

INSTRUCTIONS FOR COMPLETING APPLICATION FOR UTILITY PERMIT ON TRUNK HIGHWAY RIGHT OF WAY LONG FORM TP-2525

Note: An incomplete application will delay processing.

Long Form TP-2525 is used for the vast majority of utility placements and relocations. Form 2525 is for placing, constructing, and reconstructing utilities within trunk highway right of way, whether longitudinally, oblique, or perpendicular in relationship to the centerline of the highway (utilities crossing the highway, or parallel installations). This form is sent to the St Paul office for processing.

Form TP-1723 (short form) is for minor work such as installation of utility service connections that do not cross or parallel the roadway within the trunk highway right of way. This form is also used for installing miscellaneous guy wires and anchors, to place temporary obstructions on the right of way, to perform temporary relocations of a more minor nature, and to accommodate a construction project. This form is sent to the District offices for processing.

Fill Out Form Completely, be specific

Print (in ink), type the application, or fill out on line and print form at: www.dot.state.mn.us/utility/forms/index.html

- Be sure to sign it at the bottom. Submit the original form only; submit all 4 pages of application.
- *COPIES AND FAXES ARE UNACCEPTABLE AND WILL BE RETURNED TO YOU.*

Submit the following information:

- One permit application form completed in its entirety, if an item does not apply, print "N.A." in the blank,
- Two sets of sketches, no larger than 11 x 17.
- A separate application for each trunk highway
- A separate application for each maintenance area involved

The sketch must show in detail the proposed location of any facilities to be placed as well as any relocation of existing facilities. The sketches must be on state right of way maps or state construction plan sheets. Right of way maps are available at:

http://dotapp3.dot.state.mn.us/cyberdocs_guest/

The sketch must contain references from the trunk highway centerline or the right of way line and a starting and ending point must be given. If there is no right of way map available a detailed drawing must be submitted with distances given from pertinent features such as centerline, right of way lines, curb and gutter, distances from nearest county roads and highway mile markers, etc.

Indicate any tree trimming and/or clearing requirements. If the facility being placed is an aerial facility, include "blow out zone" (conductor movement envelope) information. A vegetation management plan must be worked out with the District office.

If you have questions filling out the form you may contact Central Office Permits for assistance. Contact information can be found at: www.dot.state.mn.us/utility/contacts.html

After the application has been completed, signed and dated, mail the application (all 4 pages of form) with the required plans to the St Paul office at: Minnesota Department of Transportation, Mr. Leonard Leitner, Utility Permits – Mailstop 678, 395 John Ireland Blvd, MN, 55155.

After the Permit has been approved

The applicant will be notified of the approved permit and of the amount of security deposit requested. The permit will have special provisions indicating the construction requirements. Read and observe these instructions during construction operations. A copy of the permit must be in the possession of the utility contractor while working on Mn/DOT right of way.

Security Deposit

A security deposit is required for permits that authorize work in state right of way to ensure that work is completed to Mn/DOT's satisfaction. The actual amount required will depend on the specific situation. The District Permit Office will determine the amount and type of deposit to be submitted, (if applicable), payable to the Minnesota Commissioner of Transportation. Minnesota rules require that deposits be submitted in the form of a certified check, cashier's check, or surety bond payable to the Minnesota Commissioner of Transportation. Deposits must be irrevocable and cannot expire.

After construction is completed

After construction has been completed and all turf items re-established, the applicant must return the certificate of completion form to the District Permit Office for final inspection. If all work is satisfactory, they will determine when the deposit will be returned to the applicant.

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
APPLICATION FOR UTILITY PERMIT ON
TRUNK HIGHWAY RIGHT OF WAY**

SUBMIT 1 (ONE) COMPLETED FORM WITH 2 (TWO) SETS OF SKETCHES, NO LARGER THAN 11 x17 TO:

Utilities Engineer - MS 678
Minnesota Department of Transportation
Transportation Building
395 John Ireland Blvd.
St. Paul, MN 55155-1899

INSTRUCTIONS TO APPLICANT

1. Complete only page one (no photocopies)
2. Sign completed form
3. Include 2 (two) sets of sketches, no larger than 11 x 17

County	HWY No. SEC. TWP. RGE.	Company Project No.
<input type="checkbox"/> New Facility <input type="checkbox"/> Replacement Facility	City/Township	Agreement No.
		State Project No.

Application is hereby made for permission to place, construct and thereafter maintain a:

Trunk Highway No. _____

(Along, Across, Along & Across)

Location: _____ feet from center line on the _____ side of the trunk highway as shown on the attached sketch.
(North-South-East-West)

I. AERIAL CONSTRUCTION (Check appropriate box)	BLOW OUT ZONE INFORMATION (Conductor Movement Envelope)	LIGHTING
<input type="checkbox"/> Single pole <input type="checkbox"/> Open wire <input type="checkbox"/> H-Frame <input type="checkbox"/> Cable <input type="checkbox"/> Single pole & H-Frame <input type="checkbox"/> Vertical <input type="checkbox"/> Steel tower <input type="checkbox"/> Cross-arm <input type="checkbox"/> Existing pole line <input type="checkbox"/> Vertical & Cross-arm <input type="checkbox"/> Other	_____ _____ _____ _____	Mounting Height Mast Arm Length Type of Lamp Watts Poles <input type="checkbox"/> Breakaway <input type="checkbox"/> Non-Breakaway

Voltage	Number of Conductors	Size of Conductors
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If attaching to existing pole line, owner of pole line: _____	Minimum height of conductor: ft. along highway ft. at crossings over highway
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II. UNDERGROUND CONSTRUCTION <input type="checkbox"/> Direct Buried <input type="checkbox"/> Other (explain)	Will Facility be attached to a bridge? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Voltage	Number of Conductors-Type	Size of Conductors, Cable	Depth
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CONDUIT	FACILITY TYPE	CASING
<input type="checkbox"/> Plastic (type) <input type="checkbox"/> Steel pipe <input type="checkbox"/> Multiple tile <input type="checkbox"/> Clay tile <input type="checkbox"/> Sectional concrete <input type="checkbox"/> Ductile Iron <input type="checkbox"/> Other	Max. Oper. Pres. _____ Wall thickness _____ Grade _____ Class _____ Size _____ Depth _____ Number _____	<input type="checkbox"/> Steel pipe <input type="checkbox"/> Sectional Concrete <input type="checkbox"/> Other Wall thickness Grade Class Size

METHOD OF INSTALLING UNDER ROADBEDS (if open trench, explain why necessary) <input type="checkbox"/> Directional Boring
<input type="checkbox"/> Jacking <input type="checkbox"/> Boring <input type="checkbox"/> Pneuma Gopher <input type="checkbox"/> Open trench <input type="checkbox"/> Other

III. EXTENT & LOCATION OF TREE TRIMMING AND/OR CLEARING:

<p>V. Work to start on or after _____ and to be completed on or before _____</p> <p>V. The applicant, in carrying on all of the work mentioned above or referred to in its application and in the Permit for construction issued therefore, shall strictly conform to the terms of the Permit, and the Rules of the State of Minnesota as set forth in Minnesota Rules 1983 as of July 31, 1983 together with the Special Provisions, all of which are made a part hereof. The applicant specifically agrees to be bound hereby. The applicant shall also comply with the regulations of all other governmental agencies for the protection of the public. The work shall be accomplished in a manner that will not be detrimental to the highway and that will safeguard the public.</p>	Owner of Facility _____ (Applicant) Address _____ City _____ State _____ Zip _____ Telephone _____ E-mail _____ By _____ (Name and Title)
Date _____	Signature _____

MINNESOTA RULES
1983
Adopted as of July 31, 1983
UTILITIES EQUIPMENT

8810.3100 DEFINITIONS.

Subpart 1. **Interstate highways.** Under this order "interstate highways" shall mean all trunk highways which are a part of the interstate system.

Subp. 2. **Noninterstate highway.** Under this order "noninterstate highways" shall mean all trunk highways which are not a part of the interstate system.

Subp. 3. **Trunk highways.** Under this order "trunk highways" shall mean all trunk highway including those which are a part of the interstate system.

Subp. 4. **Utility.** Under this order "utility" shall mean and include all privately, publicly, or cooperatively owned communication lines and facilities, any systems, lines, and facilities for the distribution and transmission of electrical energy, oil, gas, water, sewer, steam, and other pipe lines, railways, ditches, flumes, or other structures which under the laws of this state or the ordinance of any village or city may be constructed, placed, or maintained across, along or on trunk highway right-of-way. Dependent upon the meaning intended in the context, "utility" shall also mean the utility company, inclusive of any wholly owned subsidiary.

Statutory Authority: MS §161.45

8810.3200 PURPOSE AND SCOPE.

Subpart 1. **Purpose.** The purpose of parts 8810.3100 to 8810.3600 is to carry out the mandate of the legislature and to effectuate that mandate as set forth in the Laws of Minnesota 1959, chapter 500, article II, section 45 (Minnesota Statutes, section 161.45) with reference to the placing, constructing, reconstructing, and maintaining of utilities across, along, upon or under the right-of-way of trunk highways.

Subp. 2. **Scope.** The scope of parts 8810.3100 to 8810.3600 is confined within the framework of and consistent with the Laws of Minnesota 1959, chapter 500, article II, section 45.

Statutory Authority: MS §161.45

8810.3300 PERMITS.

Subpart 1. **Construction.** Except as otherwise permitted, utility construction and relocation on trunk highway right-of-way shall not be commenced until an application for a permit for construction has been made and such permit granted. The permit for construction sketch shall show the location of the proposed utility with reference to pertinent features such as the right-of-way lines, curb lines, trunk highway center line, etc. A copy of the sketch shall be provided for each copy of such permit. Prints of trunk highway right-of-way maps available upon request from the Road Plans Information Office, Department of Transportation Building, Saint Paul, Minnesota 55155.

Subp. 2. **Maintenance.** The utility shall obtain a work permit from the office of the assistant district engineer, maintenance, prior to performing service and maintenance operations on the interstate highways and shall also obtain a work permit prior to performing service and maintenance operations on the noninterstate highways when such operations require opening and disturbing the surface of the right-of-way thereof. In all other instances the utility shall notify the office of the assistant district engineer, maintenance, prior to performing service and maintenance operations on the non interstate highways which interfere with the normal flow of traffic thereon. However, the company may perform service and maintenance operations on the trunk highways including opening and disturbing the surface of the right-of-way without a work permit in those instances where an emergency exists that is dangerous to the life or

safety of the public and which requires immediate repair. The utility upon knowledge of such an emergency shall immediately notify the State Patrol Division. The utility shall take all necessary and reasonable safety measures to protect the traveling public and shall cooperate fully with the State Patrol Division to that end. The utility in such an event will request a work permit from the office of the assistant district engineer, maintenance, not later than the second working day thereafter when a work permit would ordinarily have been required but for the emergency.

Subp. 3. **Orders to make improvements.** If at any time the state of Minnesota, acting through its commissioner of transportation, shall deem it necessary to make any improvements or changes on all or any part of the right-of-way of trunk highway which affect a utility located on trunk highway right-of-way, then and in such event, the owner of the utility shall within 15 days after written notice from the commissioner of transportation or his duly authorized agent, proceed to alter, change, vacate, or remove said utility from the trunk highway right-of-way so as to conform to said trunk highway changes and as directed by the commissioner of transportation. Such work shall be done without any cost whatsoever to the state of Minnesota except as otherwise provided by law or agreement and shall be completed within the date specified in said written notice, which date shall be reasonable under the circumstances. The utility shall assume all liability and save the state of Minnesota harmless from any and all claims of damage of any nature whatsoever occasioned by reason of not having removed said utility within the time specified in said notice. Notwithstanding the provisions of parts 8810.3100 to 8810.3600, the state may reimburse a municipality for the cost of the first relocation of a municipally owned utility located within the limits of a municipal street at the time that the street was taken over by the State as a trunk highway, when such relocation is required by construction or reconstruction of the trunk highway.

Subp. 4. **Along interstate highways.** Utilities along interstate highways shall be located outside the control-of-access lines except as outlined below. Where the control-of-access lines coincide with the right-of-way lines, the utilities shall generally be located on private property. Where the control-of-access lines and right-of-way lines do not coincide, utilities may in general be located in the area between them. All utilities shall be serviced and maintained without access from the ramps, loops, and through traffic roadbeds. Utilities may be serviced from frontage roads and roads other than another interstate highway which cross either over or under the interstate highway. At aerial crossings of an interstate highway, supporting poles may be located on interstate highway right-of-way if they are a minimum of 30 feet beyond the shoulders of all through traffic roadbeds; however, in no event shall they be located in a median unless its width is 80 feet or more. Manholes and other points of access to underground crossings may be permitted on the interstate highway right-of-way only when located outside the shoulders of the through traffic roadbeds, loops, or ramps. The restrictions of this subpart shall not apply to utility lines which service facilities required for operating the interstate highway.

There may be extreme cases where, under strictly controlled conditions, a utility may be permitted inside the control-of-access lines along an interstate highway. In each case there must be a showing that any other utility location is extremely difficult and unreasonably costly to the utility consumer, that the installation on the right-of-way of the interstate highway will not adversely affect the design, construction, stability, traffic safety, or operation of the interstate highway and that the utility can be serviced without access from through traffic roadbeds, loops, or ramps.

Subp. 5. **Deposit, bond, or undertaking.** The commissioner of transportation may require the utility, or its contractor, to furnish a deposit in the form of a certified check, a surety bond or corporate undertaking in favor of the state of Minnesota, commissioner of transportation, for any expense incurred by the state in the repairing of damage to any portion of the trunk highway right-of-way caused by work performed under a work permit or a permit for construction, including any out of the ordinary engineering supervision and inspection expense provided by the state. In those instances wherein a deposit is required, the amount of the deposit shall be specified in the special

provisions of the permit. If a check is furnished, any moneys remaining over and above such expense shall be returned to the applicant.

Subp. 6. **Liability.** Except for the negligent acts of the state, its agents, and employees, the utility shall assume all liability for, and save the state, its agents and employees, harmless from, any and all claims for damages, actions, or causes of action arising out of the work to be done herein and the continuing uses by the utility, including but not limited to the placing, constructing, reconstructing, maintaining, and using of said utility under this application and permit for construction.

Subp. 7 **No easement.** The work permit or permit for construction as issued does not in any way imply an easement on private property.

Statutory authority: MS §161.45

8810.3400 STANDARDS FOR WORK CONDUCTED UNDER PERMIT.

Subpart 1. **Trees, brush, and vegetation.** At the time of construction of the utility and at the times of subsequent maintenance, prior approval shall be obtained from the district engineer or his authorized representative for the cutting and trimming of trees within the trunk highway right-of-way. Wherever trees are cut the resulting stumps shall be removed unless otherwise provided in the special provisions of the permit for construction. Any holes caused by stump removal shall be backfilled, the area leveled, and all materials associated therewith disposed of outside the trunk highway right-of-way. The utility shall advise the district engineer or his authorized representative at least 48 hours in advance of its intent to start clearing and grubbing operations so that the proper supervision can be provided.

Burning or disking operations and/or the use of chemicals to control or kill trees, brush, and other vegetation is prohibited without prior approval from the assistant district engineer, maintenance.

Subp. 2. **Waterways.** All waterways and lines of drainage shall remain operative.

Subp. 3. **Topsoil and sod.** Wherever topsoil and sod are disturbed they shall be replaced and maintained satisfactorily until the turf is established.

Subp. 4. **Existing utility facilities.** The utility facility and installation shall not interfere with any existing utility facilities on the trunk highway right-of-way.

Subp. 5. **Warning devices.** When necessary, barricades, warning devices and flagmen shall be provided by the utility during all phases of their construction and maintenance operations on the trunk highway right-of-way.

Subp. 6. **Restoration to original condition.** Upon completion of an installation, the utility shall restore the trunk highway right-of-way to its original condition. The utility shall then notify the office of the assistant district engineer, maintenance, or project engineer of the completion of the work so that inspection can be made to determine its acceptability.

Subp. 7. **Conformity.** The installations shall be made in conformity with all applicable laws, rules, and codes covering said installations. All installations shall be made in conformity with rules of governmental agencies for the protection of the public

Statutory Authority: MS §161.45

8810.3500 AERIAL LINES.

There shall be only a single pole line on the trunk highway right-of-way on either side of the center line thereof, unless otherwise authorized in the special provisions of the permit for construction.

Longitudinal installations on noninterstate trunk highways shall normally be located in the outer five feet of the right-of-way. At crossings of the noninterstate trunk highway, poles shall be placed at a minimum of 30 feet from the shoulder lines of the through roadbeds unless right-of-way widths are prohibitive to such location. Unless clearly indicated on the permit for construction sketch, the location of all brace poles, anchors, and anchor poles within the limits of the trunk highway right-of-way shall be approved by the district engineer or his authorized representative prior to actual installation. In those instances in which a utility is issued a permit or permits for construction on both sides of the trunk highway right-of-way in a given area such permit is conditioned upon the utility subsequently providing joint use to other utilities upon reasonable terms mutually agreeable to the utilities.

Statutory Authority: MS §161.45

8810.3600 UNDERGROUND LINES.

All crossings of the roadbeds of the trunk highway shall be made by boring inside a casing or carrier pipe, or by jacking, unless this procedure is modified in the special provisions of the permit for construction. The auger shall not lead the casing or carrier pipe by more than one inch. Open trenching shall be restricted to the area from five feet beyond shoulder to the right-of-way line except as modified in the special provisions of the permit for construction.

When pipes with bells and flanges are installed, the crossings of the roadbeds of trunk highway shall be made by boring inside a conduit, as provided in the preceding paragraph, of jacking a conduit of sufficient diameter to permit threading the carrier pipe through it.

All voids caused by jacking or boring shall be filled by pressure grouting. The grout material shall consist of a sand-cement slurry of at least two sacks of cement per cubic yard and a minimum of water to assure satisfactory placement. The underground utilities shall be so installed as virtually to preclude any necessity for disturbing the roadbeds to perform maintenance operations.

Underground installations shall be accomplished without damaging or destroying the principal root structure of specimen trees.

Statutory Authority: MS §161.45

NOTE:

As used in Minnesota Rules, Utilities Equipment, part 8810.3100 Definitions, Subpart 1, interstate highways shall include all Interstate Highways and Federal Aid Freeways.

ENCLOSE SKETCHES

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
Utility Permit

Reference: Control Section _____ T.H. _____

Attn:

In accordance with Minnesota Statutes Section 161.45,
Minnesota Rules Section 8810, and this application
a Utility Permit for construction is granted to:

to place, construct and thereafter maintain a:

on or across, the right of way of Trunk Highway No. _____ in the location shown on the sketch
which is a part of the application, or in a location specified by the Department of Transportation in the attached Special
Provisions.

Recommended for approval:

Dated this _____ day of _____ 20 _____

District/Division Representative

**Commissioner of Transportation
Transportation Building
St. Paul, Minnesota 55155-1899**

(Date)

Approved by:

By _____
Utilities Engineer

Division Engineer
Federal Highway Administration

(Date)

COPIES:

Utilities Engineer
Applicant
District Engineer _____

Permit No. _____

*Assistant District Engineer-
Maintenance* _____

Amount of Surety Bond Required

Project engineer _____