



4901 Manitou Road
Tonka Bay MN 55331
952-474-7994
www.cityoftonkabay.net

Right-of-Way Permit Application

Address: _____ **ROW Permit #:** _____

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, check, or credit card, please call (952) 474-7994 to make a credit card payment over the phone.
- B. Application form
- C. Certificate of insurance or self-insurance.
- 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.
- G. **Road Closure Notification Requirement**
In the event that any portion of a public roadway will need to be closed as part of the permitted work, the permit holder is required to notify the City of Tonka Bay at least **seven (7) calendar days in advance** of the proposed closure. This advance notice is necessary to allow the City sufficient time to inform affected residents and make any necessary public notifications. Failure to provide timely notice may result in delays, additional requirements, or revocation of the permit.

The ROW permit expires 180 days after issuance.

City Approval: _____ Date: _____

Assigned Permit Number: _____ Date: _____

Application can be dropped off, mailed or emailed to info@cityoftonkabay.net.