



REQUIREMENTS AND APPLICATION FOR MISCELLANEOUS WORK PERMIT ON COUNTY HIGHWAY RIGHT-OF-WAY

CHISAGO COUNTY PUBLIC WORKS DEPARTMENT

Mailing Address: 313 North Main Street, Room 400

Center City, MN 55012

Office Address: 31325 Oasis Road

Center City, MN 55012

Main: (651) 213-8700 Fax: (651) 213-8772

Email: Scott.Johnson@chisagocounty.us Phone: (651) 213-8705

Joe Triplett, P.E.
Director | County Engineer

Ben Hobert, P.E.
Assistant County Engineer

Paul Gibson, L.S.
County Surveyor

Bruce Lind
Maintenance Superintendent

Ben Utech
Traffic Operations Manager

Barbara Shimmon
Finance | Office Manager

1. Any work within county highway right-of-way requires written permission from the Chisago County Public Works Department. This includes any excavation work, placing of obstructions or structures, drainage tiling, drainage ditching, or any other work not covered under separate Chisago County Public Works Department permit applications.
2. The Permit Application shall be filled out completely and sent electronically. A separate application must be submitted for each roadway. Each application must include a layout or sketch of the proposed work with the nature of the work and its location in relation to the centerline of the roadway and the county highway right-of-way clearly defined. If field conditions require any revisions to the permitted work, then approval must be received from this department prior to the revised installation. Except as otherwise permitted, construction shall not be commenced until a Permit Application has been made and such permit granted.
3. An approved permit does not infer approval from other regulatory or governmental agencies. The applicant shall procure all other permits, licenses, or other rights required to perform the work under this permit. Any wetland impacts must be permitted through the Chisago County Environmental Services/Zoning and/or the US Army Corps of Engineers.
4. The construction under this permit shall be made in conformity with all applicable laws, regulations, and codes covering the described construction. All construction shall be made in conformity with regulations of governmental agencies for the protection of the public.
5. Whenever work on the traveled portion of the roadway or shoulder is necessary, proper traffic control devices and procedures must be used. A traffic control plan shall be submitted as part of the application and will be a condition of the permit approval process. All traffic control devices shall be furnished by the applicant and shall be in accordance with the most recent edition of the Minnesota Manual on Uniform Traffic Control Devices, Minnesota Temporary Traffic Control Field Manual, and Minnesota Flagging Handbook. These documents can be found on the [MnDOT Traffic Engineering website](#).
6. If indicated on the Agreement for Miscellaneous Work Permit on County Highway Right-of-Way, the applicant shall schedule an on-site pre-construction meeting prior to the start of construction. The pre-construction meeting will review the proposed construction in relation to the county highway right-of-way, in-place utilities, and any other obstructions. The applicant is responsible for contacting Gopher State One Call prior to this meeting and shall have all existing underground utilities located. Please allow 5 business days to schedule this meeting.
7. Any party working within county highway right-of-way under an approved permit shall have a copy of the approved permit on-site. Any party working in the county highway right-of-way without Department approval or without a copy of the approved permit may be required to vacate the right-of-way immediately.
8. Each application shall include a permit processing fee based upon the criteria below. Make checks payable to the "Chisago County Treasurer":
 - a. Excavation/Grading - \$200.00
 - b. Drainage/Tiling - \$200.00
 - c. Obstruction/Structure - \$100.00
 - d. Others – Consult the Department

9. Depending on the nature of the proposed work, the applicant may be required to furnish a surety bond in favor of Chisago County Public Works. The surety bond is intended to cover the applicant's performance obligations including payment of labor and materials, and for any expense incurred by the Department in the repairing of damage to any portion of the county highway right-of-way caused by work under the permit, including any out-of-the-ordinary engineering supervision and inspection expense provided by the Department. The bond will remain in effect for a minimum of 12 months following completion of all work within the highway right-of-way.
10. At the time of construction and at the times of subsequent maintenance, prior approval shall be obtained from the Department for the cutting and trimming of trees within the county highway right-of-way. Wherever trees are cut, the resulting stumps shall be removed unless otherwise provided in the Special Provisions of the Permit. Any holes caused by stump removal shall be backfilled, the area leveled, and all materials associated therewith disposed of outside the county highway right-of-way. The applicant shall advise the Department at least 48 hours in advance of its intent to start clearing and grubbing operations so that proper supervision can be provided. Burning or disking operations and/or the use of chemicals to control or kill trees, brush and other vegetation is prohibited without prior approval from the Department.
11. All waterways and lines of drainage shall remain operative.
12. All disturbed areas must be graded, topsoiled, seeded (sod in yards), and mulched. The disturbed areas shall be maintained satisfactorily until the turf is established.
13. The construction shall not interfere with any existing utility facilities on the county highway right-of-way.
14. Upon completion of an installation, the utility shall restore the county right-of-way to its original condition. The applicant shall then notify the office of the Department of the completion of the work so that inspection can be made to determine its acceptability.
15. No foreign material such as dirt, gravel, or bituminous material shall be left deposited on the county highway during the work. If material is tracked onto the highway, it must be removed immediately.
16. If the miscellaneous work is development related, please contact the County Highway Engineer.
17. Open cutting of any county highway will only be allowed at the discretion of the County Highway Engineer. Any roadway excavation, backfill, and pavement restoration shall comply with Chisago County's Specifications. The Department is to be consulted prior to any excavation or restoration. This work must be inspected and accepted by the Department before the bond is released.
18. If the surface of the County roadway is damaged because of loading, unloading, operation of equipment, or for any other reason, damages will be assessed to the applicant.
19. Refer to [Chisago County's Right-of-Way Ordinance for the Management of the Public Right-of-Way](#) for additional information.
20. Please contact Scott Johnson at Scott.Johnson@chisagocounty.us or (651) 213-8705 with any questions.



**APPLICATION FOR
MISCELLANEOUS WORK PERMIT
ON COUNTY HIGHWAY RIGHT-OF-WAY**

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OWNER INFORMATION			
Property Owner Name:		Registration Number:	
Address:			
City:	State:	Zip:	
Telephone:	Cell:		
Contact Person (name and title):			
Contact Person Email:			
Contractor (name of company performing work):			

ATTACH A DETAILED SKETCH OF THE PROPOSED CONSTRUCTION SHOWING HIGHWAY CENTERLINE, RIGHT-OF-WAY, AND ANY OTHER PERTINENT INFORMATION.

PROJECT INFORMATION		
Property Street Address:		
C.R. No.:	City, Town, or Township:	
Location of Work (distance from nearest cross-roads and distinguishing features):		

_____	_____	_____
(Along, Across, Along & Across)	(Feet from Centerline)	(North, South, East, or West of Centerline)
Describe Nature of Work:		

Will Excavation Work Occur?		
<input type="checkbox"/> No		
<input type="checkbox"/> Yes, describe: _____		

Will Any Obstructions or Structure Be Placed in the Right-of-Way?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, describe: _____	
Is the Construction Related to Drainage?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, describe: _____	
Is the Construction Related to Development?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, describe: _____	
Is Tree Trimming or Clearing Necessary?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, describe: _____	
CONSTRUCTION SCHEDULE	
Construction Start Date:	Construction End Date:
TRAFFIC IMPACTS (check appropriate box)	
<input type="checkbox"/> No Traffic Impacts <input type="checkbox"/> Sidewalk, Shoulder, or Trail Closure (traffic lanes not affected). A Traffic Control Plan is required. <input type="checkbox"/> Closure of Traffic Lane(s) without detour (flagging or lane reduction). A Traffic Control Plan is required. <input type="checkbox"/> Closure of Traffic Lane(s) requiring detour. A Traffic Control Plan is required.	

<p>The applicant, in carrying on any and all of the work herein above-mentioned, or referred to in its application, and in the permit issued therefore, shall strictly conform to the terms of such permit, Chisago County's specifications, and to any Special Provisions included in the permit. The applicant agrees that no work in connection with this application will be started until the application is approved and the permit is issued. The applicant shall comply with the regulations of all other regulatory or governmental agencies for the protection of the public. The work shall be accomplished in a manner that will not be detrimental to the highway and that will safeguard the public.</p>	
Print Name:	
Title:	
Signature:	
Email:	
Date:	