

Receipt #: _____ Date: _____

City of St. Francis
4058 St. Francis Blvd NW
St. Francis, MN 55070
763-233-5200
763-233-5205 (fax)
www.stfrancismn.org



APPLICATION FOR PERMIT TO INSTALL, MAINTAIN, OR OPERATE FACILITIES IN THE PUBLIC RIGHT OF WAYS OF ST. FRANCIS

Name of Applicant: _____ Telephone: _____

Address of Applicant: _____ Email: _____

Name of party performing work: _____

24-Hour Emergency Contact: Name: _____ Telephone: _____

Are you and/or your contractors registered with the City of St. Francis: Yes ___ No ___ * Date _____

Do you and/or your contractors have an Insurance Certificate on file with City:
Yes ___ No ___ * Date _____

Do you and/or your Contractors have a Construction Performance Bond on file with the City:
Yes ___ No ___ * Date _____

Location of proposed work: _____

Describe proposed work: _____

Attach drawing of all work proposed within Corporate Limits even if permitted by another agency.

1. Proposed start date: _____
2. Estimated time to complete work: _____
3. Type of facility you will be working with? Check all that apply, fees may applicable:
Gas ___ Telephone ___ Cable TV ___ Electric ___ Fiber Optic ___ Sanitary Sewer ___ Storm Sewer ___ Water ___ Curb & Gutter ___ Sidewalk/Trail ___ Other _____
4. Size, type and or voltage of facility: _____
5. Are permanent obstructions proposed? No ___ Yes ___ *
6. Nature of work: New ___ Reconstruct ___ Reinforcement ___
7. Method of construction: Open cut ___ Trenching ___ Directional boring ___
Other _____
8. Type of surface(s) to be disturbed: Bituminous ___ Concrete ___ Gravel ___ Lawn ___
Trees ___ Sidewalk ___ Trail ___ Curb ___
9. Will traveled roadway be disturbed: No ___ Yes ___ * If Yes, submit restoration plan.
10. Will detouring or lane closures be necessary: No ___ Yes ___ * If yes, submit plan according to MN-MUTCD
11. Are lakes, wetlands or watercourses within work: No ___ Yes ___ *
12. Will the work disturb more than 1 acre: No ___ Yes ___ * If yes, a NPDES permit is required.
13. Do you intend to restore the area with? Seed ___ Sod ___
14. Letter to affected residents will be sent prior to work? Yes ___ No ___
15. Other jurisdictions permit attached? Yes ___ No ___

Contractor must maintain restoration for 30 days and notify resident and the City of St. Francis by letter regarding the completion of restoration and the required maintenance.

SPECIAL PROVISIONS

Fees applicable (per fee schedule) for any of the above work? Yes ___ No ___ *If Yes, total of fees: \$ _____

Escrow or letter of credit required? Yes ___ No ___ Amount \$ _____

Attached Yes ___ No ___

Required Inspections: Detour ___ Erosion Control ___ Restoration ___ Final ___ None ___

Conditions of permit, or resolution of * items.

1. _____
2. _____
3. _____

General Provisions

1. Permittee is required to contact Gopher State One Call at (800) 252-1166 prior to commencement of work.
2. Permittee agrees to conduct all work according to City of St. Francis Ordinances, including but not limited to the Right of Way Ordinance, specifications and all applicable State and Federal Statutes and rules.
3. Permittee shall have a copy of this permit and approved drawings on the job site at all times.
4. **Permittee understands that issuance of this permit does not relieve them from obtaining approval from Anoka County or MNDOT for work proposed within their jurisdiction.**
5. Permittee shall contact the City of St. Francis at (763) 233-5200, a minimum of 24 hours in advance to schedule inspections if required in Special Provisions.
6. Permittee shall be responsible for establishing safety measures to protect the public from all harm until the construction is complete and for compliance with OSHA.
7. Permittee shall show on drawings, locations of all proposed facilities and any proposed temporary material or equipment storage locations.
8. Permittee shall return the Right of Way to its original condition to the satisfaction of the Engineer and the City of St. Francis, and shall remove all rubbish and construction debris promptly following completion of the construction.
9. Permittee shall be responsible for maintaining all temporary construction, repairs, patches or surfacing daily, if necessary, until permanent construction is completed and approved or such maintenance will be performed by City or other forces at prevailing rates.
10. Permittee agrees to promptly pay any overtime or other cost incurred by the City, required as a result of work covered by the permit.
11. Permittee shall save and hold harmless the City of St. Francis, its employees and agents from any acts arising from the construction and/or maintenance of Permittee's facilities or work covered by the permit, and take out and maintain insurance in conformance with City of St. Francis Right of Way Ordinance.
12. Resources: St. Francis City Ordinance.
13. By accepting this permit the undersigned verifies that he/she has read and understands all of the foregoing provisions, certifies that he/she has authority to sign for and bind the Permittee and that by virtue of that signature the permittee is bound by and agrees to comply with all provisions of this permit and City of St. Francis Right of Way Ordinance and State laws regulating construction.
14. City of St. Francis reserves the right to charge penalties for "after the fact" permitting.

The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of St. Francis.

Applicant Signature _____ Date _____

Certificate of Completion. Please note any changes to approved permit. Date _____

*******For City of St. Francis Use*******

Permit Authorization Date _____ By _____

Permit Fee: \$150.00 + any other applicable fees. Public Works Director, City Engineer, City Administrator or Designee