitate the coordination and reduction in the frequency of excavations and obstructions of rights-of-way

### 4.) Completion Certificate and Inspection.

- **Completion Certificate.** Within six (6) months after any work under a permit is completed, or within two (2) months after any work under a permit is suspended for the winter season or for any other reason, including but not limited to the expiration of a permit, the Permittee shall furnish a completion certificate in accordance with Minn. Rule 7819.1300 with respect to work that has been completed. The completion certificate must include “as-built” (record) drawings or maps and comply with Minn. Rule 7819.1300. The Permittee shall provide the Utility and Infrastructure Director accurate maps, drawings, plans and specifications certifying the “as-built” location and manner of installation of all facilities installed, owned and maintained by the Permittee, including the location and description of any locating wires installed as part of the work. Such maps and drawings shall include the horizontal and vertical location of all facilities and shall be provided consistent with the City’s electronic mapping system, when practical, or as a condition imposed by the Utility and Infrastructure Director.
- **Site Inspection.** Permittee shall make the work-site available to the City and to all others as authorized by law for inspection at all reasonable times during the term of the permit and upon completion of the work.
- **Information Required.** Each Registrant and Permittee shall provide mapping information required by the City in accordance with Minnesota Rules 7819.4000 and 7819.4100. Such mapping information shall include the horizontal and vertical location of all facilities and shall be provided consistent with the City’s electronic mapping system, when practical or as a condition imposed by the Utility and Infrastructure Director. Failure to provide maps and drawings pursuant to this subsection shall be grounds for revoking the Registrant’s registration or permits.

#### 5.) Application

Applicant hereby applies for an Excavating Permit from the City of Hermantown. In connection with this application, Applicant hereby certifies and declares that Applicant has been provided with a copy of Hermantown Ordinance No. 2025-01, section 310, that Applicant has read and understands the provisions and requirements of such Ordinance, and that Applicant agrees to comply with all of the provisions of such Ordinance. Applicant hereby agrees if the work is done pursuant to the Excavating Permit issues in connection with this Application requires an inspection from the City Engineer, to pay the cost incurred by the City in connection with the City Engineer inspecting such work.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONSENT TO EXCAVATING CONTRACTOR PERMIT

The undersigned hereby covenant and agree to comply with each and every condition contained in City of Hermantown Excavating Permit Number \_\_\_\_\_ approved by the Utility and Infrastructure Director of the City of Hermantown on \_\_\_\_\_.

The undersigned further acknowledge and agree that, unless all conditions contained in such Excavating Permit are satisfied, the permission granted by such Excavating Permit will be without any force or effect. The undersigned further covenants and agree to abide by all the terms and conditions of such Excavating Permit and Hermantown Ordinance No. 2008-10, section 310.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This permit application expires 90 days after approval. After that time permit and documents may be resubmitted with additional fees and new locates.

### Office Use Only

- Fee (See Fee Schedule): \_\_\_\_\_
- Engineer Review Fee: \_\_\_\_\_
- Payment Date: \_\_\_\_\_
- Receipt Number: \_\_\_\_\_

#### **Tennessee Warning - Data Practice Advisory**

Some or all of the information that you are asked to provide on the attached application is classified by state law as either private or confidential. Private data is information, which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to consider your application. You are not legally required to provide this information. You may refuse to provide this information. The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied. Other persons or entities may be authorized by law to receive the information.



**Return this completed application to:**  
**City of Hermantown**  
**Utility Department**  
**5105 Maple Grove Road**  
**Hermantown, MN 55811**