



WASHINGTON COUNTY PUBLIC WORKS DEPARTMENT

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

Utility Service Lateral: \$25
All Others: \$100 per 1/8 Mile
or fraction thereof

APPLICATION FOR RIGHT OF WAY PERMIT

Permit Application shall be submitted 30 days prior to road closure,
or 14 days prior to activity not requiring road closure.

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

For Office Use Only:

Permit No.
County Road
Storm Sewer
Permit Fee

Table with 3 columns: Applicant, Address, Contact. Fields include Name, Company, Installation Contractor, Address, City, State & Zip, Phone (Office), Phone (Other), 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)
County Road Number: City/Township:

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

Type of Work (check all that apply)
___ Install New Underground Utilities ___ Install Antenna/Wireless Structure ___ Grading/Excavation/Boring
___ Install New Overhead Utilities ___ Install Sign or Monument ___ Tree/Brush Removal
___ Install New Ground-Level Utilities ___ Install Sidewalk/Trail/Ramps or Culvert ___ Host a Parade/Race/Event
___ Maintenance (No New Installation) ___ Place Temporary Structure or Container ___ Other (Describe Directly Below)
___ Install Landscaping

Traffic Impact (check at least one - if more than one, provide details in plans)
___ No obstruction of Sidewalk/Trail or Travel Lanes (NOTE: Shoulder closures shall follow MN MUTCD Field Manual Layout #6 or #8)
___ Partial or intermittent obstruction of Sidewalk/Trail or Travel Lanes not requiring closure and/or detour (examples: flagger control, lane shift/reduction, trail narrowing); Applicant must submit a traffic control plan OR identify Field Manual layout(s) here: #
___ Full obstruction of Sidewalk/Trail or Travel Lanes requiring closure and/or detour; Traffic control plan MUST be submitted with application.

Utility Information (if applicable)
___ Electrical ___ For Underground Utilities: ___ For Overhead Utilities:
___ Communications (Copper) Size: ___ Installing New Poles? ___Yes ___No
___ Communications (Fiber Optic) Conduit Type: ___ Minimum Height of Conductor from ground: ___
___ Communications (Wireless) Casing Type: ___ Minimum Height of Conductor over roadway: ___
___ Natural Gas / Petroleum Depth: ___ Line Voltage: ___
___ Water or Sewer Voltage: ___
___ Other: ___ Pressure: ___ Work Order # / Project #: ___

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, 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 highway 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 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 County highway 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
Authorized Signature Washington County Public Works Department Date

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



PUBLIC WORKS

Wayne Sandberg, P.E., Director, County Engineer
Frank D. Ticknor, P.E., Deputy Director

SUBMITTAL FOR EVENTS HELD ON WASHINGTON COUNTY HIGHWAYS

Organization: _____

Event: _____

X each item, or NA if not required for event:

_____ **Right of Way Permit Application** – Please allow 30 days for processing a complete application.
Email: jennifer.oehler@co.washington.mn.us or deliver to: Washington County Public Works North Shop

Type of Event:

Bike Walk/Run 5K, 10K, Marathon Parade Other: _____

_____ **Requirements for Right of Way Permits Form – Events** – attached page 2

_____ **Permit Fee** \$100.00, nonrefundable – Submitted prior to permit review; make check payable to “Washington County” or pay by card by calling 651-430-4313.

_____ **Certificate of Liability Insurance (Acord 25 Form), if applicable** – with “Washington County” identified as the Certificate Holder, valid dates, and with limits of no less than \$1,000,000 per occurrence.

_____ **Route/Map** – Include a detailed route/map of the area affected by the event, including staging areas and relief stations and structures for the participants.

_____ **Traffic Control Plan** – Clearly indicate how the event will impact roadways and trails/sidewalks; include signage, equipment (including traffic cones), barricades, or Portable Message Signs, etc.; indicate where staff will be (including flaggers), event marshals/volunteers, and law enforcement. The traffic control plan must conform to the requirements of the MN Manual on Uniform Traffic Control Devices.

Traffic Control Contact - must remain reachable via phone during the event to respond to any traffic control issues or permit violations – #: _____

_____ **County Highway Crossings** – Locations where event participants cross County highways shall be staffed with law enforcement when necessary to assign right-of-way or where required by Washington County. Locations must be included in the traffic control plan. Please allow 2-3 weeks in advance for scheduling; contact the Washington County Sheriff’s Office at 651-430-7867 or Brian.Krook@co.washington.mn.us to determine the responsible law enforcement agency.

_____ **EMS** – Event Coordinator has notified EMS and fire departments about the event (some events may require hiring EMS/ambulance and local fire departments).

_____ **Local Communities** – Event Coordinator has contacted local communities affected by the event. This includes obtaining any necessary permits from the city/township for use of their roads/right-of-way.

_____ **Backup Date, if applicable** – approved permit will be for the dates on the permit application only; if the event may be postponed due to inclement weather, please provide a backup date: _____



Requirements for Right of Way Event Permits ~ Please allow 30 Days for Processing a Complete Application ~

As the agency responsible for County Highways, our focus is on safety, minimizing inconvenience to road users, and providing good communication to the traveling public. An approved permit is subject to the following permit conditions:

1. Fill out the application electronically or print in ink only. Complete each item on the permit. Be sure to sign this sheet and the application form at the bottom.

2. Include a detailed route/map of the area affected by the event, include staging areas and relief stations and structures for the participants. Include a traffic control plan if applicable. Traffic control, including flagging, signage and law enforcement, shall adhere to the traffic control plan provided by the applicant, incorporated herein by reference.

3. A Permit Fee and Certificate of Insurance (Acord 25 Form) must be submitted prior to permit review. The certificate must list Washington County Public Works as the Certificate Holder.

4. The permit applies to County highways only within Washington County and does not authorize placement of any signage or other items on or along any roadways managed by other agencies such as the State of Minnesota, other counties, or local communities (cities or townships).

5. Locations where event participants cross County highways shall be staffed with law enforcement when necessary to assign right-of-way or where required by Washington County. Locations must be included in the traffic control plan. Please allow 2-3 weeks in advance for scheduling; contact the Washington County Sheriff's Office at 651-430-7867 or email Brian.Krook@co.washington.mn.us to determine the responsible law enforcement agency.

6. Only law enforcement shall stop or direct traffic. Volunteers may assist and guide participants throughout the route but shall not direct vehicle traffic.

7. Event staff and volunteers participating in the event must wear "Class 2" type high visible safety vests when working within roadways carrying live traffic, including within the closure area.

8. All signs on County highways shall be set up prior to the start of the event. Event signage shall not be attached in any way to any in-place permanent road signage structures (e.g., speed limit signs, directional signs, etc).

9. All temporary signage for the event must be taken down and removed from County right-of-way at the conclusion of the event.

10. Spray painting on roads, telephone poles, and sidewalks is prohibited. Paint with chalk base or water-soluble material is acceptable.

11. *Bike Events*: Participants shall use the shoulder of the roadway whenever practicable and shall bike with traffic according to the rules of bicycle riding on public roadways (MN Statute 169.222).

12. *Run Events*: Participants shall run on sidewalks or trails when available. When no trail or sidewalk is available, participants shall use the left shoulder of the roadway, as far to the left as practicable, and run facing traffic.

13. No vehicles or equipment shall be parked on paved trails. If the event requires closing a trail/sidewalk, please call 651-430-4313. All trail damage occurring as a result of the event, to include turf areas, shall be restored to pre-existing or better conditions. In specific cases this restoration may include manicured turf/sod replacement.

14. Disturbed areas will need to be addressed (e.g., 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. Event Coordinator shall be responsible for cleanup of litter following the event.

16. Event coordinator(s) shall notify EMS and fire departments about the event. Some events may require hiring EMS (ambulance) and local fire departments.

17. If portable restrooms are provided, they shall be placed as far as practicable from the pavement edge of the roadway and removed by the next day. Provide details of each location, including distance from pavement, in the plans.

18. Applicant shall contact local communities affected by the event. This includes obtaining any necessary permits from local cities and townships for use of their roads/right-of-way.

19. Event Coordinator(s) or person/agency responsible for traffic control shall remain reachable via phone during the event to respond to any traffic control issues or permit violations.

20. The approved permit is for the dates on the permit application only. If the event may be postponed due to inclement weather, please provide a backup date. Any future event dates will require a new permit application submitted.

21. No event 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 his/her designee.

22. Any event taking place within the County right-of-way under this permit shall have a copy of the approved permit on site, preferably a hard copy. Any event 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.

23. No changes or alterations may be made at any time without **ADVANCED** written permission from Washington County Public Works Department.

I, the undersigned applicant, will ensure that the event is performed according to the terms of this permit, the Washington County Right of Way Ordinance, all other regulations of Washington County, and any Standard and/or Special Provisions which are attached to the permit.

Applicant's Signature:

Dated: _____