



## Application for Permit for Installation of Utilities or Placing Underground Construction

City of Hanover, MN / cityhall@ci.hanover.mn.us

### City of Hanover Permit No. \_\_\_\_\_

Applicant is responsible for all locations and Gopher State One Calls (including registration of new utility). Please describe and check all that apply. Enclose a self-addressed stamped envelope. The permit application will not be processed until this is received. Attach two scale drawings of project area as well as a digital copy to cityhall@ci.hanover.mn.us. The drawing will show all existing and proposed right-of-way, curb, sidewalk, trails, above and below ground facilities or appurtenances, and poles.

### **Utility Owner information**

Company: \_\_\_\_\_  
Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
e-mail: \_\_\_\_\_

### **Project Contact Information:**

#### ***Permit/Design Engineer***

Company: \_\_\_\_\_  
Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

#### ***Construction Field Supervisor (List Responsible Utility & Subcontractor(s))***

Company: \_\_\_\_\_  
Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

#### ***Restoration Supervisor***

Company: \_\_\_\_\_  
Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

**Permit Conditions:**

The City of Hanover requires at a minimum the following information for all utility permit applications.

**1. Nature of work:**

Cable TV \_\_\_\_\_ Electric \_\_\_\_\_  
Gas \_\_\_\_\_ Telecommunications \_\_\_\_\_  
New \_\_\_\_\_ Replacement \_\_\_\_\_  
Repair \_\_\_\_\_ Abandon \_\_\_\_\_  
Underground \_\_\_\_\_ Aerial \_\_\_\_\_ Service \_\_\_\_\_  
Other \_\_\_\_\_ Streetlights # \_\_\_\_\_

**2. Type of Surface to be disturbed:**

Boulevard Street Surface \_\_\_\_\_ Trail \_\_\_\_\_  
Sidewalk \_\_\_\_\_ Easement \_\_\_\_\_  
Other (signs, trees, etc.) \_\_\_\_\_  
Bituminous \_\_\_\_\_ Gravel \_\_\_\_\_  
Concrete \_\_\_\_\_

**3. Location:**

Subdivision \_\_\_\_\_  
Address \_\_\_\_\_

**4. Material Used:**

Size and type of pipe, conduit, or cable \_\_\_\_\_  
Voltage or Pressure \_\_\_\_\_ Length \_\_\_\_\_  
Depth from surface \_\_\_\_\_  
Distance from curb or centerline \_\_\_\_\_  
Clearance on Pole \_\_\_\_\_

**5. Method of Installation:**

Trench \_\_\_\_\_ Plow \_\_\_\_\_  
Directional Bore \_\_\_\_\_ Backhoe \_\_\_\_\_  
Pneuma Gopher \_\_\_\_\_ Hand Dig \_\_\_\_\_  
Other \_\_\_\_\_

*Note: Pneuma Gopher will not be allowed under roadways. Directional Drilling and Conduit required under all streets.*

6. **Estimated starting date** \_\_\_\_\_ **Estimated ending date** \_\_\_\_\_

*Note: Contractor completing the work must check in at City Hall and provide a written schedule for all work to be completed including restoration work. The Contractor performing the work shall provide a minimum notice of 72-hours prior to the anticipated start date to insure the proper inspections can be completed. Upon completion of the installation the Contractor must sign an interim completion form and indicate the dates for restoration. Upon completion of the restoration work the Contractor must complete and sign the Restoration Form. Failure to complete any of the steps above will result in a minimum forfeiture of \$500.00 for each violation.*

7. **Will detouring of traffic be necessary?** \_\_\_\_\_

(Traffic control must comply with MMUTCD latest edition)

8. **Restoration Planned (All restoration must be in-kind)**

Bituminous Paving \_\_\_\_\_ Motorized Tamper (Compaction) \_\_\_\_\_

Machine Formed Curb \_\_\_\_\_

Hand Formed Curb or Sidewalk with Forms \_\_\_\_\_

Sodding w/6" Topsoil \_\_\_\_\_ Seeding w/6" Topsoil \_\_\_\_\_

**Drawings:**

Scaled Drawings in electronic format compatible with ADOBE ACROBAT to:  
cityhall@ci.hanover.mn.us

The drawings must at a minimum identify the following:

1. Existing ROW
2. Existing Roadway Locations
3. Driveway Locations
4. All existing utilities located in the ROW.
5. Significant Trees (4" Dia. Or greater)
6. Proposed Utility Location, size, depth,
7. Above Ground facilities
8. Street excavation location
9. Boring Pit Locations
10. Conduit location, size, type (note all street crossings shall be done by directional bore and require NMC conduit)

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As the undersigned permit applicant I acknowledge that I have read and understand the requirements of the City of Hanover Utility Installation and accept full responsibility for the satisfactory completion in accordance with the placement of said utility and restoration of the work as described above in the application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Representing: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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**Right-of-Way/Utility Excavation Permit Fees**

|  |                    |       |
|--|--------------------|-------|
| Administration (per permit),<br>Includes up to 2 Street or Blvd. Excavations | \$100 (per permit) | _____ |
| Bore hole (per hole) Fee   | \$75 (per hole)    | _____ |
| Each Additional Street Excavation (per hole) Fee                             | \$75 (per hole)    | _____ |
| Each Additional Boulevard Excavation (per hole) Fee                          | \$20 (per hole)    | _____ |
| <b>Estimated Total Due</b>   |                    | _____ |

**Authorization of Permit Checklist:**

- Permit Fee Received \_\_\_\_\_
- Contractor License Copy/No. \_\_\_\_\_
- Escrow Adequate to Complete Works: \_\_\_\_\_
- Contractor Contact Information Provided: \_\_\_\_\_
- Project Description Adequate: \_\_\_\_\_
- Project Schedule Attached: \_\_\_\_\_
- Electronic CADD Drawings Received: \_\_\_\_\_
- Acknowledgement of Specifications: \_\_\_\_\_
- Application and Drawings in PDF Format: \_\_\_\_\_

In consideration of the agreement to comply in all respects with the City of Hanover ROW Ordinances, Specifications for Utility Installations, and all other applicable regulations covering such operations, permission is hereby granted for the work to be done as described in the above application. Said work to be done in accordance with special precautions required as hereby Stated \_\_\_\_\_

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Engineer

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Public Works Supervisor

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**Notice of Work Completion**

Private Utility Permit  
 Attn: Public Works  
 Hanover, MN 55341-0278

Permit Number \_\_\_\_\_  
 Utility Company \_\_\_\_\_

All work including restoration was completed on \_\_\_\_\_ and is ready for final inspection.

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)