

**Right of Way Permit
City of Ham Lake**

Applicant Name: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____

E-mail address: _____

Description of work: _____

Location(s)*: _____

*Applicants are required to provide evidence of the limits of the City's right-of-way, at their own expense, and to establish the construction limits on such projects, subject to review by the City's Engineer and Attorney, in unplatted areas where "adverse possession" of roads exists.

Size and type of material: _____

Depth from surface: _____

Method of Installation _____

Start date: _____ Completion date:** _____

** Delay penalty charges of \$60.00 plus \$10.00 per day for each day late over 3 days will be implemented.

FOR CITY USE ONLY	
THE FOLLOWING APPLIES TO CITY RIGHT-OF-WAY:	
	Permit Fee
Excavation Permit Fee (\$150.00 per mile or fraction thereof)	\$ _____
Trench Fee (open cut of pavement) (\$100.00 per lineal foot)	\$ _____
Obstruction Permit Fee (\$70.00)	\$ 70.00
Permit Extension Fee (\$55.00)	\$ _____
Mapping Fee (\$30.00***)	\$ 30.00
Individual Service Work in Right of Way (\$10.00)	\$ 10.00
Total	\$ _____

An invoice will be sent after application is reviewed.

*** If joint trench, each utility to pay \$30.00 Mapping Fee.

Note: Degradation fees will be applied for depreciation caused by intrusion into the right-of-way.

**PLEASE CONTACT ANY RESIDENTS THAT MAY BE AFFECTED BY
UTILITY WORK PRIOR TO THE START OF ANY EXCAVATION.**

Mail Application to:
City of Ham Lake
15544 Central Avenue NE
Ham Lake, MN 55304

OR

E-Mail Application to:
Permits@rfcengineering.com
CC: Sknouse@ci.ham-lake.mn.us

Applicant to submit Gopher 1 Ticket Number to City prior to commencing work.

If you have any questions concerning reporting, please call RFC Engineering at (763) 862-8000.

Signature _____ Date _____

Review reference Number _____