



**City of Big Lake**  
 160 Lake Street North  
 Big Lake, MN 55309  
 763-251-2984  
 www.biglakemn.org

**APPLICATION FOR PERMIT TO INSTALL, MAINTAIN, OR  
 OPERATE FACILITIES IN THE PUBLIC RIGHT OF WAYS OF BIG LAKE**

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

E-mail Address (print clearly): \_\_\_\_\_

Name of party performing work; \_\_\_\_\_

24-Hour Emergency Contact: Name \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

Are you and/or your contractors registered with the City of Big Lake:  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.

Proposed start date: \_\_\_\_\_

Estimated time to complete work: \_\_\_\_\_

Type of facility you will be working with? Check all that apply;

- Gas  Telephone  Cable TV  Electric  Fiber Optic  
 Sanitary Sewer  Storm Sewer  Water  Curb & Gutter  Sidewalk/Trail  
 Other

Size, type and or voltage of facility: \_\_\_\_\_

Are permanent obstructions proposed:  No  Yes\*

Nature of work:  New  Reconstruct  Reinforcement

Method of construction:  Open cut  Trenching  Directional boring  Other \_\_\_\_\_

Type of surface(s) to be disturbed:

Bituminous  Concrete  Gravel  Lawn  Trees  Sidewalk  Trail  Curb

Will traveled roadway be disturbed:  No  Yes\* If Yes, submit restoration plan

Will detouring or lane closures be necessary:  No  Yes\* If Yes, submit plan according to MN-MUTCD

Are lakes, wetlands or watercourses within work:  No  Yes\*

Will the work disturb more than 1 acre:  No  Yes\* If Yes, an NPDES permit is required

Do you intend to restore the area with:  Seed  Sod

Letter to residence will be sent prior to work:  Yes  No

**CONTRACTOR MUST MAINTAIN RESTORATION FOR 30 DAYS AND NOTIFY RESIDENT AND THE  
 CITY OF BIG LAKE BY LETTER REGARDING THE COMPLETION OF RESTORATION AND THE REQUIRED MAINTENANCE.**

**SPECIAL PROVISIONS**

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
2. Permittee agrees to conduct all work according to City of Big Lake Right of Way Ordinance, along with all references to State Statues 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 Sherburne County or MNDOT for work proposed within their jurisdiction.
5. Permittee shall contact City Engineer (763) 251-2984, 24 hours in advance of beginning work. Permittee shall contact City Engineer to schedule inspections if required in Special Provisions.
6. Permittee shall conduct all work in accordance with City of Big Lake ordinances and specifications.
7. 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.
8. Permittee shall show on drawings, locations of all proposed facilities and any proposed temporary material or equipment storage locations. This includes depth and distance from property line or curbing.
9. Permittee shall return the Right of Way to its original condition to the satisfaction of the Engineer and the City of Big Lake, and shall remove all rubbish and construction debris promptly following completion of the construction.
10. 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.
11. Permittee agrees to promptly pay any overtime or other cost incurred by the City, required as a result of work covered by the permit.
12. Permittee shall save and hold harmless the City of Big Lake, 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 Big Lake Right of Way Ordinance.
13. Resources: Big Lake City Ordinance.
14. 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 Big Lake Right of Way Ordinance and State laws regulating construction.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Certificate of Completion. Please note any changes to approved permit.** **Date** \_\_\_\_\_

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*For City of Big Lake Use*

Permit Authorization Date \_\_\_\_\_ By \_\_\_\_\_  
Public Works Director, City Engineer or City Administrator

**Permit Fee: \$150.00**