

**APPLICATION FOR UTILITY WORK IN RIGHT OF WAY**

Ford Township  
2124 330th Avenue  
Mora, MN 55051

Contact: Kathy VonBank Phone: 320-679-2436  
fax: 320-679-3288  
email: kvonbank1@msn.com

**CONTACT INFORMATION**

Applicant: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell No: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No: \_\_\_\_\_  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell No: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PURPOSE OF CONSTRUCTION**

New: \_\_\_\_\_ Replacement: \_\_\_\_\_ Repair: \_\_\_\_\_ Other: \_\_\_\_\_  
Electric Gas Telcom Water Sewer Other

**CONSTRUCTION SCHEDULE**

Construction Starts Date: \_\_\_\_\_ No. of Construction Days: \_\_\_\_\_  
Construction Ends Date: \_\_\_\_\_ Weekend Dates: \_\_\_\_\_

**RULES AND REGULATIONS**

\_\_\_\_\_ I have read and understand the rules and regulations and have included the applicable submittal requirements

**SUBMITTAL**

The applicant in carrying on any and all of the work herein above mention 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 Township Board 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: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

↓ OFFICE USE ONLY ↓

The following provisions are required:

Approval Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Road Number: \_\_\_\_\_  
Final Insp. By: \_\_\_\_\_ Permit Fee: \_\_\_\_\_  
Date: \_\_\_\_\_

# Rules and Regulations of Township Board for Utilities on Town Roads

## Definitions

Utility. Under this order "utility" shall mean and include all privately, publicly or co-operatively owned communication lines and facilities, and 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 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 of any wholly owned subsidiary.

## General

- I. Except as otherwise permitted, utility construction and relocation of county highway right of way shall not be commenced until an application for a Permit has been made and such Permit granted. The Permit plan shall show the location of the proposed utility with reference to county highway centerline. A copy of the plan 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 Township Board.
- 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 township 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 Township Board for the cutting and trimming of trees within the Township 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 right of way. The utility shall advise the Township 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 Township Board of its intent to perform service and maintenance operation, which will interfere with the flow of traffic on town roads, and shall obtain his approval prior to performing such operations. However, the Company may perform service and maintenance operations on town roads 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 Township at the earliest possible moment.

X. The Utility shall assume all liability for, and save the Township, 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 Ford Township Board 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 Township, for any expense incurred by the Township in the repairing of damage to any portion of the town road right of way caused by work performed under a Permit, including any out of the ordinary engineering supervision and inspection expense provided by the Township. In those instances wherein a deposit is required the amount of the deposit shall be specified in the Special Provision of the Permit or as stated in the Submittal Requirements. 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 of 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 town road right of way to its original condition. The Utility shall then notify the Township 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 township right of way on either side of the centerline thereof.

II. Longitudinal installations on town roads shall normally be located in the outer five feet of the right of way. At crossing of the town road, 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 all brace poles, anchors and anchor poles within the limits of the town road right of way shall be approved by the Township.

IV. In those instances in which a Utility is issued a Permit or Permits for construction on both sides of the town road 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 town roads 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 5 feet beyond the shoulder to the

right of way line except as modified in the Special Provisions of the Permit.

II. If at any time Ford Township, acting through its Board of Supervisors, shall deem it necessary to make any improvements or changes on all or any part of the right of way of the town road 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 Township, or its authorized agent, proceed to alter, change, vacate or remove said utility from the town road right of way so as to conform to said town road changes and as directed by the Township. Such work shall be done without any cost whatsoever to the Township and shall be completed within the date specified in said written notice. The Utility shall assume all liability and save the Township 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.

#### **Submittal Requirements**

I. A detailed plan including the following: legend, proximity map, project number, road centerline, culvert locations, road names, existing right-of-way limits, wetland locations, existing utilities, obstructions, size and type of utility, installation method, restoration plan, traffic control plan, dimensions from centerline, typical details of structures and non-linear features.

II. A detailed cost estimate or abstract of bids.

III. A surety bond in the amount \$10,000. The bond shall be in the favor of the road authority. The bond shall remain in effect for 12 months following the completion of all construction within the road right-of-way. This bond requirement may be waived by the road authority at its own discretion for small projects such as simple residential service connections.

IV. A separate application shall be submitted for each roadway.

III. 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.

IV. All voids caused by jacking or boring shall be filled by pressure grouting. The grout material shall consist of sandcement slurry of at least two sacks of cement per cubic yard and a minimum of water to assure satisfactory placement.

V. The underground utilities shall be so installed as virtually to preclude any necessity for disturbing the roadbeds to perform maintenance operations.

VI. Underground installations shall be accomplished without damaging or destroying the principal root structure of specimen trees.

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