



**APPLICATION FOR PERMIT TO
WORK IN PUBLIC RIGHT OF WAY**

City of Chaska 660
Victory Drive
Chaska, MN 55318

Phone: 952-448-4335
Fax: 952-448-7356
email: ROWpermits@chaskamn.gov

Permit # _____
Invoice # _____
Batch # _____

Applicant Information

Name : _____ Email: _____
Address: _____ Phone: _____

Contractor Information

Name : _____ Email: _____
Address: _____ Phone: _____
Contact Name: _____ Email: _____
Contractor License#: _____ Phone: _____
Emergency Contact _____ Phone: _____

Project Details

Location of Work: _____

Describe Work: _____

Start Date _____ End Date _____

Electric Natural Gas Telephone Other
 Fiber Optics Sewer Water

Type of Excavation

Bore
 Jacking
 Trench
 Hole
 Other

Service disturbed

Bituminous
 Boulevard
 Concrete
 Gravel
 Other

**Size and kind of Pipe,
Conduit or Cable**

Excavation Details

Length
 Width
 Depth
 Total Linear Footage
 No. of Holes

Attach: **Plan or drawing of work, a map and a Certificate of Insurance**

Will detouring traffic be necessary? Y / N If Yes, include a Traffic Control Plan

This is to certify that I am familiar with the rules, regulations, policies and ordinances of the City of Chaska and attest that I will do all work in conformance with said rules, regulations, policies and ordinances.

Applicant Signature

Date

***A Copy of this permit must be on the project site when working in the ROW**

Map Attached
 Plan/Drawing Attached
 Certificate of Insurance Attached

Application for Permit Approved
 Approved as Noted
 Denied

Inspector Comments: _____

Inspector Signature _____ Date _____ \$ _____ Fee



City of Chaska

City of Chaska, Engineering Department
660 Victoria Drive
Chaska, MN 55318
Ph: 952-227-7703 Fax: 952-448-7356

CHAPTER 11 – Policy On Working Within Public Right-Of-Way

Section 1 – When Permits are Required

It shall be unlawful for any person or company to do any work within public right-of-way without having obtained a permit from the Public Works or Engineering Departments unless part of an approved improvement plan.

Section 2 – Application - Form; Contents; Accompanying Documents

- A. No permit shall be issued unless an application for the work has been submitted to the City.
- B. Each application shall contain the following:
 - 1. The contact information, including name, address, phone number, and email address of the applicant and local representative for the work.
 - 2. The nature, location and purpose of the work.
 - 3. The date of commencement and date of completion of the work.
 - 4. Certificate of Insurance of self-insurance, together with the expiration date of the policy.
 - 5. Such other data as may reasonably be required by the City .
- C. If required, an application shall be accompanied by:
 - 1. Plans showing the extent of the proposed work, including, but not limited to shop drawings, special details, specifications or other written information indicating methods of installation, safety procedures and restoration processes.
 - 2. Such other information as may be prescribed by the City.

Section 3 – Reference

All work shall be in accordance with the City's Standard Detail Plates and these Engineering Guidelines.

Section 4 – Fees

A permit fee will be charged to each applicant, which must accompany the application.

CHASKA APPLICATION FOR PERMIT FORM

End of Section



City of Chaska

City of Chaska, Engineering Department
660 Victoria Drive
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Ph: 952-227-7703 Fax: 952-448-7356

City of Chaska Right of Way Regulations

General Information

- Permit applications should be submitted 2 weeks prior to the desired start date.
- The applicant is to notify the City of Chaska Engineering Department of the scheduled work if it differs than what was submitted on the permit application.
- The applicant is to notify the City of Chaska Engineering Department when final restoration is completed so a final inspection can be performed.
- Chaska's Engineering Guidelines and Standard Detail Plates govern all conditions and work within the city limits.
- It is solely the responsibility of the applicant to notify all adjacent property owners of the work being done, prior to beginning construction. The applicant must give the adjacent property owners contact information for emergencies, general questions and concerns.

Safety

- Pedestrian and traffic safety is of the utmost importance. Every effort must be made to protect them at all times while working in the public-right-of-way.
- All excavation areas shall be clearly defined by barricades, signage (including advanced signage), cones, flashers and other traffic control devices in accordance with the latest addition of the "MMUTCD" Field Manual. When a street, trail or other area within the public-right-of-way has been cut, appropriate signage must be kept in place and maintained until restoration is complete.
- All excavated areas are to be backfilled and compacted to finished grade at the end of each working day. Flashing devices are required around the excavated areas until final restoration is complete.
- Stock piling of excavated material shall not occur within the public-right-of-way without proper traffic control. Stock piling in the roadway is not permitted.
- All excavation areas shall comply with O.S.H.A. requirements.

Requirements

- The applicant shall be responsible for locating all property lines, easements and corners for purposes of their installation.
- Persons working in the public-right-of-way shall have a copy of the signed permit on-site while work is in progress. Failure to have a copy of the permit on-site could result in work stoppage.
- No trenching or open cutting of a roadway will be permitted. All roadway crossings must be done by trenchless construction practices.
- When utilizing trenchless construction practices and crossing over a water main, potholing the water is required. Potholing of the sanitary sewer may be required if the depths of the sanitary sewer are unverifiable or if required by the Sewer and Water Department.
- The applicant must maintain a minimum 5-foot horizontal separation from all water mains, valves, hydrants and curb stops.
- The applicant must maintain a minimum 18-inch horizontal separation from all electrical facilities, including transformers, pedestals, poles and buried wire.
- A minimum 18-inch vertical separation will be required with any conflict of a City of Chaska facility.
- Failure to maintain the required separation will result in relocating the utility as directed by the City of Chaska.

Restoration

- All areas in the public-right-of-way that are disturbed as part of an approved permit or work being performed are to be restored to equal to or better condition.
- Unless irrigated, the excavated areas are to be restored with a minimum of 6” of topsoil, seed, fertilizer and fiber blanket.
- All irrigated areas are to be replaced with live sod.
- All settlements that occur after the final inspection is performed will be the responsibility of the applicant to correct. Failure to correct in a timely manner once notified would impact future permit approvals.



City of Chaska

Municipal Services Building
660 Victoria Drive
Chaska, MN 55318
Ph: 952-227-7703 Fax: 952-448-7356

City of Chaska Directional Boring Policy

Provisions for directional boring within the City of Chaska, Public Right of Way or public property thereof are as noted:

1. All directional bores in the City of Chaska shall be called in as a meet. Work may not start for at least 48 hours after the meet time and date. An approved established running line is required prior to beginning directional boring. The City of Chaska must be notified 24 hours prior to starting directional bore. Any variation to the approved running line is prohibited unless reapproved by the City of Chaska, Engineering, Electric and Water & Sewer Departments.
2. Prior to beginning the directional bore, the Contractor will be required to have in possession, an approved Chaska Right of Way Permit and all associated conditions of said permit. All conditions put forth on the approved permit must be followed, unless approved otherwise by the City of Chaska.
3. Once field locates have been field verified, the Contractor shall coordinate verification of existing utilities including but not limited to Water Main, Valves, Water Services, Sanitary Sewer Main, Sanitary Sewer Services, Storm Sewer, Chaska Electric (Primary & Secondary). Bored lines shall provide a minimum of 60 inches horizontal separation, and 24 inches vertical separation from all Chaska Utilities. Any boring depth greater than 48 inches in depth, or less than 60 inches in parallel to an existing city utility, will require potholing. Any modification in depth or separation must be approved by the City of Chaska, Engineering, Electric and Water & Sewer Departments.
4. If a utility is potholed, a Water & Sewer and/or Electric Department representative must be on site to witness the bore going through the pothole to verify separation. The City of Chaska Electric and/or Water & Sewer Department may request additional potholing for field verification at any time. Potholing may be done by hand digging or vacuum extraction to expose the existing utility. 4" of clean fill will need to go on top of any utility with no compaction within 6" of the utility.

5. The Contractor will be required to record on a drawing/plan both the horizontal and vertical location of their new utility and the existing utility crossed. Record drawing shall be submitted the City of Chaska Engineering Department. Deviation from the approved Right of Way Permit is prohibited and if a variation to the permit is requested, the permit applicant needs to resubmit the Right of Way Permit for approval by the City of Chaska.
6. Guidance system (sensor devices) need to be calibrated and recorded daily and will need to be +/-2% accurate.
7. At all times the Contractor will need to provide and maintain a bore tracking system. The tracking system shall be capable of recording the alignment every 25 feet as well as depth of bore when crossing utility.
8. The Contractor shall immediately contact the City of Chaska in the event of a directional bore encountering an existing utility.
9. The Contractor will be responsible for locating any and all facilities and shall be responsible for all losses and repairs to facilities damaged from directional boring.
10. The Contractor will follow requirements set forth in MN Statutes Chapter 216D and MN Rules Chapter 7560 and shall not install facilities at a depth greater than four feet below grade, unless specifically approved by the City of Chaska, Engineering, Electric and Water & Sewer Departments.

Matthew Haefner
Water & Sewer Director
952-448-4335

Craig Schmieg
Electric Director
952-448-4335