

**Application for Right-of-Way Permit**  
**City of Winona – Engineering Department**  
**(507) 457-8269 (507) 452-1239 Fax**

Estimated Start Date: \_\_\_\_\_

Contractor/Applicant: \_\_\_\_\_ Project #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Work is being subcontracted:  No  Yes If yes, name of subcontractor: \_\_\_\_\_

**FACILITIES INFORMATION**

<input type="checkbox"/> Cable TV <input type="checkbox"/> Telecomm. <input type="checkbox"/> Gas <input type="checkbox"/> Electrical Other: _____	<input type="checkbox"/> Cooling <input type="checkbox"/> Traffic <input type="checkbox"/> Fiber <input type="checkbox"/> Small Cell Wireless	Conduit (Size & Kind): _____ Cable (Size & Kind): _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th align="center" colspan="2">Purpose of Construction</th> <th align="center" colspan="2">Type of Construction</th> </tr> <tr> <td><input type="checkbox"/> New</td> <td><input type="checkbox"/> Replacement</td> <td><input type="checkbox"/> Trench</td> <td><input type="checkbox"/> Plow</td> </tr> <tr> <td><input type="checkbox"/> Repair</td> <td><input type="checkbox"/> Relocate</td> <td><input type="checkbox"/> Aerial</td> <td><input type="checkbox"/> Bore</td> </tr> <tr> <td><input type="checkbox"/> Abandon</td> <td><input type="checkbox"/> City Project</td> <td><input type="checkbox"/> Hole</td> <td><input type="checkbox"/> Chamber</td> </tr> </table>	Purpose of Construction		Type of Construction		<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Trench	<input type="checkbox"/> Plow	<input type="checkbox"/> Repair	<input type="checkbox"/> Relocate	<input type="checkbox"/> Aerial	<input type="checkbox"/> Bore	<input type="checkbox"/> Abandon	<input type="checkbox"/> City Project	<input type="checkbox"/> Hole	<input type="checkbox"/> Chamber
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<u><b>Excavation</b></u> <b>Hole:</b> Length _____ Width _____ <b>Trench:</b> Feet in City ROW _____ <b>Boring:</b> Feet in City ROW _____	<u><b>R.O. W. Used</b></u> <input type="checkbox"/> Blvd. <input type="checkbox"/> Sidewalk <input type="checkbox"/> Driving Lane <input type="checkbox"/> Parking Lane	<u><b>Type of Material</b></u> <input type="checkbox"/> Grass <input type="checkbox"/> Concrete <input type="checkbox"/> Bituminous <input type="checkbox"/> Gravel	<u><b>Structures</b></u> <input type="checkbox"/> Curb & Gutter <input type="checkbox"/> Sidewalk <input type="checkbox"/> Signals <input type="checkbox"/> Small Cell Wireless-City Poles <input type="checkbox"/> Small Cell Wireless-Private Poles	<u><b>Shoulders</b></u> <input type="checkbox"/> Bituminous <input type="checkbox"/> Gravel <input type="checkbox"/> Road Signs
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<b>REQUIREMENTS:</b> 1. No work under this application is to be started until application is approved and the permit is issued. 2. Excavations within the street ROW are governed by Chapter 66 "Right-of-Way Management" of the City of Winona. Work being done in right-of-way for sewer, water, street openings and alleys, is to be done in strict conformity with all City ordinances and under the control and supervision of the City Engineer or his designee. 3. In requesting this permit, it is understood that it is the contractor's responsibility to locate the existing utilities. It is further understood that the City if not responsible for their exact location. 4. <b>If a street is to be closed at any given time due to construction, the contractor is responsible for notification to each property owner.</b>	<b>PERMIT FEES:</b> Excavation Hole ..... \$85.00 Trench ..... \$60 per 100 lineal feet plus hole fee Boring..... \$30 per 100 lineal feet plus hole fee Permit Extension Fee ..... \$30.00 Small Cell Wireless on City Pole.....\$150/year Small Cell Wireless on City Pole Maintenance..... \$25/year <b>Delay Penalty Fee..... \$300.00</b> <small>*Non-emergency work done without a permit will result in a delay penalty fee</small>
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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- (to be completed by Engineering personnel) -----

Permit No.: \_\_\_\_\_  
 Cost of Permit: \_\_\_\_\_  
 Receipt: \_\_\_\_\_  
 Payment:  Cash  Check  Credit or Debit Card (Master Card or Visa accepted)

Engineering Approval:  Yes  No  
 Approved by: \_\_\_\_\_

*Revised: 3/16/2018*