



City of Falcon Heights  
 2077 W. Larpenteur Avenue  
 Falcon Heights, MN 55113  
 651-792-7600  
 651-792-7610 fax  
 www.falconheights.org

**RIGHT-OF-WAY  
 PERMIT APPLICATION**

**Attach two sets of 1/2 size, engineer grade construction plans to application.  
 Maximum length per permit is 5,280 feet (1 mile). One permit per road.**

(Please print)

**PERMIT TYPE:** Excavation  Obstruction  Small Cell Wireless

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PERMIT REQUIREMENTS:**

\_\_\_ Annual Registration (separate paperwork)      \_\_\_ Complete Permit Application  
 \_\_\_ Certificate of Insurance/Bond                      \_\_\_ Site Plan showing proposed work, property lines, addresses,  
 existing utilities, curb and gutter and pathways

**PERMIT TIMETABLE:**

A permit must be applied for prior to any work being started. If emergency work is done without a permit, the City must receive an application within two working days of the emergency. The permit application must include start and completion dates and times. If the job is not complete by the date/time provided penalties apply. It is expected that the contractor will patch the entire area of disturbed curb, roadway or pathway within the construction schedule.

**TYPE OF CONSTRUCTION:** (check all that apply)

Cable  Cooling  Development  Curb Cut/Driveway(s)  Electric  Gas  Heating   
 Pipeline  Telecommunications  Traffic  Sanitary  Sewer  Storm Sewer  Water   
 Other  (specify) \_\_\_\_\_

**PURPOSE OF CONSTRUCTION:** (check all that apply)

New  Replacement  Repair  Maintenance  Other  (specify) \_\_\_\_\_

**LOCATION OF CONSTRUCTION:** (limit one permit per road)

Address/Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

From/To: Nearest Intersection: \_\_\_\_\_

**EXCAVATION INFORMATION:** (check all that apply)

Trench  Hole  Boring  Plowing  Driveway(s)  Cabinet  Pedestal

Other  (specify) \_\_\_\_\_

Excavation Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Depth: \_\_\_\_\_

Portion of Right-of-Way being disturbed: Driving Lane  Parking Lane  Sidewalk/Path  Boulevard

Type of surface disturbed: Asphalt  Concrete  Gravel  Grass  Other  (specify): \_\_\_\_\_

**OBSTRUCTION INFORMATION:** (check all that apply)

Portion of right-of-way obstructed: Driving Lane  Parking Lane  Sidewalk/Path  Boulevard

Obstruction size: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Hours of obstruction: Date(s): \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**SMALL CELL WIRELESS INFORMATION:** (check all that apply)

Type of location: New pole  Collocation, City-owned  Collocation, other-owned

Other  (specify): \_\_\_\_\_

Pole/structure height: \_\_\_\_\_ Small cell wireless facility height on structure: \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** Delay penalties will be enforced.  
 Construction start date: \_\_\_\_\_ Number of days for construction: \_\_\_\_\_ Weekend Dates: \_\_\_\_\_

**NOTICE OF COMPLETION:**  
 A faxed copy of the Notice of Completion is required when work is completed. Please fax to City Hall at 651-792-7610.

**Additional permits are normally required from Counties, Townships, Watershed Districts, MnDOT, etc. To avoid any possible delay in your project, you should contact the appropriate governmental agency. Some entities may require a copy of this application, even though they may or may not issue a permit.**

**FEES:**

DESCRIPTION		AMOUNT
Annual Registration	\$25.00 (complete page 3)	\$ _____
Hole	\$150.00 (excavation having a length less than the width of the ROW)	\$ _____
Trench	\$150.00 (hole fee) + \$40.00 per 100 lineal feet or portion thereof.	\$ _____
Boring	\$150.00 (hole fee) + \$40.00 per 100 lineal feet or portion thereof.	\$ _____
Obstruction	\$50.00 + \$0.06 per lineal foot.	\$ _____
Small Cell Wireless		
Permit fee	\$100.00	\$ _____
Rent on City structure	\$150.00 per year	\$ _____
Maintenance for colocation	\$25.00 per year	\$ _____
Monthly electrical services		
Radio node less than 100 watts	\$73.00 per month	\$ _____
Radio node over 100 watts	\$182.00 per month	\$ _____

For fees related to degradation, performance bond, or delay penalty, consult with City staff.

**TOTAL \$** \_\_\_\_\_

*Credit card charges will incur a 3.1% + \$0.30 convenience fee*

**PAYMENT IS REQUIRED BEFORE WORK IS COMPLETED**

**Make check payable to:  
 City of Falcon Heights  
 2077 Larpenteur Ave W.  
 Falcon Heights, MN 55113**

**By signing this application, I (the applicant/company) hereby acknowledge that I must adhere to City Code Chapter 42 related to Right-of-Way management.**

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*DO NOT WRITE IN THIS SPACE:*

**Authorized City Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_ **Receipt Number:** \_\_\_\_\_



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

Type Registration:      New       Annual Update       Utility Owner       Contractor

Registrant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Registrant Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Gopher One-Call Registration Certificate Number: \_\_\_\_\_

Local Representative (24-hour contact) Information:

Name: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Cell-Phone Number: \_\_\_\_\_

**ATTACHMENTS:**

**Certificate of Insurance:**

1. A copy of Ramsey County's "Insurance Requirements" can be obtained at City Hall.
2. Attach a copy of your "CERTIFICATE OF INSURANCE" to application.
3. Falcon Heights, their officials and employees must be named as "additional insured" on the insurance certificate.

**Construction Performance Bond:**

1. **"ANNUAL"**: Utility owners must post an Annual Construction Performance Bond in the amount of \$100,000 (*we reserve the right to increase this amount for larger projects*). Attach to application.
2. **"INDIVIDUAL PROJECT BONDS"**: All other Performance Bonds (individual project bonds) and amounts shall be determined at the time of the permit application. The amount of the bond will be determined by several factors, including age of road, surface to be disturbed, width, length, depth of excavation, etc. The length of this bond shall be for a period of twenty-four (24) months.

**Annual Right-of-Way User Registration Fee: \$25.00**

*Credit card charges will incur a 3.1% + \$0.30 convenience fee*

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

*DO NOT WRITE IN THIS SPACE:*

Authorized City Representative: \_\_\_\_\_

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_