

# APPLICATION FOR RIGHT-OF-WAY EXCAVATION PERMIT

## CITY OF WINONA – ENGINEERING DEPARTMENT

207 Lafayette Street, PO Box 378, Winona MN 55987  
(507) 457-8269 (507) 452-1239 Fax

*This application must be filed with the Engineering Office and the permit received by the applicant before work begins.*

Applicant \_\_\_\_\_ Estimated Start Date \_\_\_\_\_

Property Owner \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Property Address \_\_\_\_\_ *\*\*(A detailed location is required if property address is unknown)*

**\*\*Location of work being done** \_\_\_\_\_

### Facilities Information

- |  |                                  |                                |
|--|----------------------------------|--------------------------------|
| <input type="checkbox"/> Cable TV            | <input type="checkbox"/> Cooling | <input type="checkbox"/> Water |
| <input type="checkbox"/> Telecomm.           | <input type="checkbox"/> Traffic | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Gas                 | <input type="checkbox"/> Fiber   |                                |
| <input type="checkbox"/> Electrical; Voltage | <input type="checkbox"/> Other   |                                |

Conduit (Size & Kind):

Cable (Size & Type):

### Purpose of Construction

- New                     
  Replacement                     
  Repair                     
  Other:

### Type of Construction

- Trench                     
  Hole                     
  Chamber                     
  Bore (Specify)
- Aerial                     
  Plow (Specify)

### Construction Details

	<u>Length:</u>	<u>Width:</u>	<u>Depth:</u>
<b>Excavation Size:</b>	<input type="checkbox"/> Driving Lane	<input type="checkbox"/> Parking Lane	<input type="checkbox"/> Sidewalk
<b>ROW being used:</b>	<input type="checkbox"/> Concrete	<input type="checkbox"/> Bituminous	<input type="checkbox"/> Gravel
<b>Type of Material:</b>	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Signals
<b>Structures:</b>	<input type="checkbox"/> Bituminous	<input type="checkbox"/> Gravel	<input type="checkbox"/> Road Signs
<b>Shoulders:</b>			

### Total Linear Footage Installed

- |                                  |                                      |                                |                                 |
|----------------------------------|--------------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Blvd.   | <input type="checkbox"/> Field Grass | <input type="checkbox"/> Trees | <input type="checkbox"/> Shrubs |
| <input type="checkbox"/> Sod     | <input type="checkbox"/> Other:      |                                |                                 |
| <input type="checkbox"/> Other   |                                      |                                |                                 |
| <input type="checkbox"/> Culvert |                                      |                                |                                 |

### Requirements:

- No work under this application is to be started until application is approved and the permit is issued.
- Excavations within the street R.O.W. are governed by Chapter 66 "Right-of-Way Management" of the City of Winona. Work being done in right-of-way for sewer, water, street openings and alleys, is to be done in strict conformity with all City ordinances and under the control and supervision of the City Engineer or his designee.
- In requesting this permit, it is understood that it is the contractor's responsibility to locate the existing utilities. It is further understood that the City is not responsible for their exact location.

### - PERMIT FEES -

#### Right-of-Way:

Excavation Hole.....	\$85.00
Emergency Hole .....	\$45.00
Trench - \$60 per 100 lineal feet plus hole fee	
Permit Extension Fee .....	\$30.00
Delay Penalty – Up to 3 days late.....	\$50.00
Each day thereafter .....	\$10.00

**Note:** Non-emergency work done without permit, will result in a double permit fee.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

(to be completed by Engineering personnel)

Date Received: \_\_\_\_\_ Permit No. \_\_\_\_\_

Engineering Approval:  Yes  No Cost of Permit \_\_\_\_\_

Receipt/Invoice No. \_\_\_\_\_

Approved By: \_\_\_\_\_

City Engineer

Date