APPLICATION FOR UTILITY PERMIT ON COUNTY HIGHWAY RIGHT OF WAY

Board of County Commissioners
Houston County, Minnesota
Attn: County Engineer

C.S.A.H. _____
C.R. _____

Application is hereby made for permission to place, construct, and thereafter maintain a _____ _____ along or across County Highway No. _____ from _____ to _____ feet from centerline on the _____ (east, west, north or south) side of the county highway in accordance with the sketch shown on the inside hereof, or attached thereto.

I. AERIAL CONSTRUCTION

Check one
- ☐ Single Pole
- ☐ H-Frame
- ☐ Single Pole & H-Frame
- ☐ Steel Tower
- ☐ Other _____

Check one
- ☐ Open Wire
- ☐ Cable
- ☐ Vertical
- ☐ Cross-arm
- ☐ Vertical & Cross Arm

Voltage	Number of Conductors	Size of Conductors

Minimum height of conductor: _____ ft. along highway _____ ft. at crossing over highway.

Extent and Location of Tree Trimming and/or clearing:

II. UNDERGROUND CONSTRUCTION

CONDUIT
- ☐ Multiple Tile
- ☐ Transite
- ☐ Clay Tile
- ☐ Sectional Concrete
- ☐ Steel Pipe
- ☐ Other _____

CASING
☐ Steel Pipe ☐ Sectional Concrete ☐ Other _____

Size	Depth

Voltage	Number of Conductors	Size of Conductors

METHOD OF INSTALLING UNDER ROADBEDS (if open trench, explain why necessary)
☐ Open Trench _____

☐ Jacking ☐ Boring ☐ Pneuma Gopher

Extent and Location of Tree Clearing	New Facility ☐	Replacement Facility ☐

III. Work to start on or after _____ and to be completed on or before _____

IV. The applicant in carrying on any and all of the work herein above mentioned or referred to in its application and in the Permit issued herefore, shall strictly conform to the terms of such Permit, and the regulations of the Board of County Commissioners, as set forth herein 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.

Dated this _____ day of _____, 2____. _____
Name of Company making application

Signature _____ By _____
Title

Address _____ Phone _____

Revised 09/06/2024

Rules and Regulations of Board of County Commissioners for Utilities on County Highways

DEFINITIONS

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 law of this state or the ordinance of any town or city may be constructed, placed or maintained across, along or on county highway right of way. Dependent upon the meaning intended in the context, "Utility" shall also mean the utility company, inclusive or any wholly owned subsidiary.

GENERAL

I. Except as otherwise permitted, utility construction and relocation on county highway right of way shall not be commenced until an application for a Permit has been made and such Permit granted. The Permit sketch shall show the location of the proposed utility with reference to county highway centerline. A copy of the sketch shall be provided for each copy of such Permit.

II. 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 County Engineer.

III. All waterways and lines of drainage shall remain operative.

IV. Wherever topsoil and sod are disturbed they shall be replaced and maintained satisfactorily until the turf is established.

V. The utility facility and installation shall not interfere with any existing utility facilities on the county highway right of way.

VI. When necessary, barricades, warning devices and flagmen shall be provided by the Utility during all phases of their construction and maintenance operations on county highway right of way.

VII. At the time of construction of the utility and at the times of subsequent maintenance, prior approval shall be obtained from the County Engineer for the cutting and trimming of trees within the county highway right of way. Wherever trees are cut the resulting stumps shall be removed unless otherwise provided in the Special Provisions of the Permit. Any holes caused by stump removal shall be backfilled, the area leveled and all materials associated therewith disposed of outside the county highway right of way. The utility shall advise the County Engineer at least 48 hours in advance of its intent to start clearing and grubbing operations so that proper supervision can be provided.

VIII. The Utility shall notify the County Engineer of its intent to perform service and maintenance operations, which will interfere with the flow of traffic on county highways and shall obtain his approval prior to performing such operations. However, the Company may perform service and maintenance operations on county highway including opening and disturbing the surface of the right of way without prior approval 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 shall take all necessary and reasonable safety measures to protect the traveling public and shall notify the County Engineer at the earliest possible moment.

IX. If at any time Houston County, acting through its Board of County Commissioners, shall deem it necessary to make any improvements or changes on all or any part of the right of way of the county highway which affect a utility located on county highway right of way, then and in such event, the owner of the utility shall within 15 days after written notice from the Board of County Commissioners, or it authorized agent, proceed to alter, change, vacate or remove said utility from the county highway right of way so as to conform to said county highway changes and as directed by the Board of County Commissioners. Such work shall be done without any cost whatsoever to Houston County and shall be completed within the date specified in said written notice. The Utility shall assume all liability and save Houston County 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.

X. The Utility shall assume all liability for, and save the County, 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.

XI. The Board of County Commissioners 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 Board of County Commissioners of Houston County, for any expense incurred by the county in the repairing of damage to any portion of the county highway right of way caused by work performed under a Permit, including any out of the ordinary engineering supervision and inspection expense provided by the county. 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 monies remaining over and above such expense shall be returned to the applicant.

XII. The Permit as issued does not in any way imply an easement on private property.

XIII. The installations shall be made in conformity with all applicable laws, regulations, and codes covering said installations. All installations shall be made in conformity with regulations of governmental agencies for the protection of the public.

XIV. All pedestals shall be labeled with the Utility name, address, and contact information. Pedestals shall also be marked with a 6' minimum pedestal marker.

XV. Upon completion of any installation, the Utility shall restore the county highway right of way to its original condition. The Utility shall then notify the office of the County Engineer of the completion of the work so that inspection can be made to determine its acceptability.

AERIAL

I. There shall be only a single pole line on the county highway right of way on either side of the centerline thereof.

II. Longitudinal installations on county highways shall normally be located in the outer five feet of the right of way. At crossing of the county highway, poles shall be placed at a minimum of thirty feet from the shoulder lines of the through roadbeds unless right of way widths are prohibitive to such location.

III. The location of the brace poles, anchors and anchor poles within the limits of the county highway right of way shall be approved by the County Engineer.

IV. In those instances in which a Utility is issued a Permit or Permits for construction on both sides of the county 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.

UNDERGROUND

I. All crossings of the roadbeds of the county highways 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. 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 the shoulder to the right of way line except as modified in the Special Provisions of the Permit.

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

III. 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.

IV. The underground utilities shall be so installed as virtually to preclude any necessity for disturbing the roadbeds to perform maintenance operations.

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

LOCATION SKETCH

Show location of proposed facility in relation to the centerline of the county highway and other pertinent features such as right of way line, shoulder line, curb line and edge of surfacing. The facility should also be referenced to adjacent landlines.

HOUSTON COUNTY
DEPARTMENT OF HIGHWAYS

Utility Permit

Reference: Project _____
C.S.A.H. _____
C.R. _____

In accordance with the application herein, a Utility Permit is granted to _____ _____ to place, construct, and thereafter maintain _____ _____ on or across, or under the right of way of County Highway No. _____ in the location shown on the sketch, which is, a part of said application, or in such location as may be specified by the Department of Highways in the Special Provisions hereof.

SPECIAL PROVISIONS:

Approved _____
(date)

Board of County Commissioners
Houston County, Minnesota

By _____
County Highway Engineer

Permit No. _____

Valid from _____to_____

Check No. _____
Check Issuer _____
Surety Bond No. _____
Bond Expiration _____
Bonding Co. _____

COPIES TO: