

**CITY OF NORTHFIELD**

**PERMIT TO WORK WITHIN CITY PROPERTY/RIGHT-OF-WAY/EASEMENTS**  
**OBSTRUCTION \_\_\_ EXCAVATION \_\_\_**

1. Location \_\_\_\_\_  
 (Street, property address or legal, or distance and direction from nearest public street intersection)

2. Nature of Work \_\_\_\_\_

**DESCRIPTION: Please include a detailed description and scaled drawing of the project and project work including identification of obstructions/structures to be placed and size and depth of excavation.**

3. Indicate below items to be affected/disturbed and include information on drawing or plan of work to be done.

- |                                   |   |
|-----------------------------------|---|
| ___ Curb & Gutter                 | ___ Street Surface                      |
| ___ Trail/Sidewalk                | ___ Trees                               |
| ___ Pond/Wetlands                 | ___ Public utilities (sewer, water)     |
| ___ Traffic Control Devices/Signs | ___ Private utilities (elec, gas, etc.) |
| ___ Drainage                      | ___ Other _____                         |

4. Method of Installation or Construction \_\_\_\_\_

5. Work to start on or after: \_\_\_\_\_ and shall be completed by: \_\_\_\_\_ unless an extension granted to:  
 \_\_\_\_\_ by \_\_\_\_\_  
 DATE STAFF

6. Is lane closures or detouring of traffic necessary? \_\_\_ If yes, state duration and suggested route for each instance:  
 \_\_\_\_\_ (attach detour map)

**DETOURS:** All detour plans are required as part of this permit and must be pre-approved in writing by the Public Works Dept. The Assistant City Engineer shall be notified in writing at least 3 working days in advance of any approved detour being established, changed or discontinued.

NAME OF APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
 PLEASE PRINT

ADDRESS \_\_\_\_\_  
 STREET CITY STATE ZIP

NAME OF PARTY OR ORGANIZATION PERFORMING WORK \_\_\_\_\_

GOPHER ONE-CALL REGISTRATION # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMERGENCY (24 Hr.) PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DAY PHONE \_\_\_\_\_  
 STREET CITY STATE ZIP FAX \_\_\_\_\_

The undersigned herewith accepts the terms and conditions of this permit by the City of Northfield as herein contained and agrees to fully comply therewith with the satisfaction of the City of Northfield. The undersigned also declares that he/she has read, understands, and will comply with all relevant City Ordinances and all Right of Way Regulations as stated in the following pages **A Certificate of Insurance or Self Insurance verifying coverage has been provided to the City of Northfield. (CITY OF NORTHFIELD TO BE NAMED AS AN ADDITIONAL INSURED)**

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**All legal requirements shown on attached pages and on all "Special Provisions" to be complied with. The date when work is completed must be reported in writing to the Engineering Division Manager.**

FOR CITY USE ONLY AUTHORIZATION OF PERMIT  
 FINANCIAL SECURITY AMOUNT: \_\_\_\_\_ TYPE: \_\_\_\_\_

(Cash, bond, LOC, etc.)

Fee: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Permit No. \_\_\_\_\_

Escrow: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

In consideration of agreement to comply in all respects with the regulations and codes of the City of Northfield covering such operations, and pursuant to authorization duly given by said City of Northfield, permission is hereby granted for the work to be done as described in the above application with said work to be done in accordance with special provisions as hereby stated:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 APPROVED BY: ENGINEERING MANAGER  
 DATE: \_\_\_\_\_