



**EXCAVATION OR OBSTRUCTION  
PERMIT APPLICATION**

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

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

<b>PERMIT NUMBER</b>	
RD#:	SEG:

**ALL APPLICANTS MUST BE REGISTERED PRIOR TO PERMIT APPROVAL**

Applicant Name		Company Name		Phone No.:	
				E-mail:	
Billing Address: Street		City		State	Zip code
Registration Number	Project Number	<b>Attach 1 set of Engineer grade construction plans (11x17) to the application. Maximum length per permit is 5280 feet (1 mile). One permit per Road. All applicants must be registered prior to permit approval.</b>			

**CONSTRUCTION INFORMATION**

Type of Utility:	Description of proposed work:
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**LOCATION OF PROPOSED WORK**

**STARTING POINT TO END POINT**

Address or Street	City	Nearest intersection	From:
			To:

**EXCAVATION INFORMATION**

**CONSTRUCTION SCHEDULE**

<u>Type of Excavation</u> <input type="checkbox"/> Bore: ft <input type="checkbox"/> Trench: ft <input type="checkbox"/> Hole <input type="checkbox"/> Other:	<u>Excavation size</u> Width: ft Length: ft Depth: ft	<u>Area excavation will disturb</u> <input type="checkbox"/> Driving Ln. <input type="checkbox"/> Parking Ln. <input type="checkbox"/> Sidewalk/Path <input type="checkbox"/> Boulevard	<u>Type of surface disturbed</u> <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Grass <input type="checkbox"/> Other:	<u>Work Dates</u> Start Date: End Date: Delay Penalties will be enforced
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**OBSTRUCTION INFORMATION**

**CONSTRUCTION SCHEDULE**

<u>Right of Way being obstructed</u> <input type="checkbox"/> Driving Ln. <input type="checkbox"/> Parking Ln. <input type="checkbox"/> Sidewalk/Path <input type="checkbox"/> Boulevard	<u>Obstruction size</u> Width: ft Length: ft	<u>Hours of Obstruction</u> Start time: End time:	Start Date: End Date: Delay Penalties will be enforced
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I, the undersigned, herewith make application for permission to excavate/obstruct at the above location. (1) The said excavation/obstruction shall conform with the regulations of Ramsey County Department of Public Works and to any special provisions contained below and on page 2. (2) This permit is conditioned upon replacement or restoration of the County right of way to its original or satisfactory condition. (3) This permit is issued subject to the applicant's compliance with the rules and regulations of the local city or township authorities and any other affected governmental agencies. (4) This permit as issued does not in any way imply an easement on public or private property. (5) This permit does not convey any property rights within the right of way to the permittee. (6) This permit does not authorize any activity on privately owned property or public rights-of-way not under the control and jurisdiction of Ramsey County.

<b>APPLICANT MUST SIGN</b>	Date:
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**DO NOT WRITE BELOW THIS LINE**

SPECIAL PROVISIONS: \_\_\_\_\_  
**PROPER TRAFFIC CONTROL DEVICES AND PROCEDURES SHALL BE USED. ALL TRAFFIC CONTROL DEVICES, BARRICADES, FLASHERS, ETC. SHALL BE FURNISHED BY THE PERMITTEE AND SHALL BE DEPLOYED IN ACCORDANCE WITH THE CURRENT EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND THE MNDOT TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL.**

**Permission is hereby granted for the work as described in the above application.**

Authorized Signature:	Date:	<u>PERMIT FEE:</u> \$ _____	Payment: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Billed <input type="checkbox"/> Waived
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**24 HOUR NOTICE IS REQUIRED**

## PERMIT REQUIREMENTS

- 1) A copy of this permit shall be located on the job site whenever work is taking place.
- 2) No work in connection with this application shall be started until the application is approved and the permit issued.
- 3) The permittee shall notify the Ramsey County right of way inspector at 651-266-7186 24 hours before the work begins.
- 4) Work Hours: The permittee shall not work within the Ramsey County roadway surface during (6:00-9:00) AM or (3:00-6:00) PM traffic rush hour periods nor before sunrise or after sunset, unless authorized by Ramsey County. NO WORK PERMITTED WITHIN ROADWAY SURFACE DURING: Winter (November 15 through April 15), or Saturdays, Sundays and holidays unless daily "Special Permission" is obtained from Ramsey County.
- 5) The excavation and/or installation of facilities shall be surveyed by the permittee to ensure correct placement within Ramsey County right of way. The permittee is required to preserve all existing survey monuments.
- 6) The permittee shall not use Ramsey County right of way to stage and/or store equipment or materials without written permission from Ramsey County.
- 7) No foreign material such as dirt, gravel, concrete, or bituminous material shall be left or deposited on the roadway. If material is tracked onto the roadway, it shall be removed immediately.
- 8) Any debris generated due to work must be removed from the county right of way within 24 hours.
- 9) All culverts, ditches, shoulders and backslopes shall be restored to their original condition unless otherwise directed by Ramsey County. Shoulders which have been previously constructed or reconstructed with special materials shall be replaced in kind. Restoration of signs, guardrails, guard posts, etc. are the sole responsibility of the permittee and shall be restored to their original condition or to the satisfaction of Ramsey County.
- 10) The permittee shall stabilize any drainage ditch or swale within 24 hours.
- 11) Restoration of disturbed areas shall be completed (i.e. seeded, mulched, and anchored or sod) with the proper erosion control, including temporary erosion control as needed, within 7 days and maintained until the new turf is established.
- 12) OSHA compliant safety vests shall be worn by anyone occupying Ramsey County right of way.
- 13) SECTION CORNER MONUMENTS:
  - a) Excavation locations shall not interfere with the location of any section, quarter, witness or right of way monuments. For questions, contact the Ramsey County Surveyor's office at 651-266-7100.
  - b) The permittee shall be responsible for replacement of any existing property irons disturbed during construction.
  - c) The permittee shall notify the Ramsey County Surveyor's office 3 working days in advance of any anticipated disturbance of any benchmarks, section, quarter, witness or right of way monuments.
  - d) If Ramsey County determines survey monuments have been disturbed during construction activities, the permittee shall accept full responsibility for all costs incurred to re-establish these monuments.

### 13) OTHER PROVISIONS