



**REQUIREMENTS AND APPLICATION FOR
UTILITY 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 construction of new utilities or modifications to existing utilities.
2. The permit application form should 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. The nature of the work must be clearly defined as well as its location in relation to the centerline of the roadway and county highway right-of-way. If field conditions require any revisions to the permitted work, prior approval must be received from this department before revised installation.
3. If indicated on the Agreement for Utility 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 route of the construction in relation to the county highway right-of-way, other 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 pre-construction meeting.
4. 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](#).
5. Applicant must post a minimum \$10,000.00 surety bond in favor of Chisago County Public Works. The surety bond will be filed in the Public Works Department Office to cover other similar work by the applicant in the future. The bond shall remain in effect for a minimum of 12 months following completion of all work within the highway right-of-way.
6. 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.
7. Each application shall include a permit processing fee based upon the criteria below. Make checks payable to the "Chisago County Treasurer":
 - a. \$25.00 – permitted work is a service off an existing mainline utility
 - b. \$100.00 – permitted work is a mainline installation, extension, or upgrade under 0.5 miles.
 - c. \$200.00 – permitted work is a mainline installation, extension or upgrade over 0.5 miles.
 - d. \$300.00 – permitted work for new developments (sewer and water)
8. 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.

9. 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 and this work must be inspected and accepted by the Department before the bond is released.
10. If the surface of the county roadway is damaged because of loading, unloading, operation of equipment, or any other reason, damages will be assessed to the applicant.
11. All disturbed areas must be graded, topsoiled, seeded (sod in yards), and mulched.
12. Refer to [Chisago County's Right-of-Way Ordinance for the Management of the Public Right-of-Way](#) for other information.
13. Please contact Scott Johnson at Scott.Johnson@chisagocounty.us or (651) 213-8705 with any questions.



**APPLICATION FOR UTILITY PERMIT ON
COUNTY HIGHWAY RIGHT-OF-WAY**

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Highway:	Company Project No.:	
City/Township:	State Project No./State Aid Project No.:	
<input type="checkbox"/> New Facility	<input type="checkbox"/> Replacement Facility	
Application is hereby made for permission to place, construct and thereafter maintain a: _____ _____		
Location (distance from nearest cross-roads and distinguishing features): _____ _____		
_____ (Along, Across, Along & Across)	_____ (Feet from Centerline)	_____ (North, South, East, or West of Centerline)

ALL APPLICANTS MUST BE REGISTERED WITH CHISAGO COUNTY TO OBTAIN A PERMIT

APPLICANT / OWNER INFORMATION		
Owner or facility (company name):	Registration Number:	
Address:		
City:	State:	Zip:
Telephone:	Cell:	
Contact Person (name and title):		
Contractor (name of company performing work):		
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.		
Is tree trimming and/or clearing necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe location and extents: _____		

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

AERIAL CONSTRUCTION (check appropriate box)	
<input type="checkbox"/> Single Pole	<input type="checkbox"/> Steel Tower
<input type="checkbox"/> H-Frame	<input type="checkbox"/> Existing Pole Line
<input type="checkbox"/> Other, describe: _____	
Voltage:	Number, Type, and Size of Conductors:
If attaching to existing pole line, owner of pole line:	Facility to be placed on existing poles (ex: fiber, copper, coaxial, power):
Proposed height crossing over highway:	Proposed height along roadway:

UNDERGROUND CONSTRUCTION/METHOD OF INSTALLING (crossing and/or parallel to highway, check all that apply)		
<input type="checkbox"/> Direct Buried	<input type="checkbox"/> Directional Boring	<input type="checkbox"/> Jacking
<input type="checkbox"/> Open trench, describe: _____	<input type="checkbox"/> Boring	<input type="checkbox"/> Pneumatic Gopher
<input type="checkbox"/> Other, describe: _____		
Facility Type:	Depth:	
Conduit/Duct (number of, material type, class, wall thickness, and size):		
Casing (material type, size, class, wall thickness):		
Voltage:	Number, Type, and Size of Conductors:	Max. Operating Pressure:

<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, and the Rules and Regulations for Utilities on Chisago County Highway Right-of-Way, as set forth herein together with the Special Provisions, all of which are made a part hereof. The applicant specifically agrees to be bound hereby. The applicant shall also comply with the regulations of all other 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:

Rules and Regulations for Utilities on Chisago County Highway Right-of-Way

DEFINITIONS

Under this order, "Utility" shall mean and include all privately, publicly, or co-operatively owned communication lines and facilities, any systems, lines, and facilities for the distribution and transmission of electrical energy, oil, gas, water, sewer, steam, and other pipe lines, railways, ditches, flumes, or other structures which under the laws of this State or the ordinance of any town or city may be constructed, placed, or maintained across, along, or on county highway right-of-way. Dependent upon the meaning intended in the context, "Utility" shall also mean the utility company, inclusive of any wholly owned subsidiary.

PERMITS

I. CONSTRUCTION. Except as otherwise permitted, Utility construction shall not be commenced until an application for a Permit has been made and such Permit has been granted. The Permit sketch shall show the location of the proposed Utility with reference to County highway centerline. A copy of the sketch shall be provided for each copy of such Permit.

If requested by the Chisago County Public Works Department, an on-site pre-construction meeting shall occur prior to the start of construction. The intent of the pre-construction meeting is to review the proposed route of the Utility construction in relation to the County highway right-of-way, other in-place utilities, and any other obstructions. The Utility is responsible for contacting Gopher State One Call prior to this meeting and shall have all existing underground utilities located. The Utility shall allow 5 business days to schedule the meeting.

All deviations from the proposed route of the Utility discussed at the pre-construction meeting and/or described in the Permit shall be approved by the County Highway Engineer.

II. MAINTENANCE. The Utility shall notify the Department prior to performing service and maintenance operations which require opening and disturbing the surface right-of-way or will interfere with the flow of traffic on county highways. The Utility shall obtain approval prior to performing such operations. However, the Utility may perform service or maintenance operations on county highways including opening and disturbing the surface 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 requires immediate repair. The Utility shall take all necessary and reasonable safety measures to protect the traveling public and shall notify the Department at the earliest possible moment.

III. ORDERS TO MAKE IMPROVEMENTS. If at any time Chisago County, acting through its Commissioners, shall deem it necessary to make any improvements or changes on all or any parts of the right-of-way of the county highway, then and in such event, the owner of the utility shall within 15 days after written notice from the Department, or its authorized agent, proceed to alter, change, vacate or remove said Utility from

the county highway right-of-way so as to conform to said county highway changes and as directed by the Department. Such work shall be done without any costs whatsoever to Chisago County and shall be completed within the date specified in said written notice. The Utility shall assume all liability and save Chisago County harmless from any and all claims of damage of any nature whatsoever occasioned by reason of not having removed said utility within the time specified in said notice.

IV. DEPOSIT, BOND, OR UNDERTAKING. The Department may require the Utility, or its contractor to furnish a deposit in the form of a certified check, a surety bond or corporate undertaking in favor of Chisago County, for any expense incurred by the county in the repairing of damage to any portion of the county highway right-of-way caused by work performed under a Permit, including any out of the ordinary engineering supervision and inspection expense provided by the county. In those instances wherein a deposit is required, the amount shall be specified in the Special Provisions of the Permit. If a check is furnished, any monies remaining over and above such expense shall be returned.

V. LIABILITY. Except for negligent acts of the County, its agents, and employees, the Utility shall assume all liability for, and save the County, its agents and employees, harmless from, any and all claims for damages, actions, or causes of action arising out of the work to be done herein and the continuing uses by the Utility, including but not limited to the placing, constructing, reconstructing, maintaining, and using of said utility under this application and permit for construction.

STANDARDS FOR WORK CONDUCTED UNDER PERMIT

I. TREES, BRUSH, AND VEGETATION. At the time of construction of the Utility 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 utility 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.

II. WATERWAYS. All waterways and lines of drainage shall remain operative.

III. TOPSOIL AND SOD. Wherever topsoil and sod are disturbed they shall be replaced and maintained satisfactorily until the turf is established.

Rules and Regulations for Utilities on Chisago County Highway Right-of-Way

IV. EXISTING UTILITY FACILITIES. The utility facility and installation shall not interfere with any existing utility facilities on the county highway right-of-way.

I. WARNING DEVICES. When necessary, barricades, warning devices, and flagmen shall be provided by the applicant during all phases of the work on county highway right-of-way. The Utility shall notify the Department of their intent to perform work operations which will interfere with the flow of traffic on County highways, and shall obtain approval prior to performing such operations.

V. RESTORATION TO ORIGINAL CONDITION. 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.

VI. CONFORMITY. The installation shall be made in conformity with all applicable laws, regulations and codes covering said installations. All installations shall be made in conformity with regulations of governmental agencies for the protection of the public.

VII. The permit as issued does not in any way imply an easement on private property.

AERIAL LINES

I. There shall be only a single pole line on the county highway right-of-way on either side of the centerline thereof, unless otherwise authorized in the Special Provisions of the Permit.

II. Longitudinal installations on county highways shall normally be located in the outer five feet of the right-of-way. At crossings of the county highway, poles shall be placed at a minimum of thirty feet from the shoulder lines of the through roadbeds unless right-of-way widths are prohibitive to such location.

III. The location of brace poles, anchors and anchor poles within limits of the county highway right-of-way shall be approved by the Department.

IV. In those instances which a Utility is issued a Permit or Permits for construction on both sides of the county highway right-of-way in a given area, such Permit is conditioned upon the Utility subsequently proving joint use to other Utilities upon reasonable terms mutually agreeable to the Utilities.

UNDERGROUND LINES

I. All crossings of the roadbeds of the county highway shall be made by boring inside a casing or carrier pipe, or by jacking, unless the procedure is modified in the Special Provisions of the Permit. The auger shall not lead the casing or carrier pipe by more than one inch. Open trenching shall be restricted to the area from five feet beyond the shoulder to the

right-of-way line except as modified in the Special Provisions of the Permit.

II. When pipes with bells or flanges are installed, the crossings of the roadbeds of the county highway shall be made by boring inside a conduit, as provided in the preceding paragraph, or jacking a conduit of sufficient diameter to permit threading the carrier pipe through it.

III. All voids caused by jacking or boring shall be filled by pressure grouting. The grout material shall consist of sand-cement slurry of at least two sacks of cement per cubic yard and a minimum of water to assure satisfactory placement.

IV. The underground utility shall be so installed as virtually to preclude any necessity for disturbing the roadbeds to perform maintenance operations.

V. Underground installations shall be accomplished without damaging or destroying the principal root structure of specimen trees.