PERMIT FEE: $100.00

APPLICATION FOR UTILITY PERMIT ON BECKER COUNTY HIGHWAY RIGHT OF WAY

highway@beckercountymn.gov

Application is hereby made for permission to place, construct, and thereafter maintain a _____ _____along or across County Highway No._____Location of work: _____

_____

Distance from centerline:_____Side of Highway:_____
in accordance with the drawing attached hereof.

I. AERIAL CONSTRUCTION

- ☐ Single Pole
- ☐ H-Frame
- ☐ Single Pole & H-Frame
- ☐ Steel Tower
- ☐ Other _____
- ☐ Open Wire
- ☐ Cable
- ☐ Vertical
- ☐ Cross-arm
- ☐ Vertical & Cross Arm

Voltage	Number of Conductors	Size of Conductors

Minimum height of conductor: _____ ft. along highway _____ ft. at crossing over highway.

Extent and Location of Tree Trimming and/or clearing:

II. UNDERGROUND CONSTRUCTION

CONDUIT

- ☐ Multiple Tile
- ☐ Transite
- ☐ Clay Tile
- ☐ Sectional Concrete
- ☐ Steel Pipe
- ☐ Other _____

CASING

- ☐ Steel Pipe
- ☐ Sectional Concrete
- ☐ Other _____

Size	Depth

Voltage	Number of Conductors	Size of Conductors

METHOD OF INSTALLING UNDER ROADBEDS (if open trench, explain why necessary)

- ☐ Open Trench _____
- ☐ Jacking
- ☐ Boring
- ☐ Pneuma Gopher

Extent and Location of Tree Clearing	New Facility ☐	Replacement Facility ☐

III. Work to start on or after _____ and to be completed on or before _____

IV. 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 herefore, shall strictly conform to the terms of such permit, and the regulations of Becker County, 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.

_____ Date:_____
Name of company making application

Signature _____ Email _____

Address _____ Phone _____

PERMIT FEE: $100.00

Rules and Regulations of Becker County for Utilities on County Highways

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 law 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 or 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 has been made and such permit 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.

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 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 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 all materials associated therewith disposed of outside the county highway right of way. The utility shall advise the County 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 Engineer of its intent to perform service and maintenance operations, which will interfere with the flow of traffic on county highways and shall obtain 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 or safety of the public and which requires immediate repair. The utility shall take all necessary and reasonable safety measures to protect the traveling public and shall notify the County Engineer at the earliest possible moment.

IX. If at any time Becker County 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 Becker County, 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 Becker County Engineer. Such work shall be done without any cost whatsoever to Becker County and shall be completed within the date specified in said written notice. The utility shall assume all liability and save Becker 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. Becker County 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 Becker 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 of the deposit 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 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 any 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 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 centerline thereof.

II. Longitudinal installations on county highways shall normally be located in the outer five feet of the right of way. At crossing 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 the brace poles, anchors and anchor poles within the limits of the county highway right of way shall be approved by the County Engineer.

PERMIT FEE: $100.00

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

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. 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 paragraph I of this section 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 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

Show location of proposed facility in relation to the centerline 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 landlines.

PERMIT FEE: $100.00

BECKER COUNTY
HIGHWAY DEPARTMENT

Utility Permit

Becker County Highway: _____
Project No: _____

In accordance with the application herein, a utility permit is granted to _____ _____ to place, construct, and thereafter maintain a _____ _____ on or across, or under the right of way of County Highway No. _____ in the location shown on the sketch, which is, a part of said application, or in such location as may be specified by the Becker County Highway Department in the special provisions hereof.

SPECIAL PROVISIONS:

All applicable special provisions shall be followed. See attached list

Approved _____
(date)

Permit No. _____

Surety Bond No. _____
Bond Expiration _____
Bonding Co. _____

By _____
Becker County Highway Department

COPIES TO:
S:\Permits\Utility Permits\Forms\Permit.doc

PERMIT FEE: $100.00

SPECIAL PROVISIONS FOR UTILITY PERMITS

SP 1 * **INSTALLATION INSPECTION**

The installation authorized in this permit will be inspected by the Becker County Highway Department. Final approval will be given after the inspection meets the requirements of the permit.

SP 2 **OPEN TRENCHING WITH DETOUR**

Traffic may be detoured as necessary with prior approval of the Becker County Engineer. The applicant or its contractor shall prepare and maintain the detour at its own cost. Traffic control devices shall be in accordance with the MMUTCD.

SP 3 **OPEN TRENCHING WITHOUT DETOUR**

Half of the traveled roadway shall be open to traffic at all times. The applicant or contractor shall include flagman and traffic control devices as illustrated in the MMUTCD.

SP 4 **TRAFFIC – BURIED FACILITIES**

Two-way traffic shall be maintained at all times.

SP 5 **TRAFFIC – AERIAL FACILITIES**

There shall be no interference to traffic at any time.

SP 6 **MATERIALS – BURIED FACILITIES**

No material shall be deposited on the traveled roadway.

SP 7 **CABLE CONSTRUCTION**

Pedestals, transformer cabinets or underground vaults shall be placed at the right of way line or on private property. Exceptions shall be approved the County Engineer prior to their installation.

SP 8 **EXISTING AERIAL CABLE BEING REPLACED**

This permit is conditioned upon the applicant removing from the highway right of way all replaced aerial facilities within thirty days subsequent to completion of the installation. If such facilities cannot be removed within the thirty days, arrangements shall be made with Becker County prior to permit being issued.

SP 9* **LOCATES**

It shall be the responsibility of the applicant to utilize the "Gopher State One Call" excavation notice system as required under Minnesota Statute Chapter 216D, 48 hours prior to performing any excavation.

The applicant shall coordinate the proposed installation with the existing facilities of others in the area.

SP 10 **BURIED POWER**

The higher voltage cables shall be placed at the greater depth at crossings of other facilities. The separation shall be on foot, except for random lay of joint facilities in a common trench. The depth shall meet code requirements.

In direct plowing operations, depth control shall be used to assure placement of the cable at the specified depth (42 inch minimum, 48 inch preferred).

SP 11 **TRENCHING AND EXCAVATING**

All excavations, trenching and/or jacking and boring pits shall be sheeted and/or shored as per OSHA requirements. No un-sheeted trench shall be left open overnight without area being fenced and warning devices in place, to include flashers in accordance with the MMUTCD.

All contractors/excavators shall operate in compliance with Fed. OSHA 1926.650 Subpart P Competent Person Standard. Stated individual shall be responsible for all activities regarding excavation.

SP 12 **ALL CROSSINGS & PARALLEL FACILITIES**

All hard surfaced roadways and entrances shall be jacked or bored.

SP 13 **ALL CROSSINGS**

The jacking or boring of the installation shall conform to the requirements of Paragraph (1), Section F of the Rules and Regulations of Paragraph 1, Section 8810.3600 of the Minnesota rules contained herein. Open trenching shall be restricted to the five feet (10 feet on freeways) minimum beyond the shoulders of each roadway to the right of way line. All voids created by jacking or augering operations being discontinued or abandoned because of obstructions encountered in the roadbed shall be grouted in a manner satisfactory to the County inspector. The use of jetting equipment is prohibited.

SP 14 **ALL CABLE EXCEPT POWER**

All buried cable shall be placed at a minimum depth of 36 inches.

SP 15 **ALL PNEUMA GOPHER & SMALL JACKING OR BORING UNDER ROADWAY**

All buried crossings shall be placed at a minimum depth of five feet below the road surface.

SP 16 **RESTORATION**

Material removed from the trench shall be used for backfilling, insofar as it is suitable. No rock shall be replaced in the trench, but shall be removed from the site by the applicant. Backfilling shall consist of approved material and shall be tamped mechanically (maximum 12 inch layers) to secure satisfactory compaction. The shoulders and roadways disturbed by these operations shall be repaired immediately with suitable and approved material, such replacement to conform to existing grades. Drainage and slopes shall be satisfactorily restored. The applicant must restore any settlement.

SP 17 **OPEN TRENCHING OF SURFACED ROADS**

Material removed from the trench shall be used for backfilling insofar as it is suitable. All base and surface courses damaged during trenching operations shall be restored in a condition as good or better than before operations began. All backfill material in the upper three feet of the grading cross section of the roadbed shall be compacted and consolidated by mechanical means to a density which is 100% of the maximum density of the material as specified and defined in Section 2105.3 of the Specifications for Highway Construction of the Minnesota Department of Transportation. Backfill material below the upper three feet of the grading cross section of the roadbed shall be compacted to 95% density as defined above. The applicant or its contractor at no expense to the County shall furnish any additional material required to backfill to the original grade. The applicant must restore any settlement.

SP 18 **OPEN TRENCHING OF GRADED ROAD NOT SURFACED**

Material removed from the trench shall be used for backfilling, insofar as it is suitable. All backfill material in the upper three feet of the grading cross section of the roadbed shall be compacted and consolidated by mechanical means to a density which is 100% of the maximum density of the material as specified and defined in Section 2105.3 of the Specifications for Highway Construction of the Minnesota Department of Transportation. Backfill material below the upper three feet of the grading cross section for the roadbed shall be compacted to 95% density as defined above. Any additional material required to backfill to the original grade shall be furnished by the applicant or its contractor at no expense to the County. The applicant must restore any settlement.

SP 19 **APPROACHES**

All approaches shall be satisfactorily restored by the applicant.

SP 20 **CURB & WALKWAY**

All curb or sidewalk disturbed shall be satisfactorily restored by the applicant.

SP 21* **BEAUTIFICATION/LANDSCAPING**

All plants or trees removed or damages shall be replaced in kind by the applicant, where applicable.

All tree trimming or clearing shall have prior approval of the County Engineer.

All Elmwood timber, stumps, roots and debris, together with the bark and byproducts with adhering bark of elm tree origin shall be disposed of according to Minnesota Rules 1505.0230, 1505.0240 and 1505.0250. Likewise all such material from oak wilt infested trees of the red oak family shall be disposed of according to Minnesota Rules 1505.0320 and 1505.0340.

All beautification and/or landscaping by landowner within the county right of way shall be restored to as good or better condition immediately following installation of utility.

All timber, stumps, roots and debris shall be disposed of by chipping, debarking, burning or burying.

SP 22 **CULVERT/DRAIN TILE**

All drainage structures removed or damaged shall be immediately restored by the applicant to as good or better condition than before operations began.

All drainage tile lines shall be located and staked as to location and elevation. Any damage to tile lines caused by the construction operations shall be repaired by the applicant.

SP 23 **FENCING**

All fencing removed or damaged shall be satisfactorily replaced or restored by the applicant. Temporary fencing must be placed until permanent fencing is replaced or restored.

SP 24 **LARGE POWER LINE CROSSINGS**

For aerial crossings of county state aid highways, traffic control shall be provided by uniformed law enforcement officers with appropriately equipped vehicles. Advance signing shall conform to the "Minnesota Manual on Uniform Traffic Control Devices" (Appendix B).

SP 25* **ALL**

It is expressly understood that this permit is issued subject to the applicant's compliance with the rules and regulations of the Becker County Highway Department and any other affected governmental agencies.

The applicant shall provide in-house inspection at all times while on highway right of way.

Unless adequately protected by a traffic barrier, there shall be no excavation within the clear zone, nor shall pipe materials, equipment and other objects as determined by the County be stored within the clear zone as determined by the Department and as defined by the latest edition of AASHTO's Guide for Selecting Locations and Designing Traffic Barriers" (latest edition).

All traffic control shall be in accordance with "Appendix B" of the "Minnesota Manual on Uniform Traffic Control Devices".

The applicant is required to preserve all existing survey monuments. If the County determines that monuments have been disturbed or destroyed during construction activities, the applicant shall accept full responsibility for all costs incurred in the re-establishment of the monuments.

SP 26* **KNOWN FUTURE HIGHWAY CONSTRUCTION IS COMING**

This permit is granted with the stipulation that at such time as the applicant has to adjust, relocate, or remove its facilities because of county highway construction, the cost thereof will be entirely at the applicant's expense.

SP 27* **ALL FACILITIES THAT DO NOT HAVE A CONTINUING BOND**

The applicant or its contractor shall furnish a certified check or surety bond in the amount requested in favor of the Becker County Highway Department, County of Becker, Detroit Lakes, MN.

SP 28* **PERMIT**

A copy of the approved utility permit, including all attachments and sketches shall be on the job site when the work is being performed. The job site supervisor or foreman shall be completely familiar with this permit and shall produce a copy when requested by any Becker County Highway Department personnel.

SP 29* **DISCLAIMER**

The Becker County Highway Department will not be responsible for any damage done to any buried cable located on our right of way that is installed under this permit as a result of future maintenance operations or construction projects.

SP 30* **AS BUILT DRAWINGS**

Should the actual location of the buried cable vary from the locations shown on the sketch, the applicant shall submit actual locations and written explanations of the variances.

SP 31* **SUBCONTRACTING**

Should the utility choose to subcontract out any part of the work involved with this permit, the utility shall provide proper supervision and inspection to insure full compliance with this permit.

SP 32* **MAINTENANCE & PROTECTION OF TRAFFIC**

When, during any phase of the construction or maintenance of the utility operation is located within the confines of the shoulder to shoulder area of the roadway, barricades, cones, warning devices and flagmen shall be provided by the utility in accordance with the various layouts of the MMUTCD. Failure to comply shall be grounds for terminating the work until such precautions have been installed and may jeopardize the issuance of future utility permits.

PERMIT FEE: $100.00

***Indicates Special Provisions which are to be included on <u>ALL</u> permits.**

Becker County Highway Department

CERTIFICATE OF COMPLETION OF UTILITY INSTALLATION FOR BECKER COUNTY DEPARTMENT OF HIGHWAYS

To: Becker County Highway Department
1771 North Tower Road
Detroit Lakes, MN 56501

I hereby certify that _____ has
(Utility – Municipality – Contractor – Owner)

completed installation described in accordance with Becker County Utility Permit No. _____ on

County Highway _____.

_____
(Utility – Municipality – Contractor – Owner)

By _____
(Signature)
The work covered by the permit has been satisfactorily completed.

_____ _____
Date Becker County

<u>For Utility Permits Only:</u>

Bond Number _____ (when required) in the amount of $_____ will remain in effect a minimum period of _____ year(s) from date of completion of the utility installation, at which time the bond will be released if, in the opinion of the area maintenance technician, the installation is satisfactory.

Where approved changes are made in the installation contrary to the application sketches, two copies of "as built" sketches must be submitted with the signed certificates.

UPON COMPLETION OF THE INSTALLATION, THE CONTRACTOR OR UTILITY SHALL SIGN AND RETURN ONE COPY OF THE CERTIFICATE OF COMPLETION TO THE BECKER COUNTY HIGHWAY DEPARTMENT.