



CITY OF FALCON HEIGHTS

2077 W. Larpenteur Avenue, Falcon Heights, MN 55113

Fax: 651-792-7610

Email: mail@falconheights.org

For Office Use Only:

Date: _____

Permit No: _____

Amount Received: _____

Receipt: _____

RIGHT OF WAY (ROW) PERMIT APPLICATION

NOTE: Attach two sets of 1/2 size, engineer grade construction plans to application.

Maximum length per permit is 5,280 feet (1 mile). One permit per road.

PERMIT TIMETABLE:

A permit must be applied for prior to any work being started. If emergency work is done without a permit, the City must receive an application within two working days of the emergency. The permit application must include start and completion dates and times. If the job is not complete by the date/time provided penalties apply. It is expected that the contractor will patch the entire area of disturbed curb, roadway or pathway within the construction schedule.

ADDITIONAL PERMITS:

Additional permits are normally required from Counties, Townships, Watershed Districts, MnDOT, etc. To avoid any possible delay in your project, you should contact the appropriate governmental agency. Some entities may require a copy of this application, even though they may or may not issue a permit.

PERMIT TYPE (please select): ☐ Excavation ☐ Obstruction ☐ Small Cell Wireless

Applicant Name		Phone	
Company Name		Phone	
Billing Address	City	State	Zip code

LOCATION OF CONSTRUCTION

Address/Street (Limit 1 per road)	City	State	Zip code
From/To; Nearest Intersection			

CONSTRUCTION SCHEDULE (delay penalties will be enforced):

Construction start date	Number of days for construction	Weekend dates
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NOTE: A copy of the Notice of Completion is required when work is completed. Please email to City Hall at mail@falconheights.org, or fax to 651-792-7610.

DESCRIPTION OF PROPOSED WORK AND TIME FRAME

TYPE OF CONSTRUCTION (check all that apply):

☐ Cable	☐ Heating	☐ Sewer
☐ Cooling	☐ Pipeline	☐ Storm Sewer
☐ Curb Cut/Driveway	☐ Telecommunications	☐ Water
☐ Electric	☐ Traffic	☐ Other (specify below)
☐ Natural Gas	☐ Sanitary	_____

PURPOSE OF CONSTRUCTION (check all that apply):

☐ New	☐ Repair	☐ Other (specify below)
☐ Replacement	☐ Maintenance	_____

EXCAVATION INFORMATION (check all that apply):

☐ Trench How Many: _____	☐ Plowing	☐ Pedestal
☐ Hole How Many: _____	☐ Driveway	☐ Other (specify below)
☐ Boring	☐ Cabinet	_____

Excavation size: Width: _____ Length: _____ Depth: _____

RIGHT OF WAY DISTURBANCE:

Portion being disturbed (check all that apply):

☐ Driving Lane	☐ Sidewalk/Path
☐ Parking Lane	☐ Boulevard

Type of surface being disturbed (check all that apply):

☐ Asphalt	☐ Gravel	☐ Other (specify below):
☐ Concrete	☐ Turf grass	_____

RIGHT OF WAY OBSTRUCTION:

Portion being obstructed (check all that apply):

☐ Driving Lane!	☐ Sidewalk/Path
☐ Parking Lane	☐ Boulevard

Obstruction size: Width: _____ Length: _____

Hours of obstruction: Date(s): _____ Start time: _____ End time: _____

If ROW obstruction includes blocking a driving lane, please include a separate flagger or detour plan.

SMALL CELL WIRELESS INFORMATION (if applicable):

☐ New pole	☐ Other (specify): _____
☐ Co-location, City-owned	_____
☐ Co-location, other-owned	_____

Pole/structure height: _____ Small cell wireless facility height on structure: _____

FEES

Item	Fee	Amount FOR OFFICE USE ONLY
Annual Registration	\$25.00	
Hole (excavation having a length less than the width of the ROW)	\$400.00	
Trench	\$400.00 + \$40.00 per 100 lineal feet or portion thereof	
Boring	\$400.00 + \$40.00 per 100 lineal feet or portion thereof	
Obstruction	\$50.00 + \$0.20 per lineal foot	
Small Cell Wireless		
• Permit fee	\$100.00	
• Rent on City Structure	\$150.00 per year	
• Maintenance for colocation	\$25.00 per year	
Monthly Electrical Services	-	
• Radio node less than 100 watts	\$73.00 per month	
• Radio node over 100 watts	\$182.00 per month	
Credit card charges will incur a 3.50% convenience fee. Minimum Fee: \$2.00		TOTAL

PAYMENT IS REQUIRED BEFORE WORK IS COMPLETED

Make check payable to:
City of Falcon Heights
2077 Larpenteur Ave W. Falcon Heights, MN 55113

PERMIT REQUIREMENTS:

- ___ Annual Registration (please complete page 4)
- ___ Complete Permit Application
- ___ Certificate of Insurance/Bond
- ___ Site plan showing proposed work, property line, addresses, existing utilities, curb & gutter, and pathways

SIGNATURES

By signing this application, I (the applicant/company) hereby acknowledge that I must adhere to City Code Chapter 42 related to Right-of-Way management.

Signature (applicant)

Signature (authorized City representative)

Date