

GUIDELINES AND PROCEDURES FOR RIGHT-OF-WAY

All registered right-of-way contractors will be subject to an annual review. In order to remain on the City of Winona active Right-of-Way Contractor Listing, you must have on file with the city a current certificate of liability insurance and a bond.

Failure to comply with the procedures outlined below may result in the City's not issuing permits in the future until all requirements are done for each job.

CONSTRUCTION IN BOULEVARD: No fence, raised planter box, trellis, statue, bollard, irrigation or lighting system, or any other structure shall be constructed or located on a boulevard by the property owner.

PERMITS: Right-of-Way Permits are required **before** you begin any work in the City's right-of-way and **must be displayed on the job site**. Failure to obtain required permits is a direct violation of City code and may be cause for suspension of your registration certificate. In a non-emergency situation, any person who, without first having obtained the necessary permit, excavates a right-of-way must obtain a permit, and as a penalty pay double the normal fee for said permit.

FEES: The fees associated with the Right-of-Way Permit are indicated on the application form. Payment must accompany the application for permit, unless you have provided your debit or credit card (*Master Card or Visa only*) information to the City of Winona.

EMERGENCY: Means a condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.

GOPHER STATE ONE-CALL: The contractor shall call **Gopher State One-Call at 1-800-252-1166** for underground location. A 48 hours' notice is required by Gopher State.

GOPHER STATE – POSITIVE RESPONSE

Effective January 1, 2006, the City of Winona will be responding to the new Gopher State One Positive Response System by using one of the following methods:

RESPOND BY FLAGGING:

- Gopher tickets which require the City to go “on site” and mark for utilities (water, sewer or city electric) will be marked and flagged the same as we have been doing in the past.
- In addition, when the City has **no utility** within the Location of Work area a “NO CONFLICT” flag will be posted at the site.

RESPOND BY INTERNET:

- Gopher tickets for locations in which the City has no utilities to mark (water, sewer and city electric) will be logged as “NO CONFLICT” on the Gopher State One Call site (www.managetickets.com) and no flagging will be done on site.

PATCH - Means a method of pavement replacement that is temporary in nature. A patch consists of the compaction of the subbase and aggregate base, and the replacement, in kind, of the existing pavement for a **minimum of 2 feet beyond the edges of the excavation in all directions.**

HOLE EXCAVATION RESPONSIBILITY:

Any person or persons who excavate in city right-of-way, which means any hole dug in boulevard, streets, alleys, cartways, easements, seal coated streets, etc., must put temporary patch in at time such utility hole is filled in. A permit is required prior to digging in the right-of-way. The contractor will have 90 days from the date of issuance of the right-of-way permit to put permanent patch in place at their expense.

Concrete pavement must be replaced with concrete. Asphalt and sealcoat pavement is to be replaced with hot mix asphalt. Aggregate is to be replaced with aggregate. All other surfaces to be replaced with topsoil and seeded.

Utility permits issued between October 15th and April 1st will be required to have permanent patch in place no later than May 31st. Any settling of the permanent patch within 1 year of inspection will be required to be redone at the contractor's expense. Prior to the city contracting for repair, the permittee will be notified and given the opportunity to correct.

Utilities which the city repairs on a contractual basis will be subject to an administration fee of 2% of contract cost. This is to cover billing costs.