



4901 Manitou Road  
Tonka Bay MN 55331  
952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

## Right-of-Way Permit Application

Address: \_\_\_\_\_ Bury Number: \_\_\_\_\_

Work to be Performed: \_\_\_\_\_

### Utility Company

Full Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Contractor

Full Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REQUIRED SUBMITTALS:

Right-of-way applications shall contain and will be considered complete upon compliance with the following provisions:

- A. Permit Fee: \$150.00 for each address. Payment can be submitted by cash or check. To pay over the phone with a credit card, call (952) 474-7994.
- B. Application form
- C. Certificate of insurance or self-insurance (Attachment 301.05 Registration Information)
- D. Scale drawings showing location, description of work, and area of the proposed project and the location of all existing and proposed equipment.
- E. Payment of all money due to the City for:
  - 1) Permit fees and costs
  - 2) Prior obstructions or excavations
  - 3) Any loss, damage, or expense suffered by the City because of applicant's prior excavation or obstructions of the rights-of-way, or any emergency actions taken by the City of Tonka Bay
  - 4) Franchise fees, if applicable
- F. When an excavation permit is requested for purposes of installing additional equipment, and the posting of a restoration bond for the additional equipment is insufficient, the posting of an additional or larger restoration bond for the additional equipment may be required.

**The ROW permit expires 180 days after issuance.**

Staff Use

City Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

*Application can be dropped off, mailed or emailed to [info@cityoftonkabay.net](mailto:info@cityoftonkabay.net).*