

**APPLICATION FOR PUBLIC RIGHT-OF-WAY
OBSTRUCTION, EXCAVATION,
SMALL WIRELESS FACILITY PERMIT**

CITY OF MEDFORD

**408 2nd Ave SE
Medford, MN 55049**

PHONE: 507-455-2866

FAX: 507-455-2088

Fee \$ _____
Paid _____
Receipt # _____
Date _____

An *excavation permit* is required to excavate a portion of a right of way and hinder free and open passage over the excavated portion of the right of way. An *obstruction permit* is required to hinder free and open passage over a right of way. A small wireless facility permit is required to install a wireless support structure, collocate a facility, or to install a facility in the right-of-way.

THIS APPLICATION IS FOR: _____ Excavation _____ Obstruction
_____ Small Wireless Facility

APPLICANT NAME: _____ **PHONE:** _____

COMPANY NAME: _____ **PHONE:** _____

PROJECT REPRESENTATIVE NAME: _____ **PHONE:** _____

APPLICANT/COMPANY ADDRESS: _____

APPLICANT/COMPANY EMAIL ADDRESS: _____

CONTRACTOR REPRESENTATIVE NAME: _____ **PHONE:** _____

CONTRACTOR ADDRESS: _____

CONTRACTOR EMAIL ADDRESS: _____

24 HOUR EMERGENCY CONTACT NAME AND PHONE NUMBER FOR THIS PROJECT: _____

Will the proposed work be conducted within a City construction project area?: _____

I/We, the undersigned, hereby make the following application to the City of Medford, Minnesota.

Applicant's have the responsibility of checking all applicable ordinances pertaining to their application and complying with all ordinance requirements.

1. Describe the reason for the excavation, obstruction and or small wireless facility that is proposed including the exact location of the project, the extent (width, length, depth) of the excavation or obstruction, or height and location of the small wireless facility. List any/all requests. (If necessary, attach additional pages.)

2. Describe the method of excavation proposed (e.g. trenchless, trenched):

3. Portion of right-of-way being used: _____ Driving Lane _____ Parking Lane
_____ Sidewalk _____ Boulevard

3. Project Start Date: _____ **3A. Project Completion Date:** _____

4. Gopher One-Call registration certificate number: _____

4. For excavations, method of restoration proposed:

- _____ Permittee to restore right-of-way
- _____ City to restore right-of-way
- _____ Degradation fee in lieu of restoration

Please note the City may choose to have permittee restore the ROW or the City may elect to restore the ROW itself

5. Please attach the following to this application:

_____ For excavations and small wireless facilities, scaled plans created by a licensed professional illustrating the project location and area of the proposed project and the location of all known existing and proposed utility locations of any type.

_____ For excavations, detailed plans for restoration.

_____ For obstructions without excavations, a sketch illustrating the project location and area of the proposed project.

_____ For all applications, the name, cellular phone, email address, and mailing address of a local designee for the proposed activity who shall be available at all times, including in the event of an emergency.

_____ For all applications, a certificate of insurance or self-insurance.

_____ The applicable permit fee.

6. Acknowledgements:

_____ By checking here I acknowledge I have received, read, and understood City of Medford Ordinance Section 4.45 entitled "An Ordinance to Administer and Regulate the Public Rights-of-Way in the Public Interest, and to Provide for the Issuance and Regulation of Right-of-Way permits", as may be amended.

By checking here I agree to notify the City in writing when work proposed herein is complete. I further agree to make the work-site available to City personnel and all others as authorized by law for inspection at all reasonable times during the execution of the activity and upon completion of the work.

By checking here I acknowledge and agree that by applying for and accepting a permit the Permittee agrees to defend and indemnify the City in accordance with the provisions of Minnesota Rule 7819.1250, as may be amended.

By checking here I agree to provide as-builts, maps and drawings (electronic version preferred), of any completed construction activity, as stipulated in Section 4.45 of Medford City Code or required by the City of Medford.

Permit Fees

A. Excavation

Permit Fee: The city shall impose an excavation permit fee in an amount sufficient to recover: (a) management costs; (b) city engineering, make-ready, and construction costs associated with collocation of small wireless facilities; (c) degradation costs, if applicable.

B. Obstruction Permit Fee. The city shall impose an obstruction permit fee in an amount sufficient to recover management costs.

C. Small Wireless Facility Permit Fee. The city shall impose a small wireless facility permit fee in an amount sufficient to recover: (a) management costs, and; (b) city engineering, make-ready, and construction costs associated with collocation of small wireless facilities.

7. Signatures.

By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the applicant and property owner to be paid immediately upon receipt. All fees and expenses are due whether the application is approved or denied. Aforementioned expenses are over and above any required permit application fee.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further certify that I am authorized to sign and submit this application.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

I understand that work in the right-of-way of other road authorities (state or county) are subject to the permit process of the respective road authority. The applicant shall be responsible for obtaining permits and fulfilling requirements established thereon.

Applicant Signature _____

Date _____

Co-Applicant Signature _____

Date _____

FOR OFFICE USE ONLY: ROUTE TO CITY ADMINISTRATOR

Date Submitted _____ Date Complete _____

City Administrator Action (Circle One): Approval Denial Date of Action _____

Date Applicant/Property Owner notified of City Administrator Action: _____

Filed in:

