



**REGIONAL RAILROAD AUTHORITY (WCRRA)**

11660 Myeron Road North  
Stillwater, Minnesota 55082  
Phone: (651) 430-4313 • Fax: (651) 430-4350  
[Jennifer.Oehler@co.washington.mn.us](mailto:Jennifer.Oehler@co.washington.mn.us)

<i>For Office Use Only:</i>	
Permit No.	_____
Corridor	_____
Permit Fee	_____

\$1.50 per foot

**APPLICATION FOR RIGHT OF WAY PERMIT**  
**Permit Application shall be submitted 30 days prior to trail closure,**  
**or 14 days prior to activity not requiring trail closure.**

**\*\* Additional time may be required if plan revisions are needed. \*\***

<b>Applicant</b> <i>*must be registered with the County*</i>	<b>Address</b>	<b>Contact</b>
Name _____	_____	Phone (Office) _____
Company _____	City _____	Phone (Other) _____
Installation Contractor _____	State & Zip _____	Email _____

**Dates and Location** *\*contact County Highway Inspector at least 2 business days in advance of when you will be performing work, or immediately for emergency services*

\*Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_ Duration of work and/or closure (# of hours, days, weeks) \_\_\_\_\_

Trail Name: \_\_\_\_\_ City/Township: \_\_\_\_\_

**Location and Project Limits** *(describe and include a drawing and/or map)*

\_\_\_\_\_

**Type of Work** *(check all that apply)*

<input type="checkbox"/> Install New Underground Utilities	<input type="checkbox"/> Install Antenna/Wireless Structure	<input type="checkbox"/> Grading/Excavation/Boring
<input type="checkbox"/> Install New Overhead Utilities	<input type="checkbox"/> Install Sign or Monument	<input type="checkbox"/> Tree/Brush Removal
<input type="checkbox"/> Install New Ground-Level Utilities	<input type="checkbox"/> Install Sidewalk/Trail/Ramps or Culvert	<input type="checkbox"/> Host a Parade/Race/Event
<input type="checkbox"/> Maintenance (No New Installation)	<input type="checkbox"/> Place Temporary Structure or Container	<input type="checkbox"/> Other (Describe Directly Below)
	<input type="checkbox"/> Install Landscaping	

**Traffic Impact** *(check at least one – if more than one, provide details in plans)*

No obstruction of Trail

Partial or intermittent obstruction of Trail not requiring closure and/or detour (workers present to halt operations to provide safe passage)

Full obstruction of Trail requiring closure and/or detour; **Traffic control plan MUST be submitted with application.**

**Utility Information** *(if applicable)*

<input type="checkbox"/> Electrical	<b>For Underground Utilities:</b>	<b>For Overhead Utilities:</b>
<input type="checkbox"/> Communications (Copper)	Size: _____	Installing New Poles? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Communications (Fiber Optic)	Conduit Type: _____	Minimum Height of Conductor from ground: _____
<input type="checkbox"/> Communications (Wireless)	Casing Type: _____	Minimum Height of Conductor over roadway: _____
<input type="checkbox"/> Natural Gas / Petroleum	Depth: _____	Line Voltage: _____
<input type="checkbox"/> Water or Sewer	Voltage: _____	
<input type="checkbox"/> Other: _____	Pressure: _____	<b>Work Order # / Project #:</b> _____

**Signature**

I, the undersigned applicant, will ensure that all work is performed according to the terms of this permit, the Washington County Right of Way Ordinance, all other regulations of Washington County & the WCRRA, and any Standard and/or Special Provisions which are attached to the permit. I, the undersigned applicant, will comply with all applicable codes, laws, and ordinances including County Ordinance #188. The work performed shall be in no way detrimental to the trail or to the safety of the public. **All traffic control shall comply with the provisions of the Minnesota Manual on Uniform Traffic Control Devices, including the Temporary Traffic Control Zone Layouts Field Manual.** I, the undersigned applicant, attest that the **REQUIREMENTS FOR RIGHT OF WAY PERMITS** form has been reviewed, signed, submitted with this application, and shall be a condition of the approved permit.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

In accordance with this application, a WCRRA Right of Way Permit is granted to the applicant to place, construct, and/or maintain said utility/facility/event on or across the right-of-way of said trail in location shown on the drawing made part of this application, or in a location or manner specified by Washington County in the Special Provisions below.

*If applicable:* Performance Bond, Cashier's Check, or Certified Check No. \_\_\_\_\_ Amount \_\_\_\_\_ No interest shall be earned or paid on this deposit.

**SPECIAL PROVISIONS** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature Washington County Regional Railroad Authority

**A HARD COPY OF THIS PERMIT MUST BE AVAILABLE AT THE WORK SITE AT ALL TIMES**

Tim Parkos, County Highway Inspector – O: (651) 430-4344 • C: (651) 491-2530 • [Tim.Parkos@co.washington.mn.us](mailto:Tim.Parkos@co.washington.mn.us)

## Requirements for Right of Way Permits

1. Fill out the application electronically or print in ink only. Complete each section on the permit application. Be sure to sign this sheet and the application form at the bottom and email or mail the signed forms with a plan set.
2. For the safety of the traveling public and for the safety of those working in the right-of-way, the proper signage or barricades must be placed in accordance with the standards of the Washington County Public Works Department and the Minnesota Manual on Uniform Traffic Control Device's "Temporary Traffic Control Zone Layouts Field Manual".
3. The Contractor is responsible for providing clear and safe passage, including a suitable roadway surface for the traveling public through all work zones associated with the permitted work. Pedestrian Access Routes TPAR shall be maintained in accordance with MN MUTCD ADA standards.
4. Class 2 or better florescent safety vests are to be worn when working in the road right-of-way.
5. Prior to installing utilities, the permittee shall notify the County Inspector at 651-430-4344. After normal business hours call 651-430-8381, the on-call Public Works dispatch.
6. Prior to construction and excavation in the road right-of-way, the permittee shall notify the County Inspector at 651-430-4344. A County Inspector may be required to be on site during backfilling and pavement restoration.
7. All roadway excavation, backfill and pavement restoration will be considered temporary between November 1 and May 1. The temporary pavement will require replacement as weather permits. Material failure of the subgrade resulting in any depression of the excavation site will require re-excavation and restoration.
8. Pavement restoration shall be in full lane widths seam to seam, from centerline to curb, and saw cut curb joint to curb joint. Saw cuts shall be utilized for all excavation edges. Saw cuts shall be expanded as needed to ensure undermining is non-existent. Depressions resulting from undermining or poor compaction methods will be the responsibility of the permit holder.
9. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the roadway during the work. If material is tracked onto the roadway, it must be removed immediately. Failure to remove roadway or sidewalk debris will result in project suspension until the debris is fully removed.
10. Construction vehicles or spoil piles left overnight are strongly discouraged. In the event there is no option, the equipment/debris shall be delineated properly and placed as far as possible from roadway edge. Clear zones are generally 30' but can be less in some areas.
11. No vehicles or equipment shall be parked on paved trails. If construction is located near a trail and requires closing a trail/sidewalk, please call 651-430-4313. Any and all trail damage occurring as a result of permitted work, to include turf areas, shall be restored to pre-existing or better conditions. In specific cases this restoration may include manicured turf/sod replacement.
12. All utility pedestals/boxes installed in County right-of-way must have a 4-foot visible marker installed. Any costs or damage associated with pedestals/boxes that are not marked with a 4-foot visible marker will be the responsibility of the facility owner.
13. All slopes must be 1:4 parallel to highway traffic (ditches) and 1:6 perpendicular to traffic (street and driveway slopes), unless otherwise specifically authorized by the permit.
14. Disturbed areas will need to be addressed (i.e., seeded, mulched and anchored, or sod) with the proper erosion control, including temporary erosion control as needed, within 7 days and maintained until the new turf is established. All work shall be in compliance with local, state, and federal erosion control requirements.
15. It is the responsibility of the Contractor to notify Gopher State One Call for utility locations for any work being performed within the County right-of-way, and to obtain all other necessary permits.
16. To request storm sewer locating please call Washington County Public Works at 651-430-4313.
17. In the event the construction has not been completed within one year of the permit approval date, this permit becomes null and void.
18. No work under this application is to begin until the application is approved, and the permit issued, unless permission has been granted by the County Engineer or their designee.
19. Any party working within the County right-of-way under this permit shall have a copy of the approved permit, preferably hard copy, on site. Any party working in the County right-of-way without County approval or without a copy of the approved permit may be required to vacate the right-of-way immediately.
20. Utility relocation costs associated with road improvements and construction projects are the responsibility of the facility owner.
21. No changes or alterations may be made at any time without written permission from Washington County Public Works Department.

\*\*\*\*\*

I/We agree to all of the above requirements. All work performed will be done to the satisfaction of Washington County Public Works.

Applicant's Signature:

\_\_\_\_\_

Dated: \_\_\_\_\_

Updated 10/21/2022