

# INSTRUCTIONS FOR COMPLETING APPLICATION FOR INSTALLATION OF UTILITIES OR MISCELLANEOUS WORK ON TRUNK HIGHWAY RIGHT OF WAY

## SHORT FORM TP-1723

Note: An incomplete application will delay processing.

This 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 repair and maintenance of existing utility facilities, installing miscellaneous guy wires and anchors, to place temporary obstructions on the right of way, to perform temporary relocations, and to accommodate construction projects.

Utility 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).

### Fill Out Form Completely

Print (in ink), type the application, or fill out online and print the form at:

[www.dot.state.mn.us/utility/forms/index.html](http://www.dot.state.mn.us/utility/forms/index.html)

- Be sure to sign it at the bottom. Submit the original form only.
- *COPIES AND FAXES ARE UNACCEPTABLE AND WILL BE RETURNED TO YOU.*

Complete each item on the application. If any item does not apply, print "N.A." in the blank.

Provide a detailed location of proposed work and give reference to nearest cross streets.

Include plans of proposed work along with:

- detailed drawings showing type and location of work in relation to Mn/DOT right of way, on no larger than 11x17 sheets
- detail any type of traffic interference this work may require and submit traffic control plan. Detouring of the traffic from the Trunk Highway will not be permitted, except by special arrangements with this office. All costs involved in the re-routing of traffic including, but not limited to, furnishing barricades, installation or rearrangement of traffic control signs, pavement marking and special flag person services will be charged to the applicant at rates set by the Department for the equipment, labor, and materials used.
- indicate type, kind and size of utility to be placed.

Indicate the method of installation; equipment to be used for excavation and compaction.

After the application has been completed, signed and dated, mail the application (both sides of form) with the required plans to the District office. Contacts and addresses can be found at:

[www.dot.state.mn.us/utility/files/pdf/contacts/permits-contacts.pdf](http://www.dot.state.mn.us/utility/files/pdf/contacts/permits-contacts.pdf)

### After the Short Form Permit has been approved

The applicant will be notified and the security deposit maybe requested. The permit will have special provisions indicating the construction requirements. Read and observe these instructions during construction operations.

### 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 Section 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. *A permit will not be issued until the deposit is received.*

### After construction is completed

After construction has been completed and all turf items re-established, the applicant must notify the permit office for final inspection. If all work is satisfactory, the deposit will be returned to the applicant.

**MINNESOTA DEPARTMENT OF TRANSPORTATION  
APPLICATION FOR INSTALLATION OF UTILITIES  
OR MISCELLANEOUS WORK ON TRUNK  
HIGHWAY RIGHT OF WAY**



Document Management System # \_\_\_\_\_  
 District \_\_\_\_\_ Permit # \_\_\_\_\_  
 C.S. \_\_\_\_\_ T.H. \_\_\_\_\_  
 R.P. \_\_\_\_\_  
*(DO NOT COMPLETE THIS SECTION. FOR OFFICE USE ONLY.)*

**ATTACH A SKETCH OF THE PROPOSED WORK AND RELATION TO TRUNK HIGHWAY. SUCH SKETCH SHALL BE DRAWN TO SCALE WHEN REQUIRED BY THE ENGINEER. PRINT OR TYPE APPLICATION. SIGN IN SPACE PROVIDED. SUBMIT TO LOCAL OFFICE OF MINNESOTA DEPARTMENT OF TRANSPORTATION.**

<b>APPLICANT</b>	<b>TELEPHONE</b>	<b>ADDRESS</b> (Street, City, State, Zip)
<b>PARTY PERFORMING WORK</b>	<b>TELEPHONE</b>	<b>ADDRESS</b> (Street, City, State, Zip)
<b>LOCATION OF PROPOSED WORK</b> (City/Township) (County) (Distance) (N-S-E-W) <b>SPECIFIC ROAD INTERSECTION OR LANDMARK</b>		
Highway _____ in _____, _____ Miles of _____		
<b>NATURE OF WORK</b>		<b>SURFACE TO BE DISTURBED</b> (Check Appropriate Boxes) <input type="checkbox"/> Roadway <input type="checkbox"/> Shoulder <input type="checkbox"/> Concrete <input type="checkbox"/> Bituminous <input type="checkbox"/> Gravel <input type="checkbox"/> Turf Only <input type="checkbox"/> Other _____
<b>DEPTH OF EXCAVATION BELOW SURFACE</b>	<b>NUMBER &amp; SIZE OF EXCAVATIONS</b>	<b>METHOD OF INSTALLATION/CONSTRUCTION</b>
<b>WORK TO START ON OR AFTER</b> (Date)	<b>WORK TO BE COMPLETED BY</b> (Date)	<b>IS TRAFFIC DETOUR NECESSARY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES, TRAFFIC CONTROL PLAN IS REQUIRED.)

I, We, the undersigned, herewith accept the terms and conditions of the permit requirements of the Commissioner of Transportation and agree to fully comply therewith to the satisfaction of the Minnesota Department of Transportation. It is agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is further understood that this permit is issued subject to the approval of local city, village or borough authorities having joint supervision over said street or highway and subject to applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Board and any other affected governmental agencies.

Furthermore, except for negligent acts of the State, its agents and employees, the applicant or his/her agents or contractor 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 usage, constructing, reconstructing, maintaining and using of said utility/miscellaneous work under this application and permit for construction.

Name and Title \_\_\_\_\_ (Print or Type) Email address \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

<b>PERMIT NOT VALID UNLESS BEARING SIGNATURE AND NUMBER</b>	<b>AUTHORIZATION OF PERMIT</b>	<b>SEE REVERSE SIDE FOR PERTINENT REGULATIONS AND LIMITATIONS</b>
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It is expressly understood that this permit is conditioned upon replacement or restoration of the trunk highway to its original condition or to a satisfactory condition. In consideration of the applicant's agreement to comply in all respects with the regulations of the Commissioner of Transportation covering such operations, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with special provisions as hereby stated:

**SEE ATTACHED SPECIAL PROVISIONS**

Date All Work To Be Completed By _____	Authorized Mn/DOT Signature _____	Date of Authorized Signature _____
<b>DISTRIBUTION</b> Original to Area Maintenance Engineer Applicant Subarea Supervisor Roadway Regulations Supervisor	<b>DEPOSIT REQUIREMENTS</b> <input type="checkbox"/> No Deposit Required <input type="checkbox"/> Deposit Required in the Amount of \$ _____ Date Deposit Received _____ <b>Deposit to be returned upon satisfactory completion of all work.</b>	<b>DEPOSIT TYPE</b> Cashier's Check # _____ Certified Check # _____ Money Order # _____ Bond # _____
<b>DATE WORK COMPLETED</b> _____ <i>The date when the work is completed must be reported to the local Mn/DOT Roadway Regulations Supervisor.)</i>		

## EXPLANATION

This application form shall be used for installations of utility service connections that do not cross the trunk highway roadbeds, for miscellaneous guys and anchors, and for performing miscellaneous work on the highway right of way.

Utility applications for overhead and underground installations and extensions thereto shall be made on Form 2525 and submitted to the Utilities and Agreements Engineer, State Transportation Building for issuance.

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### PERTINENT REGULATIONS

#### Safety

1. Where work on or near the traveled roadway is necessary, proper signs, channelizing devices, warning lights, and barricades shall be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Minnesota Field Manual on Temporary Traffic Control Zone Layouts, Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), Minnesota Standard Sign Manual, and the appropriate provisions of Standard Specification 1710.
2. If work to be done lies within a municipality or platted town, permission must be obtained from such village, town, or city.
3. Excavations must be cribbed when necessary, depending upon type of soil, in order to prevent cave-ins. All excavations, trenching and/or jacking and boring pits shall be shored or sloped in accordance with OSHA requirements.
4. No guys or stays or any structure are to be attached to trees on trunk highway right of way.
5. Underground construction must be so constructed as not to harm or unnecessarily destroy the root growth of specimen trees.

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### PERTINENT REGULATIONS

#### Roadway

1. Installation of pipe under concrete or bituminous pavements shall be done by jacking or boring or other approved methods.
2. When open trenching or excavating in existing roadways, all subgrade, base, and surfacing materials shall be replaced with the same type, depth, and density of materials which were removed.
3. All backfill must be placed in 6" or less layers and thoroughly tamped and material must be flush and even with the adjacent surface when finally in place.
4. If pavement or roadway is damaged, same shall be restored to a condition as good as or better than the original condition.
5. All pavements shall be replaced in accordance with State specifications.
6. If settlement occurs or excavation caves in so that replaced materials settle (bituminous mat or concrete base), same shall be restored to a condition as good as or better than the original condition.
7. Unless adequately protected by a traffic barrier, there shall be no work within the clear zone, nor shall pipe materials, equipment or other objects as determined by the State, be stored within the clear zone as determined by the Department and as defined by the latest edition of AASHTO's "Guide for Selecting Locations, and Designing Traffic Barriers".
8. No poles, anchors, anchor braces, or other construction shall be placed on the roadway shoulder or within the prescribed clear zone.
9. No driving onto highway from ditch or driving on shoulders will be permitted where damage will occur.
10. No foreign material such as dirt, gravel, or bituminous material shall be deposited or left on the road during any construction activities.

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### LIMITATIONS

1. No lugs shall be used on equipment traversing the road which will damage the road surface.
2. Roadside shall be cleaned up upon completion of all work.
3. If Department of Transportation shall make any improvements or change on all or any part of its right of way upon, over, under, or along the highway, then and in every case the applicant herein named shall after notice from the Commissioner of Transportation or his authorized agents proceed to alter, change, vacate, or remove from trunk highway right of way said works necessary to conform with said changes without cost whatsoever to the State of Minnesota.
4. Drainage on the trunk highway right of way shall be done under Form 30795-02 available at the District/Area Maintenance office.
5. After work on a project is completed said persons doing such work must notify the Area Maintenance Engineer or his authorized representative in which district the work is being performed that such work has been completed and ready for final inspection and acceptance by the State of Minnesota.
6. Cutting and trimming of trees within the right of way and removal of resulting stumps require prior approval of the Area Maintenance Engineer or his authorized representative.

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**NOTE: Certified Check or Bond may be required to insure proper restoration of highway surfaces and to cover payment for any damage to highways or State property. Additionally, any expense incurred by the Minnesota Department of Transportation above the posted deposit will be assessed against the applicant. In the event that the construction has not been started by the "WORK TO BE COMPLETED BY" date, this permit becomes null and void and deposit refunded.**