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# UTILITIES PERMIT Information

## UTILITIES APPLICATION COVER SHEET

### Chapter V

#### Part 8. Regulating Use of Public Grounds

**508.01. Permit Required.** No person, firm or corporation shall open or disturb the surface of any public ground, right-of-way or easement for any purpose without first having obtained a permit from the Town. The permit application shall reflect the type of facilities to be installed and the proposed location and depth within the right-of-way or easement. The facilities are to be installed pursuant to such permit and shall be located as directed by the Town, taking into account existing and planned underground facilities. No permit shall be required for repairs and maintenance of previously installed facilities. The permit shall be issued by the Town Clerk after consultation with the Town Board and/or Town Engineer and/or Road Supervisor. Each application shall be accompanied by a fee as set by the Town's adopted fee schedule.

If construction work is not commenced within 90 days after the issuance of a permit, it shall be null and void. In addition, a new permit must be applied for if construction under a permit is not completed within 6 months of the date of permit issuance.

**508.02. Standards.** Location of new or relocation of existing utilities or facilities shall be permitted in Town right-of-way and easements only after the following have been satisfactorily completed:

- a) Submit for review to the Town Clerk, or designee, two copies of a scaled map with proposed utility or facility location with dimensions and size of pipe, conduit, cable, or other facilities.
- b) In areas where one or more utilities have already been installed or where maintenance, relocation, or upgrading is necessary, locations of utility lines as shown on the attached Exhibits A and B shall be maintained.
- c) In new plats or subdivisions, or in areas

where no utilities have previously been extended, utilities shall be installed in the right-of-way in locations and depths as shown on the attached Exhibits C and D. Where possible, when relocation is required or major upgrading is to be done on existing lines, utilities shall be located as shown on Exhibits C and D.

d) The Town Board shall have the option to require a performance bond for a minimum of six months from the date of commencing construction, should the proposed construction have the potential to damage the street facilities, including but not limited to the street section, turf, drainage facilities and private property within the street right-of-way or easements. The amount of the bond shall be set by the Town Board in each case on the basis of the recommendation of the Town Engineer and/or Road Supervisor.

e) The applicant shall not begin construction until approval is given by the Town Board, Town Engineer or Road Supervisor. If written approval is not received within 45 days, the applicant may assume approval.

f) Should the Town Board, Town Engineer, or Road Supervisor deny construction, the applicant may appeal. The appeal shall be received in writing ten days prior to the date of a regularly scheduled Board meeting.

g) The applicant shall be responsible for locating existing facilities and/or utilities in the right-of-way. Any damage to existing facilities and/or utilities in the right-of-way shall be the responsibility of the applicant.

h) Each utility company shall provide an annual revised Town map showing location of all its utilities in the Town.

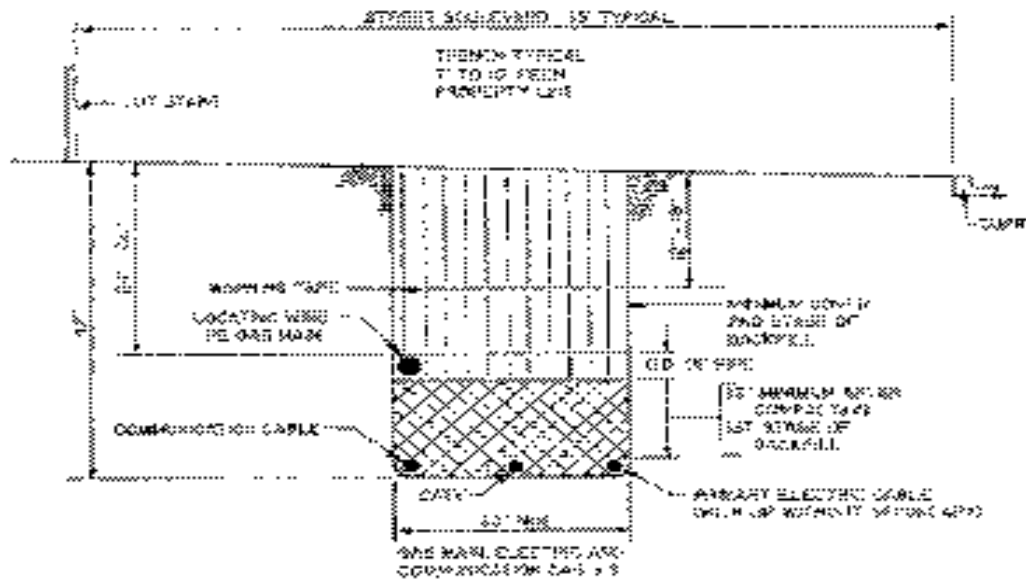
See Exhibits 'A' through 'D' (Attached).

[illegible]

NO SCALE

NO SCALE

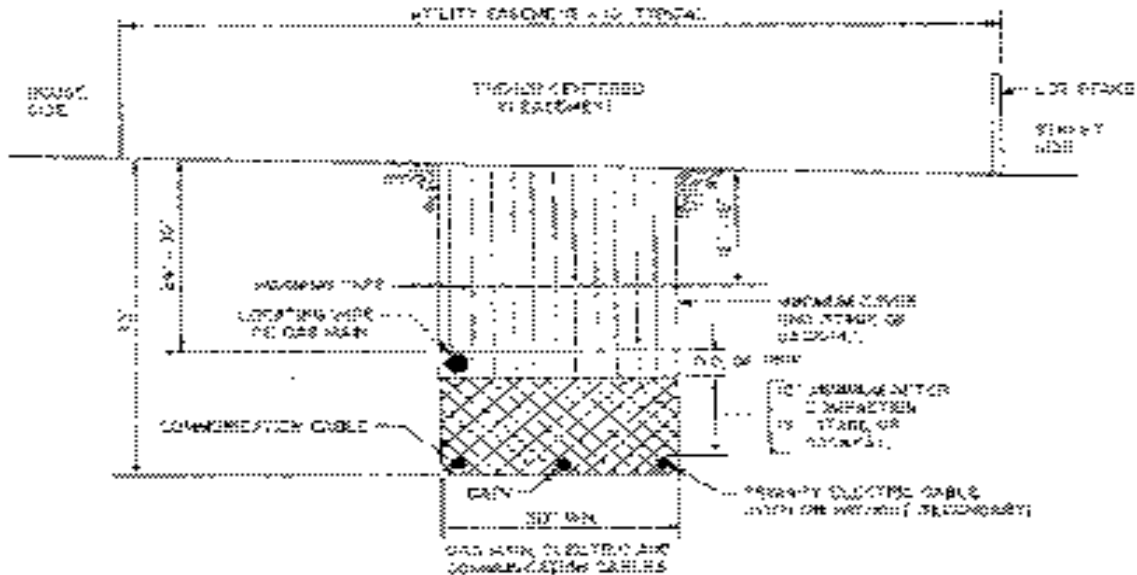
## EXHIBIT C



## TYPICAL TRENCH LAYOUT IN STREET BOULEVARD

NO SCALE

## EXHIBIT D



## TYPICAL TRENCH LOCATION IN UTILITY EASEMENT

NO SCALE

