



Step-by-Step Right-of-Way Permit Process

2 6th Ave. SE
St. Stephen, MN 56375

- All right-of-way (“ROW”) documents will be illustrated on the City of St. Stephen Website at <https://www.cityofststephen.com>.
- Applicants will complete the appropriate ROW permit, based on the work being done and provide any requested supporting documentation via:
 - ststephenclerk@midconetwork.com; or
 - 2 6th Ave. SE, St. Stephen, MN 56375.
- Successful submission of City of St. Stephen ROW documentation includes:
 - ROW Permit
 - Certificate of Insurance
 - Detailed drawings of proposed work
- When City Clerk receives a completed permit along with the required supporting documentation, an email will be generated and sent to the City Engineer for review, comments, and recommendation for the City Council.
- Any fees or escrow amounts need to be paid prior to the start of the project.
- If deemed necessary by the City Engineer or Planning Commission, a preconstruction meeting will occur, and a preconstruction document will be executed.
- The City Council will sign off on the permit and work can begin.
- Once work is completed the ROW Escrow Request Form will be submitted by the applicant to the City Clerk.
 - Please note that this document will also serve as the final inspection

ST. STEPHEN2 6th Avenue SE

St. Stephen, MN 56375 (320)251-0964

Right-of-Way Permit Application Excavation Permit Obstruction Permit Detailed Plan Submitted

APPLICATION DATE:		UTILITY PROJECT NUMBER:	
APPLICANT:			
Name:			
Address		City/State/Zip:	
Contact Person:		Work/Cell Phone:	
Email:			
PROJECT INFORMATION			
SITE:	Street:		
Location (to and from):			
RIGHT-OF-WAY DETAILS:	<input type="checkbox"/> Roadway <input type="checkbox"/> Sidewalk/Pathway <input type="checkbox"/> Boulevard		
Right of Way Jurisdiction: <input type="checkbox"/> City <input type="checkbox"/> County/State (If checked a Stearns County or MnDOT ROW permit is also required.)			
Are you going to complete restoration in compliance with St. Stephen's Right-of-Way Ordinance Templates? <input type="checkbox"/> Yes <input type="checkbox"/> No			
TYPE OF FACILITY:		PROPOSED WORK:	
<input type="checkbox"/> Cable TV: Size/Material/Type:	<input type="checkbox"/> Telecommunications Fiber	Hole (Quantity):	
<input type="checkbox"/> Electric: Size/Material/Type:	<input type="checkbox"/> Gas	Trench (Linear Ft):	
<input type="checkbox"/> City Water: Size/Material/Type:	<input type="checkbox"/> Curb Out	Bore (Linear Ft):	
<input type="checkbox"/> City San. Sewer: Size/Material/Type:	<input type="checkbox"/> Small Cell	Aerial (Linear Ft):	
<input type="checkbox"/> City Storm Sewer: Size/Material/Type:	<input type="checkbox"/> Other	Utility Pole (Quantity):	
	Description:	Roll-Off/POD Container (Quantity):	
SCHEDULE:	Estimated Start Date/Time:	Estimated End Date/Time:	
Acknowledgment and Signature:			
The undersigned hereby makes application to the City of St. Stephen to perform the work as herein described. The work for which this permit is issued shall be performed according to: (1) the conditions of this permit; (2) the approved plans and specifications; and (3) the applicable City approvals, Ordinances and Codes.			
Print Name: _____		Signature: _____	
<input type="checkbox"/> Contractor <input type="checkbox"/> Owner			
WARNING: <u>It is the contractor's responsibility to call for utility locates before digging.</u>			
Gopher State One call 651-454-0002			
OFFICE USE ONLY			
SEPARATE PERMITS REQUIRED: <input type="checkbox"/> Stearns County <input type="checkbox"/> Mn/DOT			
FEES:			
Hole	\$	Obstruction Fee	\$
Trench	\$	Curb Cut	\$
Borings	\$	Other:	\$
Permit Approved By & Date:		Total Fees: \$	



Right-of-Way User Registration Form

2 6th Ave. SE
St. Stephen, MN 56375

Registrant's Name: _____

Second (aka) Name: _____

Registrant's Address: _____

Email Address: _____

Business Phone Number: _____

Emergency Phone Number: _____

Gopher One-Call Registration Certificate Number: _____

Local Representative (24-hour contact) Information

Name: _____

Business Phone Number: _____

Emergency Phone Number: _____

A current Certificate of Insurance or Self-Insurance that meet City of St. Stephen requirements must be attached.

By registering as a Right-of-Way user, the user agrees: (1) to abide by the permit terms and the City's Right-of-Way Ordinance, (2) to pay all applicable fees and provide any required insurance, and (3) to indemnify and hold harmless the City, its officials, employees and agents from any liability, claim or damage including reasonable attorney's fees arising out of the Permittee's actions or inaction undertaken pursuant to this permit.

Authorized Signature: _____ Date: _____

Title: _____



Escrow Refund Request/Final Inspection

2 6th Ave. SE
St. Stephen, MN 56375

Business Name (if applicable): _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone Number: (____) _____ - _____

Site Address (if different from above): _____

Right of Way Permit #: _____ Date Issued: _____

Signature of Applicant: _____

The escrow refund will be paid to the individual/company who paid the original escrow fee Refund Process

- All areas surrounding this project were left in equal to or better condition than its existence prior to the beginning of the project.
- Email completed request to ststephenclerk@midconetwork.com or drop off at 2 6th Ave. SE, St. Stephen, MN 56375.
- In most cases the City Engineer will inspect the site within two weeks of receiving the refund request.
- Upon completion of this inspection, notice will be given if the inspection is deemed insufficient and thus a new inspection is required. If the inspection is satisfactory, the City Treasurer will be notified and will begin the process for the escrow funds to be released.

Office Use Only

Site was inspected on _____ and found to be satisfactory.

Site was inspected on _____ and found to be unsatisfactory. The following actions must be taken prior to a refund being issued: _____

Signature of Authorized City Designee: _____ Date: _____