

CITY OF OAK GROVE SPECIAL PROVISIONS FOR INSTALLATION OF UTILITIES OR  
UNDERGROUND CONSTRUCTION AND STREET EXCAVATION WITHIN PUBLIC  
RIGHT OF WAY. (Dec. 2020)

1. No work under this application is to be started until application is approved and the permit issued.
2. **Notify Police, Fire, and Street Department at least 24 hours in advance prior to construction or street closing, including all utility companies, public and private, except in the case of emergencies when notification shall be prior to evacuation. All proposed running lines must be staked prior to calling Matt Anderson, Public Works Director at 763-434-1441. One copy of the permit and the special provisions must be available at the site. A \$500.00 fine will be imposed if you or your subcontractor fails to give prior notification.**
3. Where work on traveled roadway is necessary, traffic must be protected, and flags, flares and proper barricades must be placed in accordance with the standards of the Minnesota Department of Highways
  - a. If it is not possible to allow traffic to pass, a suitable detour must be provided.
  - b. Barricades are to be erected in a manner, which will provide suitable viability in all directions.
4. Excavations must be cribbed when necessary depending on type of soil in order to prevent cave-ins.
  - a. No undermining of streets, curbs, bituminous trails, and/or sidewalks (except for boring) will be allowed. **When at all possible excavation holes must be a minimum of 6 feet away from any the edge of shoulder or the back of curb unless written justification with a detailed plan is provided.**
5. Underground construction must be so constructed as not to harm or unnecessarily destroy the root growth of adjacent or ornamental trees.
6. Turf, sodded area will be sodded and other areas can be seeded. It is the permit holder's responsibility to maintain sod/seed. 4" of topsoil is required.
7. No trenching across surfaced roadways, unless it can be demonstrated to the city engineer that no reasonable alternative exists.
8. **All back filling must be placed in 6-inch layers and thoroughly tamped**, unless otherwise directed and material must be flush and even with the road surface when finally in place. No rock, unstable soil, or bituminous material shall be returned to the back-filled trench.
9. Finished surface, base, and sub-base, of road after excavation and back-fill, shall be at least equal in stability to finished surface, base, and sub-base prior to excavation. A minimum 6" class 5 gravel base material shall be placed at the upper surface of the excavated trench unless otherwise directed.
10. Bituminous and concrete placement shall be replaced according to specifications, which will be provided by the engineer.
11. If settlement occurs or excavation caves in within one year from completion date so that replaced materials settle (bituminous mat or concrete base), it shall be restored to its original condition by the holder of this permit.
12. No pole anchors, anchors, braces, or other construction shall be placed on roadway shoulder except by special authorization.
13. No driving onto highway from ditch or driving on shoulders except when noted in application for permit.
14. No machine excavations shall be permitted except when noted in application for permit.
15. In compliance with OSHA standards, excavations greater than four feet in width at top of trench will not be generally permitted, and may be made only when expressly provided for on the permit.
16. Streets may not be closed to traffic unless expressly authorized by the permit and necessary notifications have been made.
17. No lugs shall be used on equipment traversing roadways, which will damage the road surface.
18. Roadside and/or site shall be cleaned up after work is completed. **Any disturbed areas will be restored to existing conditions or better.**
19. Within 24 hours, and during normal working hours, (no permits for any type of excavation on public property will be issued for construction on Saturday, Sunday or legal holidays, except for emergency repairs) **the permit holder shall give written notification the Public Works Director or his representative issuing the permit and, when applicable, the county engineer, that such work has been completed and is ready for final inspection.**
20. No street excavation shall be allowed between November 15<sup>th</sup> and May 15<sup>th</sup>, except for emergencies.

Forward to: **City of Oak Grove**

19900 Nightingale Street NW Oak Grove, MN 55011  
763-404-7000  
[manderson@ci.oak-grove.mn.us](mailto:manderson@ci.oak-grove.mn.us)

# CITY OF OAK GROVE PUBLIC RIGHT-OF-WAY APPLICATION

Permit #: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

EXCAVATION PERMIT

OBSTRUCTION PERMIT

GSOC Registration #:		Plan #		Project #					
Location (Street Address; Street Intersection):									
Applicant:		24 Hour Phone #:		E-mail Address:					
Address:		City		State                      Zip					
Contact Person		Work Phone #:		24 Hour #:					
Cell Phone#		Pager #:							
General Contractor:				GSOC Registration #:					
				Work Phone #:					
				24 Hour #:					
Contact Person:				Work Phone #:					
Sub Contractor #2:				Home Phone #:					
				GSOC Registration #:					
<b>Facilities Information</b>									
<input type="checkbox"/>	Cable TV	<input type="checkbox"/>	Cooling	<input type="checkbox"/>	Traffic	<input type="checkbox"/>	Heating	Conduit (Size & Kind):	
<input type="checkbox"/>	Gas:	<input type="checkbox"/>	High Pressure	<input type="checkbox"/>	Low Presure	<input type="checkbox"/>	Water		
<input type="checkbox"/>	Electrical, Voltage:				<input type="checkbox"/>	Sewer	Cable (Size & Kind):		
<input type="checkbox"/>	Telecomm:	<input type="checkbox"/>	Fiber	<input type="checkbox"/>	Other:				
<b>Purpose of Construction</b>									
<input type="checkbox"/>	New	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	Repair	<input type="checkbox"/>	Other:		
<b>Type of Construction</b>									
<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)				Other:		
<b>Construction Details</b>									
Excavation Size:		<u>Length:</u>		<u>Width:</u>		<u>Depth</u>		<u>Total Linear Footage Installed:</u>	
ROW being used:		<input type="checkbox"/>	Driving Lane	<input type="checkbox"/>	Parking Lane	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Blvd.
Type of Material:		<input type="checkbox"/>	Concrete	<input type="checkbox"/>	Bituminous	<input type="checkbox"/>	Gravel	<input type="checkbox"/>	Sod <input type="checkbox"/> Grass <input type="checkbox"/> Trees or Shrubs
Structures:		<input type="checkbox"/>	Curb & Gutter	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Signals	<input type="checkbox"/> Other:	
Shoulders:		<input type="checkbox"/>	Bituminous	<input type="checkbox"/>	Gravel	<input type="checkbox"/>	Road Signs	<input type="checkbox"/>	Culvert <input type="checkbox"/> Culvert
<b>Construction Schudule</b>									
Estimated Starting Date:				Weekend Dates:					
Estimated Ending Date:				After Hours Dates:					
The undersigned herewith accepts the terms and conditions of this permit by the City of Oak Grove as herein contained and agrees to fully comply therewith to the satisfaction of the City of Oak Grove. The undersigned also declares that he/she has read, understands, and will comply with all relevant City Ordinances and all Right of Way Regulations.									
Applicants Signature: _____			Date: _____						
It is expressly understood that this permit is conditioned upon replacement or restoration of the roadway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of local city, village, or borough authorities having joint supervision over said street or highway and subject to the applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Council and any other affected government agencies. <b>All legal requirements shown on attached pages and on all "Special Provisions" to be complied with! The date when work is completed must be reported in writing to the Oak Grove Public Works Director or City Engineer.</b>									
Approved: _____				Date: _____					
				Authorized Signature                      Date:					

OFFICE USE ONLY

PAYMENT INFORMATION:

Cash: \_\_\_\_\_ CC#: \_\_\_\_\_ Check#: \_\_\_\_\_

TOTAL FEE: \_\_\_\_\_

Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Forward to: **City of Oak Grove**  
19900 Nightingale Street NW  
Oak Grove, MN 55011  
763-404-7000  
permits@ci.oak-grove.mn.us

**CITY OF OAK GROVE  
PUBLIC RIGHT-OF-WAY  
APPLICATION  
COMPLETION NOTIFICATION**

This form shall indicate that the listed Right-Of-Way permit has been completed and is ready for final inspection.

Permit Number: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Completion Date: \_\_\_\_\_

I hereby certify that the listed Right-Of-Way permit has been completed in accordance with all relevant City Ordinances and all Right-of-Way Regulations.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's use only:

Inspection Date: \_\_\_\_\_ Complete: Yes  No

Inspector Initials: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_