

## RIGHT-OF-WAY APPLICATION – EXCAVATION PERMIT

Name of Utility Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Local Representative: \_\_\_\_\_

The applicant, in carrying on any and all work accomplished under the permit requested herein, agrees to conform strictly to the provisions of the City Ordinance Code Sections 600, 605, 610 and 640 together with such general and special provisions required by the City Engineer in the permit issued.

Address or location of proposed work  
 (must include length (lin. ft.) of project): \_\_\_\_\_

**\*\*ATTACH SCALED DRAWINGS SHOWING THE AREA AND SPECIFIC LOCATION OF THE PROPOSED PROJECT.**

Will proposed work be conducted within a City construction project area:     No                       Yes

Is work within a Critical Natural Gas Facilities area?     No                       Yes  
 (If Yes, a Gas Safety Plan MUST be attached to this application.)

Will work affect vehicular traffic?                       No     Yes (Please provide traffic plan – 7 day notice will be necessary.) All traffic control devices shall comply with latest edition of MMUTCD.

Will curb and gutter/sidewalk be removed to complete the proposed work?                       No     Yes (Please complete the Driveway/Sidewalk/Curb and Gutter Permit.)

Dates work to be performed                      Start Date: \_\_\_\_\_  
 (must include complete restoration):    Completion Date: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Excavator/Contractor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Excavator License Number: \_\_\_\_\_ Year Issued: \_\_\_\_\_

**WORK TO BE PERFORMED:**

Aerial Construction                      Describe: \_\_\_\_\_  
 Underground Construction                      Describe: \_\_\_\_\_

\*Sewer/Water/Storm Construction:  
 New Water Line                       New Sanitary Line  
 (Utility Connection Permit must be obtained for new services)  
 Replace Water Line                       Replace Sanitary Line  
 Storm Sewer Line                       Other \_\_\_\_\_

**\*NOTE:** Applicant and/or Contractor shall contact Building Safety Department at 320-255-7239 regarding Plumbing Permit requirements, if needed. Contact Infrastructure Services at 320-255-7286 for requirements for services and/or equipment and material needs.

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**Permit Fee**

**\$69.00**

Lin. ft. Trench @ \$37.00/100 lin. ft. = \$

TOTAL: = \$

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**Permit Extension:**

A \$42.00 fee will be assessed for any permit completion time extension.

**Delay Penalty:**

Delay penalties will be assessed in accordance with Minnesota Rule 7819.1000 Subp. 3 and notwithstanding Subp. 2 of this section, the City shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by City Council resolution.

\$22.00/day for minor and local streets

\$106.00/day for collector streets

\$530.00/day for arterial streets

\$Varies. Delay Penalties for utility work in City project areas shall be consistent with the liquidated damages as specified in project contract for the area in question.

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**GENERAL PROVISIONS:**

1. The permit holder must comply with MN Statute 216D.
2. Excavations in the right-of-way of other road authorities (state or county) are subject to the permit process of the respective road authority. The applicant shall be responsible for obtaining permits and fulfilling requirements established thereon.
3. The applicant shall accomplish the required surface restoration with its own forces or under contract with a qualified contractor.

**Special Provisions and General Provisions as they apply to City standards regarding excavations in the right-of-way must be followed (a copy of these provisions may be obtained from the Engineering Department). No restoration will be allowed until all applicable testing has been accomplished and has passed. Failure to supply the necessary testing may result in Disruption Penalties.**

NO FACILITY SHALL ENCUMBER THE FIRST FIVE (5) FEET, AS MEASURED FROM THE BACK OF THE CURB. FIBER OPTIC AND COPPER FACILITIES SHALL BE PLACED AT A MINIMUM DEPTH OF 36" TO THE TOP OF FACILITY TO A MAXIMUM DEPTH OF 48" TO TOP OF FACILITY. NATURAL GAS OR ELECTRIC SHALL BE PLACED AT A MINIMUM DEPTH OF 24" TO TOP OF FACILITY TO A MAXIMUM DEPTH OF 48" TO TOP OF FACILITY.

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**SPECIAL PROVISIONS:**

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Issued By: \_\_\_\_\_  
Engineering Department

Date: \_\_\_\_\_

## MINNESOTA STATUTES 2015

### 216D.03 NOTIFICATION CENTER.

#### Subdivision 1. **Participation.**

An operator shall participate in and share in the costs of one statewide notification center operated by a vendor selected under subdivision 2.

#### Subd. 2. **Establishment of notification center; rules.**

(a) The notification center services must be provided by a nonprofit corporation approved in writing by the commissioner. The nonprofit corporation must be governed by a board of directors of up to 20 members, one of whom is the director of the Office of Pipeline Safety. The other board members must represent and be elected by operators, excavators, and other persons eligible to participate in the center. In deciding to approve a nonprofit corporation, the commissioner shall consider whether it meets the requirements of this paragraph and whether it demonstrates that it has the ability to contract for and implement the notification center service.

(b) The commissioner shall adopt rules:

(1) establishing a notification process and competitive bidding procedure for selecting a vendor to provide the notification service;

(2) governing the operating procedures and technology needed for a statewide notification center; and

(3) setting forth the method for assessing the cost of the service among operators.

(c) The commissioner shall select a vendor to provide the notification center service. The commissioner may advertise for bids as provided in section [16C.06](#), subdivisions 1 and 2, and base the selection of a vendor on best value as provided in section [16C.06, subdivision 6](#). The commissioner shall select and contract with the vendor to provide the notification center service, but all costs of the center must be paid by the operators. The commissioner may at any time appoint a task force to advise on the renewal of the contract or any other matter involving the center's operations.

(d) An operator may submit a bid and be selected to contract to provide the notification center service under paragraph (a) or (c). The commissioner shall annually review the services provided by the nonprofit corporation approved under paragraph (a) or the vendor selected under paragraph (c).

#### Subd. 3. **Cooperation with local government.**

In establishing operating procedures and technology for the statewide notification center, the board of directors or the commissioner must work in cooperation with the League of Minnesota Cities, the Association of Minnesota Counties, and the Township Officers' Association. The purpose of this cooperation is to maximize the participation of local governmental units that issue permits for activities involving excavation to assure that excavators receive notice of and comply with the requirements of sections [216D.01](#) to [216D.07](#).

#### Subd. 4. **Notice to local government.**

The notification center shall provide local governmental units with a master list, by county, of the operators in the county who are participants in the notification center, and the telephone number and mailing address of the notification center.

#### **History:**

*[1987 c 353 s 9](#); [1997 c 187 art 1 s 15](#); [1998 c 386 art 2 s 69](#)*

## **216D.04 EXCAVATION; LAND SURVEY.**

### **Subdivision 1. Notice required; contents.**

(a) Except in an emergency, an excavator shall and a land surveyor may contact the notification center and provide notice at least 48 hours, excluding Saturdays, Sundays, and holidays and not more than 14 calendar days before beginning any excavation or boundary survey. An excavation or boundary survey begins, for purposes of this requirement, the first time excavation or a boundary survey occurs in an area that was not previously identified by the excavator or land surveyor in the notice.

(b) The notice may be oral or written, and must contain the following information:

- (1) the name of the individual providing the notice;
- (2) the precise location of the proposed area of excavation or survey;
- (3) the name, address, and telephone number of the individual or individual's company;
- (4) the field telephone number, if one is available;
- (5) the type and extent of the activity;
- (6) whether or not the discharge of explosives is anticipated;
- (7) the date and time when the excavation or survey is to commence; and
- (8) the estimated duration of the activity.

### **Subd. 1a. Plans for excavation.**

(a) Any person, prior to soliciting bids or entering into a contract for excavation, shall provide a proposed notice to the notification center to obtain from the affected operators of underground facilities the type, size, and general location of underground facilities. Affected operators shall provide the information within 15 working days. An operator who provides information to a person who is not a unit of government may indicate any portions of the information which are proprietary and may require the person to provide appropriate confidentiality protection. The information obtained from affected operators must be submitted on the final drawing used for the bid or contract and must depict the utility quality level of that information. This information must be updated not more than 90 days before completion of the final drawing used for the bid or contract.

(b) This subdivision does not apply to bids and contracts for:

- (1) routine maintenance of underground facilities or installation, maintenance, or repair of service lines;
- (2) excavation for operators of underground facilities performed on a unit of work or similar basis; or
- (3) excavation for home construction and projects by home owners.

(c) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preliminary design meetings during the design phase to communicate the project design and coordinate utility relocation. Affected facility operators shall attend these meetings or make other arrangements to provide information.

(d) A person required by this section to show existing underground facilities on its drawings shall conduct one or more preconstruction meetings to communicate the project design and coordinate utility relocation. Affected facility operators and contractors shall attend these meetings or make other arrangements to provide information.

(e) This subdivision does not affect the obligation to provide a notice of excavation as required under subdivision 1.

**Subd. 2. Duties of notification center; regarding notice.**

The notification center shall assign an inquiry identification number to each notice and retain a record of all notices received for at least six years. The center shall immediately transmit the information contained in a notice to every operator that has an underground facility in the area of the proposed excavation or boundary survey.

**Subd. 3. Locating underground facility; operator.**

(a) Prior to the excavation start time on the notice, an operator shall locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator and provide readily available information regarding the operator's abandoned and out-of-service underground facilities as shown on maps, drawings, diagrams, or other records used in the operator's normal course of business, without cost to the excavator. The excavator shall determine the precise location of the underground facility, without damage, before excavating within two feet of the marked location of the underground facility.

(b) Within 96 hours or the time specified in the notice, whichever is later, after receiving a notice for boundary survey from the notification center, excluding Saturdays, Sundays, and holidays, unless otherwise agreed to between the land surveyor and operator, an operator shall locate and mark or otherwise provide the approximate horizontal location of the underground facilities of the operator, without cost to the land surveyor.

(c) For the purpose of this section, the approximate horizontal location of the underground facilities is a strip of land two feet on either side of the underground facilities.

(d) Markers used to designate the approximate location of underground facilities must follow the current color code standard used by the American Public Works Association.

(e) If the operator cannot complete marking of the excavation or boundary survey area before the excavation or boundary survey start time stated in the notice, the operator shall promptly contact the excavator or land surveyor.

(f) After December 31, 1998, operators shall maintain maps, drawings, diagrams, or other records of any underground facility abandoned or out-of-service after December 31, 1998.

(g) An operator or other person providing information pursuant to this subdivision is not responsible to any person, for any costs, claims, or damages for information provided in good faith regarding abandoned, out-of-service, or private or customer-owned underground facilities.

**Subd. 4. Locating underground facility; excavator or land surveyor.**

(a) The excavator or land surveyor shall determine the precise location of the underground facility, without damage, before excavating within two feet on either side of the marked location of the underground facility.

(b) If the excavator or land surveyor cancels the excavation or boundary survey, the excavator or land surveyor shall cancel the notice through the notification center.

(c) The notice is valid for 14 calendar days from the start time stated on the notice. If the activity will continue after the expiration time, then the person responsible for the activity shall serve an additional notice at least 48 hours, excluding Saturdays, Sundays, and holidays, before the expiration time of the original notice, unless the excavator makes arrangements with the operators affected to periodically verify or refresh the marks, in which case the notice is valid for six months from the start time stated on the notice.

(d) The excavator is responsible for reasonably protecting and preserving the marks until no longer required for proper and safe excavation near the underground facility. If the excavator has reason to believe the marks are obliterated, obscured, missing, or incorrect, the excavator shall notify the facility operator or notification center in order to have an operator verify or refresh the marks.

**History:**

1987 c 353 s 10; 1992 c 493 s 5; 1993 c 341 art 1 s 21; 1997 c 196 s 1; 1998 c 348 s 1-3; 2004 c 163 s 2-6

**216D.05 PRECAUTIONS TO AVOID DAMAGE.**

An excavator shall:

- (1) plan the excavation to avoid damage to and minimize interference with underground facilities in and near the construction area;
- (2) use white markings for proposed excavations except where it can be shown that it is not practical;
- (3) maintain a clearance between an underground facility and the cutting edge or point of any mechanized equipment, considering the known limit of control of the cutting edge or point to avoid damage to the facility;
- (4) provide support for underground facilities in and near the construction area, including during backfill operations, to protect the facilities; and
- (5) conduct the excavation in a careful and prudent manner.

**History:**

1987 c 353 s 11; 1998 c 348 s 4; 2004 c 163 s 7

**216D.06 DAMAGE TO FACILITY.****Subdivision 1. Notice; repair.**

(a) If any damage occurs to an underground facility or its protective covering, the excavator shall notify the operator promptly. When the operator receives a damage notice, the operator shall promptly dispatch personnel to the damage area to investigate. If the damage results in the escape of any flammable, toxic, or corrosive gas or liquid or endangers life, health, or property, the excavator responsible shall immediately notify the operator and the 911 public safety answering point, as defined in section 403.02, subdivision 19, and take immediate action to protect the public and property. The excavator shall also attempt to minimize the hazard until arrival of the operator's personnel or until emergency responders have arrived and completed their assessment. The 911 public safety answering point shall maintain a response plan for notifications generated by this section.

(b) An excavator shall delay backfilling in the immediate area of the damaged underground facilities until the damage has been investigated by the operator, unless the operator authorizes otherwise. The repair of damage must be performed by the operator or by qualified personnel authorized by the operator.

(c) An excavator who knowingly damages an underground facility, and who does not notify the operator as soon as reasonably possible or who backfills in violation of paragraph (b), is guilty of a misdemeanor.

**Subd. 2. Cost reimbursement.**

(a) If an excavator damages an underground facility, the excavator shall reimburse the operator for the cost of necessary repairs, and for a pipeline the cost of the product that was being carried in the pipeline and was lost as a direct result of the damage.

(b) Reimbursement is not required if the damage to the underground facility was caused by the sole negligence of the operator or the operator failed to comply with section 216D.04, subdivision 3.

**Subd. 3. Prima facie evidence of negligence.**

It is prima facie evidence of the excavator's negligence in a civil court action if damage to the underground facilities of an operator resulted from excavation, and the excavator failed to give an excavation notice under section 216D.04 or provide support as required by section 216D.05.

**History:**

1987 c 353 s 12; 1999 c 43 s 1

**216D.07 EFFECT ON LOCAL ORDINANCES.**

(a) Sections 216D.01 to 216D.07 do not affect or impair local ordinances, charters, or other provisions of law requiring permits to be obtained before excavating.

(b) A person with a permit for excavation from the state or a public agency is subject to sections 216D.01 to 216D.07. The state or public agency that issued a permit for excavation is not liable for the actions of an excavator who fails to comply with sections 216D.01 to 216D.07.

**History:**

1987 c 353 s 13

**216D.08 CIVIL PENALTIES; PROCEEDS TO SAFETY ACCOUNT; RULES.****Subdivision 1. Penalties.**

A person who is engaged in excavation for remuneration or an operator other than an operator subject to section 299F.59, subdivision 1, who violates sections 216D.01 to 216D.07 is subject to a civil penalty to be imposed by the commissioner not to exceed \$1,000 for each violation per day of violation. An operator subject to section 299F.59, subdivision 1, who violates sections 216D.01 to 216D.07 is subject to a civil penalty to be imposed under section 299F.60. The district court may hear, try, and determine actions commenced under this section. Trials under this section must be to the court sitting without a jury. If the fine exceeds the maximum limit for conciliation court, the person appealing the fine may request the commissioner to conduct an administrative hearing under chapter 14.

**Subd. 2. Settlement.**

The commissioner may negotiate a compromise settlement of a civil penalty. In determining the amount of the penalty, or the amount of the compromise settlement, the commissioner shall consider the appropriateness of the penalty to the size of the business of the person charged, the gravity of the violation, and the good faith of the person charged in attempting to achieve compliance, after notification of a violation. Unless the commissioner chooses to proceed in district court under subdivision 1, the contested case and judicial review provisions of chapter 14 apply to the orders of the commissioner imposing a penalty under sections 216D.01 to 216D.07. The amount of the penalty, when finally determined, may be deducted from sums owing by the state of Minnesota to the person charged.

**Subd. 3. Credited to pipeline safety account; appropriation.**

Penalties collected under this section must be deposited in the state treasury and credited to the pipeline safety account to be applied to the reduction of expenses or costs assessed by the commissioner against persons regulated under this chapter. Penalties collected under this section are annually appropriated to the commissioner of public safety.

**Subd. 4. Rules.**

The commissioner shall adopt rules establishing reasonable guidelines for imposing penalties. The rules must provide for notice that a penalty is assessed and may exempt activities from penalties unless the excavator or operator as defined in this section has evidenced a course of action in disregard of this chapter.

**History:**

1989 c 244 s 6; 1998 c 348 s 5,6; 2005 c 136 art 8 s 4,5

## **216D.09 INJUNCTIVE RELIEF.**

### **Subdivision 1. Jurisdiction.**

The district courts of the state of Minnesota have jurisdiction, subject to the provisions of the statutes and the rules of practice and procedure of the state of Minnesota relative to civil actions in the district courts, to restrain violations of sections [216D.01](#) to [216D.07](#), on petition by the attorney general on behalf of the state of Minnesota. When practicable, the commissioner shall give notice to a person against whom an action for injunctive relief is contemplated and afford the person an opportunity to present views and, except in the case of a knowing and willful violation, shall afford the person reasonable opportunity to achieve compliance. However, the failure to give the notice and afford an opportunity to present views does not preclude the granting of appropriate relief.

### **Subd. 2. Venue.**

Actions under this section must be brought in district court in the district where the defendant's principal place of business in the state is located, and process in these cases may be served in any other district in the state of Minnesota where the defendant may be found or in which the defendant is an inhabitant or transacts business.

### **History:**

[1989 c 244 s 7](#)