



*CITY OF LAKE ELMO*  
3800 Laverne Avenue North  
Lake Elmo, Minnesota 55042  
Phone: 651.747.3900  
Fax: 651.777.9615

## **RIGHT-OF-WAY MANAGEMENT: PERMIT PROCEDURES**

---

---

1. Any person or company who wishes to obstruct or excavate in the City right-of-way must apply for and be granted an Excavation or Obstruction Permit before work may proceed.
2. Right-of-way Permit Applicants must register with the City on an annual basis, providing applicant information and paying the annual registration fee. A Certificate of Insurance, naming the City of Lake Elmo as an additional insured, in the amounts and of the type provided in the Registration form must also be provided. Companies holding franchises with the City will not need to provide Certificates of Insurance if they have been previously provided under the franchise agreement.
3. Applicants must place Security with the City in an amount determined by the City, but not less than \$5,000, in the form of a surety bond, cash deposit, or letter of credit.
4. Permit applications may be obtained at City Hall or on the City's website.
5. Applicable Fees shall be submitted with each Permit Application in accordance with the City permit fee schedule:

Annual Registration Fee	\$200
Excavation Permit Fee	\$275
PLUS	\$0.60 per lineal foot (trench / boring / overhead)
Joint Trench Permit Fee – New Subdivisions	\$100 per lot per utility
Obstruction Permit Fee (no charge for resident social event)	\$275 (not required with Excavation Permit)
Permit Extension Fee (Supplemental Application)	\$100
Unauthorized Work Permit Fee	2 times the amount of standard application
Delay Penalty	\$25 per calendar day
6. All right-of-way permit applications shall be reviewed by the Right-of-way Permit Coordinator under the direction of the City Engineer and approved as submitted or with special conditions if deemed necessary. A copy of the approved permit application shall be returned to the applicant. A permit application is not a valid permit to proceed with the work unless it bears the signature of the Right-of-way Permit Coordinator authorizing the work. Incomplete permit applications will be returned to the applicant with a request for additional information.
7. Permits are valid for the dates and extent of work listed. Supplemental permits must be obtained if the time of completion or extent of work changes from that listed. Delay penalties will be enforced.
8. All work performed under the permit shall be made in conformity with all applicable laws, regulations, and codes. Excavators are required to notify the utility owner immediately if their work damages a utility and to call 911 or other local emergency response number immediately if the damage results in a release of natural gas or other hazardous substance or potentially endangers life, health, or property.
9. The Permit as issued does not in any way imply an easement on private property.
10. A Utility may perform service and maintenance operations on City streets including opening and disturbing the surface of the right-of-way without prior approval in those instances where an emergency exists that is dangerous to the life or safety of the public and which requires immediate repair. The Utility shall take all necessary and reasonable safety measures to protect the traveling public and shall notify the City Public Works Department at 651.747.3940 at the earliest possible moment.
11. Upon completion of an installation, the Utility shall restore the right-of-way to its original condition as required by the permit. The Utility shall then notify the City Public Works Department at 651.747.3940 to report the completion of the work so that inspection can be made to determine its acceptability.
12. Record drawings of the utility installation must be submitted to the City with the notification of completion form.