



City of Blaine

Utility Company Permits for Work in Right-Of-Way Info

Background:

The City of Blaine receives requests from utility companies such as gas, electric, telephone, cable tv, etc., to install infrastructure in City controlled right-of-way. The Blaine City Council has determined that a uniform policy for reviewing these requests is desirable. State Statute 237.163 “Use and Regulation of Public Right-of-Way” and City Code of Ordinances Chapter 70, Article III- Public Right of Way Management govern the rules set forth in this policy. On new developments, all utilities must be installed via “joint trench” and must be located in the boulevard area of the right-of-way.

Permit Requirements:

The following actions require a permit:

- Work that requires excavation in an existing road, including “potholing”.
- Installation, repair, removing or relocating facilities.
- Service installation or repair that involves crossing a sidewalk, trail, driveway, lot not associated with the service.
- Underground boring of an existing road.

Application Process:

All utility companies and/or their contractors must submit an application for permit to the City of Blaine Engineering Department. Applications must include the following:

- Sketch and description of work to be performed.
- Contact information of person directly responsible for work.
- Estimated schedule for work and restoration.

Fees:

Permit Application Fee: \$150.00

Fees are billed quarterly for permits issued directly to utility companies. Fees are due with the application for all others.

Registration Requirements:

Utility companies and their contractors must register with the City of Blaine annually using the City’s Annual Right of Way Registration Form. There is a one time \$25 fee for registering for the first time starting in 2014.

A minimum \$5,000.00 (Five-thousand dollars and no cents) maintenance bond is required for utility owners; additional bond amounts could be required depending on the size of the project. The bond shall be in place for a minimum of one year from the date of acceptance of the work.

All utility owners and their subcontractors will need to provide up to date Certificate of Liability Insurance meeting requirements stated below.

Insurance Requirements:

As a Permittee working in City of Blaine right-of-way we require that you provide us with evidence of insurance with the minimum requirements outlined below:

Commercial General Liability (Occurrence Form)

General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operation Aggregate	\$2,000,000
Personal & Advertising Injury Liability	\$2,000,000
Each Occurrence	\$2,000,000

Automobile Liability \$2,000,000

Workers Compensation and Employer's Liability

Workers Compensation	State Statutory Limits
Employer's Liability	
Bodily Injury by Accident	\$500,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$500,000 each employee

The City of Blaine will be named as Additional Insured. Additional insured coverage shall apply as Primary insurance and Non Contributory with respect to the City of Blaine. Additionally we require that your business will carry completed operations insurance per Minnesota statute. Contractor shall obtain from it's insurers a waiver of subrogation in favor of the City of Blaine with respect to losses arising out of or in connection with the Work.

A certificate of insurance acceptable to the City shall be filed with the City prior to the commencement of the work. The certificate and the required insurance policies shall contain a provision that the coverage afforded under the contract will not be cancelled or allowed to expire until at least 30 days prior written notice has been given to the City.

The above coverage must be placed with an insurance company with an A.M. Best rating of A-:IX or better.

Permittee shall indemnify, hold harmless and defend the City of Blaine, their officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees, which the City of Blaine, their officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Permittee, Contractor, its agents, including Subcontractors and Sub-subcontractors, or employees, the work contemplated by this right-of-way utilization.

Construction/ Restoration Requirements:

1. No detours shall be permitted without prior approval of the City of Blaine.
2. Detailed detour layouts shall be submitted to the City of Blaine Engineering Department for approval. One week's notice must be given prior to the installation of any detour.

3. It shall be the responsibility of the applicant to notify Anoka County Dispatch (763-427-1212), US postal service, garbage companies and any affected bus companies 48 hours prior to any road closures/detours.
4. All traffic control devices, barricades, flashers, etc. shall be furnished by the applicant and shall be in accordance with the most recent edition of the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), and Temporary Traffic Control Zone Layouts Field Manual.
5. No trenches will be allowed to remain open overnight.
6. Materials removed from the trench shall be used as backfill insofar as they are suitable. All backfill material shall conform to MnDOT specifications for compaction. The contractor shall use mechanical compacting equipment to achieve compaction. The applicant shall be responsible for, and restore any settlement.
7. All roadway/roadside maintenance required within the limits of the work covered under this permit that is related to the applicant's activities shall be the sole responsibility of the applicant for one year after completion of the project. The one year responsibility date shall start on the date of final approval of restoration by the City.
8. The locations and dimensions of all openings to be made in the bituminous surface shall be approved by the City of Blaine prior to any cutting or any surface opening operations.
9. All openings in bituminous surfaces shall be cut in a straight line with sides smooth and vertical. No ragged edges will be permitted. Cutting shall be done with a concrete saw. Openings must be patched within 8 hours of initial excavation.
10. Between September 30th and May 1st, or if a permanent bituminous mix is not available, the applicant must install "cold mix" material for the patch within eight (8) hours. The applicant must maintain the patch, replenishing and replacing as necessary to maintain the patch in a workman like manner acceptable to the City Engineering Department. A permanent patch must be installed by June 15th of the following construction season.
11. The minimum street section shall match the existing street, or as noted in the special conditions, whichever is greater.
12. All manhole castings, gate valves and other utility structures shall be set one-quarter to one-half inch below the top of the finished surface.
13. Any unnecessary or negligent damage to existing surfaces in conjunction with the work covered under this permit shall be cut out and replaced in kind as directed by the City of Blaine.
14. Concrete curb & gutter, sidewalks and driveways shall be restored in accordance with MnDOT specifications 2531 and 2521. Concrete shall be MnDOT 3A32.
15. The City wishes to stress that all disturbed areas must be restored to original conditions, or better, as soon as possible. This includes, but is not limited to, any disturbances or damage to private landscaping, sprinkler systems, and invisible dog fences that may be located within public right of way or public utility easements. Yard and boulevard areas must be restored with a minimum of 4" topsoil and sod. Seed or hydro seed may be substituted for sod if the contractor has a written agreement with the property owner. The permit applicant is responsible for successful establishment of the sod and shall repair or replace displaced or damaged sod during the establishment period. A final inspection and consideration for acceptance of the sod will be done 30 calendar days after placement.

For more information, contact:

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City of Blaine Engineering Department
Phone: 763-785-6157