

ANOKA COUNTY HIGHWAY DEPARTMENT  
 1440 BUNKER LAKE BLVD. N.W.  
 ANDOVER, MN 55304  
 PHONE (763) 862-4200

**APPLICATION FOR PERMIT FOR INSTALLATION OF UTILITIES OR FOR PLACING OBSTRUCTIONS ON COUNTY HIGHWAY SYSTEM**

OFFICE USE ONLY
Permit Number _____
CSAH/C.R. _____
License/Permit Bond Required \$ _____

Permit Fee \$ \_\_\_\_\_

Name of applicant: _____	Telephone: _____
Address (street, city, state, zip code): _____	
Name of individual/company performing work: _____	
Nature of work: _____	Method of installation/construction: _____
Address of work site: _____	In the city/township of: _____
Surface to be disturbed: <input type="checkbox"/> Ditch <input type="checkbox"/> Gravel <input type="checkbox"/> Bituminous <input type="checkbox"/> Concrete <input type="checkbox"/> None	Is the shoulder to be disturbed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number and size of excavations: _____	Will traffic be obstructed in any way? <input type="checkbox"/> Yes <input type="checkbox"/> No
Size and kind of pipe/cable: _____	Depth from surface: _____
Work to start on or after: _____	Work to be completed by: _____
Restrictions: _____	

**GENERAL INFORMATION**

One permit must be approved for each County Road on which work will be performed prior to any work within the right-of-way by any utility/contractor. Emergency conditions which threaten the safety of the public and require immediate repair are exceptions to this rule. The utility/contractor, under these conditions, is permitted to begin and/or complete the necessary repairs. A written permit is to be completed at the earliest possible date.

A license-permit bond is generally required of the contractor, the amount of which will be determined by the nature of the utility work. A sketch or drawing shall accompany each permit application which will show the location of the proposed utility with reference to the county highway center line and right-of-way line. A complete set of plans is required for all sewer/water projects.

It shall be the responsibility of the applicant to determine which of the special conditions (listed on the reverse side of this form) apply to each permit.

The Anoka County Highway Department (ACHD) reserves the right to revoke any utility permit and halt work if, upon inspection of any job site, the special conditions listed on the reverse side of this form are not met and/or a hazard exists for the applicant or public safety is threatened.

The applicant shall notify ACHD immediately upon completion of project so that the ACHD can inspect the site to determine whether or not restoration has been satisfactorily completed.

I, We, the undersigned, herewith accept the terms and conditions of the regulations as laid down by the County of Anoka and agree to fully comply therewith to the satisfaction of the ACHD. The County of Anoka, its officials and employees shall be held harmless, by the permittee, from any demands, claims or suits arising out of the granting of the permit.  Date ____ / ____ / ____ Applicant's Signature _____
---

**AUTHORIZATION OF PERMIT**

In consideration of the applicant's agreement to comply in all respects with the regulations of the ACHD covering such operations, permission is hereby granted for the work to be done as described in the above application. Said work to be done in accordance with the general conditions listed above and the special conditions required as hereby stated: (SEE REVERSE SIDE OF THIS FORM FOR SPECIAL CONDITIONS).

It is expressly understood that this permit is conditioned upon replacement or restoration of the County Highway and its right of way to their original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of local city or township authorities having joint supervision over said street or highway.

**ANOKA COUNTY HIGHWAY DEPARTMENT**

Approved by \_\_\_\_\_ Issued by \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Distribution: White-Applicant    Yellow-Highway Department Permit Office

DETACH AND RETURN THIS STUB

Permit Number \_\_\_\_\_

Date Completed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name Of Applicant \_\_\_\_\_

Send to:    Permit Section  
 Anoka County Highway Department  
 1440 Bunker Lake Blvd. N.W.  
 Andover, MN 55304

# SPECIAL CONDITIONS

## TRAFFIC CONTROL

- I. Detours
  - A. Detailed detour layouts shall be submitted to the Traffic Engineer for approval.
  - B. No detours shall be permitted without prior approval of the Anoka County Traffic Engineer.
  - C. One week's notice must be given prior to the installation of any detour.
  - D. It shall be the responsibility of the applicant to notify Anoka County Central Communications, local government bodies, and any affected bus companies 48 hours prior to any road closures/detours.
  - E. Immediately upon completion of work and/or detours, all posts, barricades, and signs shall be removed from the right of way.
- II. Traffic Control Devices
  - A. 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 and Temporary Traffic Control Zone Layouts-Field Manual dated January 2007 of the same manual.

## CONSTRUCTION REQUIREMENTS

- I. Open cutting of bituminous or concrete surfaced roads will be allowed only at the discretion of the County Engineer.
- II. Neither supplies nor excavated materials shall be placed on the bituminous or concrete surface at any time.
- III. No trenches will be allowed to remain open overnight.
- IV. 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 use of heavy equipment on top of trench, slapping with backhoe bucket and/or backcasting to achieve compaction is prohibited. Any additional material required to back fill to the original grade shall be furnished by the applicant at no expense to ACHD. All the base and surface courses damaged during construction operations shall be restored to a condition equal to or better than before operations began. The applicant shall be responsible for and restore any settlement.
- V. All culverts, ditches, shoulders and backslopes shall be restored to their original condition unless otherwise directed by the ACHD. Shoulders which have been previously constructed or reconstructed with special materials shall be replaced in kind. Restoration of signs, guardrails, guardposts, etc. are the sole responsibility of the applicant and shall be restored to their original condition.
- VI. All roadway maintenance required within the limits of the utility project that is related to the applicant's activities shall be the sole responsibility of the applicant for 1 year after completion of the project. Upon completion of the restoration work, the applicant shall request a final inspection by the ACHD. The ACHD's approved completion date shall be the starting date of the applicant's 1-year responsibility.

## HORIZONTAL BORING AND JACKING

- I. All hard surface roadways shall be jacked or bored.
- II. All crossings of Anoka County maintained roadbeds shall be made by boring inside a casing or carrier pipe, or by jacking unless otherwise directed by the Anoka County Engineer. The auger shall lag the casing or carrier pipe by at least 6 inches whenever possible and never lead the carrier pipe by more than 1 inch.
- III. The use of pneumatic devices to facilitate the roadbed crossings will be allowed in most cases with prior approval. In the event approval is not granted and applicant uses a pneumatic device to cross a roadbed and encounters an obstruction and/or unstable subbase material which makes forward or reverse motion of pneumatic device impossible, said pneumatic device then becomes part of the roadway subbase and permission to excavate to retrieve device will not be granted.
- IV. If a pneumatic device is used for the work permitted herein, the installation must be kept to a minimum of 4 feet below the surface of the roadway if the pneumatic device is less than 2 inches in diameter, and a minimum of 5 feet below the surface of the roadway if the pneumatic device is 2 inches in diameter or larger.

## BITUMINOUS RESTORATION

- I. The locations and dimensions of all openings to be made in the bituminous surface shall be approved by the ACHD prior to any cutting or any surface opening operations.
- II. 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.
- III. All necessary dust control operations shall be carried out by the applicant at no expense to Anoka County.
- IV. The minimum requirement for subgrade replacement shall be the upper 12 inches of material and shall meet MnDOT specifications for Class 5 placed in 6-inch layers compacted to 100 percent of optimum density.
- V. All manhole casings, gate valves and other utility structures shall be set one-quarter inch below the top of the finished surface.
- VI. Bituminous tack coat materials and application thereof shall conform to MnDOT specification 2357.
- VII. All bituminous surfacing shall be replaced as soon as practical after the base construction. All bituminous surfacing shall be machine laid. Any exceptions must be approved by the ACHD. Bituminous surfacing shall be replaced to original pavement depth or to a minimum of six (6) inches of bituminous mixture (2341), whichever is greater. Bituminous mixtures must be placed in lifts not exceeding three (3) inches in thickness for base and binder courses and not exceeding two (2) inches for the wear course.
- VIII. All surface restoration regardless of size shall conform to existing grades.
- IX. Any unnecessary or negligent damage to bituminous surface in conjunction with the installation and/or repair of a utility shall be cut out and replaced in kind as directed by ACHD.

## CONCRETE RESTORATION

- I. Curb and gutter, sidewalks and driveways shall be restored in accordance with MnDOT specifications 2531 and 2521.

## UTILITY LINES

- I. There shall be only a single pole line on the county right-of-way on either side of the center line thereof.
- II. Exact locations of longitudinal installations on county highways shall be located as directed by ACHD.

## SECTION CORNER MONUMENTS

- I. Utility locations shall not interfere with the location of any section, quarter, witness or R.O.W. monuments. For assistance in locations, contact the Anoka County Surveyor's Office.
- II. The applicant shall be responsible for replacement of any existing property irons disturbed during construction.
- III. The applicant shall notify the Anoka County Surveyor's Office 3 working days in advance of any anticipated disturbance of any section, quarter, witness or R.O.W. monuments.
- IV. Any monument disturbed during the course of construction shall be reset by the Anoka County Surveyor's Office at the expense of the applicant.

## ATTACHING TO BRIDGES/STRUCTURES

- I. No utility is permitted to be hung from or otherwise attached to any bridge or structure without having detailed plans approved by the Anoka County Engineer. These plans are to show approaches to the structure, method of installation, type and dimension of housing for the utility.

## LIMITATION

- I. Applicant understands and agrees that if the ACHD shall make any improvements and/or changes on all or any part of County right-of-way, then in every case the Applicant shall, after notice from the County Engineer or his authorized agent, proceed to alter, change, vacate, and/or remove from the County right-of-way said utility and/or obstruction necessary to conform with said change without cost whatsoever to the County.