

Traffic Signal Locates  
(507) 237-4092

Gopher State One Call  
800-252-1166

48 hrs before digging

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

SIBLEY COUNTY PUBLIC WORKS  
111 8<sup>TH</sup> Street P.O. Box 897  
Gaylord, MN 55334  
Phone: (507) 237-4092 Fax: (507) 237-4356  
Email: Lyle@co.sibley.mn.us

Permit No. \_\_\_\_\_

Registration: \_\_\_\_\_

Permit Fee – \$125.00

**CSAH/CR #** \_\_\_\_\_

**MUST BE REGISTERED WITH SIBLEY COUNTY TO OBTAIN PERMIT**

Name of Applicant	Address	Phone
Email	City, State, Zip	Alternate Phone
Name of Contractor	Address	Phone
Email	City, State, Zip	Fax
Contact Person	Phone	Gopher State One Call ID # _____
Email	Fax	

Nature of Work	County Road(s) Involved
Location (Ties to Right of Way, Road Stationing & Dimensions)	Section Range Township

**\*\*Attach Detailed Site Drawing Showing All Dimensions from Right-of-Way and Existing Improvements\*\***

Size and Kind of Structure (Show Elevation Detail of Proposed Work)

<b>AERIAL CONSTRUCTION</b> (CHECK APPROPRIATE BOXES) <input type="checkbox"/> SINGLE POLE <input type="checkbox"/> H-FRAME <input type="checkbox"/> SINGLE POLE AND H-FRAME <input type="checkbox"/> STEEL TOWER <input type="checkbox"/> OTHER _____	<input type="checkbox"/> OPEN WIRE <input type="checkbox"/> CABLE <input type="checkbox"/> VERTICAL <input type="checkbox"/> CROSS-ARMS <input type="checkbox"/> VERTICAL & CROSS ARMS	Voltage
		Number of Conductors
		Size of Conductors

Minimum height of conductor: \_\_\_\_\_ Feet along highway \_\_\_\_\_ feet at crossing over highway

<b>UNDERGROUND CONSTRUCTION</b> (CHECK APPROPRIATE BOX) CONDUIT <input type="checkbox"/> DUCTILE IRON <input type="checkbox"/> PLASTIC TILE <input type="checkbox"/> OTHER _____		<input type="checkbox"/> SECTIONAL CONCRETE <input type="checkbox"/> STEEL	CASINGS <input type="checkbox"/> STEEL <input type="checkbox"/> SECTIONAL CONCRETE <input type="checkbox"/> OTHER _____	
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Size	Depth	Voltage	Number of Conductors	Size of Conductors
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Method of installing under roadbeds (if open trench, explain why it is necessary)

OPEN TRENCH \_\_\_\_\_

JACKING

BORING

**EXTENT & LOCATION OF TREE TRIMMING AND/OR CLEARING:**

Date Work is to Start On	Duration of Job	Will Detouring of Traffic be Necessary?
(No work allowed prior to permit being approved.)		If yes, a traffic control plan must be submitted with the construction plans along with an <b>Obstruction Permit Application</b> .

I (We) the undersigned, in carrying on any and all of the work herein above mentioned or referred to in its application and in the Permit issued herefore, shall strictly conform to the terms of such Permit, and the regulations of the Board of County Commissioners, as set forth herein together with the conditions and requirements and General Conditions, 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 right-of-way and that will safeguard the public. Just prior to completion of the work, the applicant shall notify SIBLEY COUNTY PUBLIC WORKS for a final inspection and acceptance.

_____	_____
Date	Applicant's Signature
_____	_____
Date	Contractor's Signature

SIBLEY COUNTY PUBLIC WORKS  
111 8<sup>TH</sup> Street P.O. Box 897  
Gaylord, MN 55334  
Phone 507-237-4092 Fax 507-237-4356

CONDITIONS AND REQUIREMENTS FOR COMPLETING APPLICATION FOR UTILITY PERMIT

**Note: An incomplete application will delay processing.  
Allow up to 2 weeks for processing.**

1. Print in ink only or type the application. Be sure to sign both this instruction sheet and the application form at the bottom.  
**Submit the original forms only.**
2. Complete each item on the application. If an item does not apply, print "N. A." in the blank.
3. No work under this application is to be started until the application is approved and the permit is issued by Sibley County Public Works.
4. It is the responsibility of the permittee to provide instructions and inspection to assure that the project is completed as specified.
5. Prior to construction, the permittee shall notify SIBLEY COUNTY PUBLIC WORKS 48 hours prior to beginning work and again **just prior to completion of work, before construction equipment leaves the site, for final inspection and approval.**
6. No changes or alteration to this permit application may be made at any time without written permission from SIBLEY COUNTY PUBLIC WORKS.
7. It is the responsibility of the owner/contractor to notify GOPHER STATE ONE CALL for utility locations for any work being performed within the SIBLEY COUNTY right-of-way.
8. It is the responsibility of the owner/contractor to obtain all other necessary permits from other agencies.
9. Where work on traveled roadways is necessary, the proper signage, barricades, etc. must be placed in accordance with the MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) and the standards of SIBLEY COUNTY PUBLIC WORKS.
10. Grading and shaping will be required to construct 1(V):6(H) or flatter slopes within the SIBLEY COUNTY right-of-way unless otherwise approved by SIBLEY COUNTY PUBLIC WORKS.
11. All disturbed areas from work under this permit application will need to re-establish permanent vegetation and any necessary permanent erosion control installed after the work has been completed.
12. No foreign material such as dirt, gravel or bituminous material shall be left or deposited on the roadway while performing the work.
13. In the event that the construction has not been started within one year of the permit approval date, this permit shall become null and void and the permittee will be required to obtain a new permit.

**I (We) have agreed to all conditions and requirements included in this instruction sheet. All work will be performed to the satisfaction of SIBLEY COUNTY PUBLIC WORKS.**

**DATE:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

## GENERAL CONDITIONS

### DEFINITIONS

**Utility:** Under this order "utility" shall mean and include all privately, publicly, or cooperatively 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 village 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.

### GENERAL

- I. Except as otherwise Permitted, utility construction and relocation on County highway right-of-way shall not be commenced until an application for a Permit for construction has been made and such Permit granted. The Permit for construction sketch shall show the location of the proposed utility with reference to pertinent features such as the right-of-way lines, curb lines, County highway center line, etc. A copy of the sketch shall be provided for each copy of such Permit.
- II. 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 County Highway Engineer.
- III. All waterways and lines of drainage shall remain operative.
- IV. Wherever topsoil and sod are disturbed they shall be replaced and maintained satisfactorily until the turf is established.
- V. The utility facility and installation shall not interfere with any existing utility facilities on the County Highway right of way.
- VI. When necessary, barricades, warning devices and flagmen shall be provided by the Utility during all phases of their construction and maintenance operations on County Highway right of way.
- VII. At the time of construction of the Utility and at the times of subsequent maintenance, prior approval shall be obtained from the County Highway Engineer 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 materials associated therewith disposed of outside the County Highway right of way. The Utility shall advise the County Highway Engineer at least 48 hours in advance of its intent to start clearing and grubbing operations so that proper supervision can be provided.
- VIII. The Utility shall notify the County Highway Engineer of its intent to perform service and maintenance operations which will interfere with the flow of traffic on county highways, and shall obtain his approval prior to performing such operations. However, the Company may perform service and maintenance operations on county highway including opening and disturbing the surface of the right of way without prior approval in those instances where an emergency exists that is dangerous to the life of safety of the public and which requires immediate repair. The Utility shall notify the County Highway Engineer at the earliest possible moment.
- IX. If at any time Sibley County, acting through its Board of County Commissioners, shall deem it necessary to make any improvements or changes on all or any part of the right of way of the County Highway which affect a utility located on County Highway right of way, then and in such event, the owner of the utility shall within 15 days after written notice from the Sibley County Board of Commissioners, or it 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 Sibley County Board of Commissioners. Such work shall be done without any cost whatsoever to Sibley County and shall be completed within the date specified in said written notice. The Utility shall assume all liability and save Sibley 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.
- X. 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.

- XI. The Sibley County Board of Commissioners 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 the Board of Commissioners of Sibley 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 shall be furnished, any monies remaining over and above such expense shall be returned to the applicant.
- XII. The Permit as issued does not in any way imply an easement on private property.
- XIII. The installations 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.
- XIV. Upon completion of an installation, the Utility shall restore the County Highway right of way to its original condition. The Utility shall then notify the office of the County Highway Engineer of the completion of the work so that inspection can be made to determine its acceptability.

### AERIAL

- I. There shall be only a single pole line on the County highway right-of-way on either side of the center line thereof.
- 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 30 feet from the shoulder lines of the through roadbeds unless right-of-way widths are prohibitive to such location.
- III. The location of all brace poles, anchors, and anchors and anchor poles within the limits of the County highway right-of-way shall be approved by the County Highway Engineer.
- IV. In those instances in 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 providing joint use to other Utilities upon reasonable terms mutually agreeable to the Utilities.

### UNDERGROUND LINES

- I. All crossings of the roadbeds of the County highways shall be made by boring inside a casing or carrier pipe, or by jacking, unless this procedure is modified in the special provisions of the Permit for construction. 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 for construction.
- II. When pipes with bells or flanges are installed, the crossings of the roadbeds of County highway shall be made by boring inside a conduit, as provided in the preceding paragraph I, of 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 a 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 utilities 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.

## LOCATION SKETCH

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Show location of proposed facility in relation to the center line of the County Highway and other pertinent features such as right-of-way line, shoulder line, curb line and edge of surfacing. The facility should also be referenced to adjacent land lines.

**FOR OFFICE USE ONLY**

In accordance with this application an Utility Permit is granted to the applicant to place, construct, and "thereafter maintain" on, or across, or under the Right-of-Way of the above described Right-of-Way and in the location as shown by the above application with the attached conditions and requirements, general conditions and the following special provisions:

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**\*\*ADDITIONAL CONDITIONS FOR BURIED PIPELINE or ADDITIONAL CONDITIONS FOR BURIED CABLE shall apply, if applicable.**

**Please see under Utility Permit to print these off.**

**SIBLEY COUNTY ORDINANCE NO. 820 MANAGEMENT OF THE PUBLIC RIGHT-OF-WAY**

**SEC. 820.19 – INSTALLATION REQUIREMENTS** The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100, 7819.5000 and 7819.5100 and shall conform to Minnesota Department of Transportation (MnDOT) standard specifications and other applicable local requirements, in so far as they are not inconsistent with the Minn. Stat. §§ 237.162 and 237.163.

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Signature for SIBLEY COUNTY PUBLIC WORKS

The application for the above utility permit is hereby **DENIED** as described in the above application, due to the following: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Signature for SIBLEY COUNTY PUBLIC WORKS