

**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.

<b>FOR CITY USE ONLY</b>	
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
<b>Total</b>	<b>\$ _____</b>

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](mailto: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 \_\_\_\_\_