



**ANNUAL RIGHT-OF-WAY USER  
REGISTRATION FORM**

RAMSEY COUNTY PUBLIC WORKS  
1425 Paul Kirkwold Drive Arden Hills, MN 55112  
(E-mail) [pwpermits@ramseycounty.us](mailto:pwpermits@ramseycounty.us)

Phone: 651-266-7186 Fax: 651-266-7188

Applicant Name		Company Name		Phone No.:		
Billing Address:		Street		E-mail.:		
				City	State	Zip code

**TYPE OF REGISTRATION**

New <input type="checkbox"/>	or	Annual Update <input type="checkbox"/>	Utility Owner <input type="checkbox"/>	or	Contractor <input type="checkbox"/>
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**LOCAL REPRESENTATIVE EMERGENCY CONTACT INFORMATION**

	Primary Contact	Secondary Contact
<b>Name</b>		
<b>Business Phone</b>		
<b>Emergency Phone (24 Hour)</b>		

**ATTACHMENTS:**

**Certificate of Insurance:**

1. A copy of Ramsey County's "Insurance Requirements" can be downloaded from our website.
2. Attach a copy of your "CERTIFICATE OF LIABILITY INSURANCE" to the application.
3. Ramsey County, their officials and employees must be named as "additionally insured" on the Certificate of Liability Insurance.

**Construction Performance Bond:**

1. **UTILITY OWNERS:** shall post an Annual Construction Performance Bond in the amount of \$100,000.00 and attach it to the application. Ramsey County reserves the right to increase the amount for larger projects.
2. **INDIVIDUAL PROJECT BONDS:** All Performance Bond amounts for individual projects shall be determined at the time of the permit application. The amount of the bond will be determined by several factors including age of the road, surface to be disturbed, width, length, and depth of the excavation. The length of this bond shall be for a period of twenty-four (24) months after the work is complete.

Applicant Signature	Date
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**DO NOT WRITE BELOW THIS LINE**

Authorized County Representative			Registration Number		
Authorized Signature:	Date:	<b>PERMIT FEE:</b> \$	Payment:	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Billed <input type="checkbox"/> Waived