



Application for Private Use of Public Property Construction Projects

Please complete the attached application for private use of public property with as much detail and return it to the City Clerk's Office or the Public Works Office as soon as possible.

Please keep in mind that City Staff will need time to consider your application, and to complete their comments. In some instances, applications need to be approved by the City Council as well as City Staff. Therefore, your application needs to be returned to the City **AT LEAST 30 DAYS PRIOR TO YOUR PROJECT.**

Applicants making requests for **CONSTRUCTION PROJECTS** are asked to complete **Sections A & B**

If you have any questions concerning your application, please feel free to contact Public Works at 651-385-3674 (7:00 am to 4:00 p.m.)

(For City Use Only – Routing Information)

<u>Initial</u>	<u>Date</u>	<u>Routing</u>
_____	_____	Received from Applicant
_____	_____	Received by Public Works
_____	_____	Public Works Review Completed
_____	_____	Police Department Review Completed
_____	_____	Fire Department Review Completed
_____	_____	Engineering Review Completed
_____	_____	Electrician Review Completed
_____	_____	Returned to Public Works
_____	_____	Forwarded to Council for Approval
_____	_____	Original to City Clerk

SECTION A – General Information

**CITY OF RED WING
PRIVATE USE OF STREETS, PARKING AREAS & PUBLIC PROPERTY**

Name: _____

Agency: _____

Address: _____

City/State/Zip _____

E-Mail Address _____

Work Phone: _____ Home: _____ FAX: _____

Name of Project: _____

Date(s) of Project: _____

Times: From: _____ To: _____

Please provide a detailed description of what your project entails: _____

Please list the public facilities, parks, streets, or public property you are requesting use of for this project:

What are the General Liability insurance coverage limits of the Applicant?

Per Occurrence: \$ _____

General Aggregate: \$ _____

Who is the insurance agent for the Applicant?

Name: _____

Address: _____

Phone: _____

On behalf of the Applicant, I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge. Applicant makes this application in accordance with City Code, Section 7.13. **Applicant acknowledges that, prior to the granting of this permission by the City, Applicant will be required to furnish proof of insurance** with General Liability insurance limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate limit (coverage limit requirement may be satisfied by a General Liability policy in combination with an Excess Liability or Umbrella Liability policy). The Applicant's insurance coverage must be primary, written on an "Occurrence" basis and **MUST list the City of Red Wing as an additional insured**. Applicant agrees to defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with use of the property by Applicant, its guests or invitees resulting from this application and its use.

I further understand that the City may charge a fee for the use of the public property. In no event will I acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.

I further understand that in granting this permit the City is not waiving compliance with other ordinances or the requirements to obtain any other permits and, further, that I am responsible for obtaining any other permits required by law from other appropriate governmental entities.

Applicant shall insure that all public property is restored or left in an acceptable condition.

I certify that I have the authority to bind Applicant to the above terms.

Applicant

Applicant

City of Red Wing
PLOT PLAN

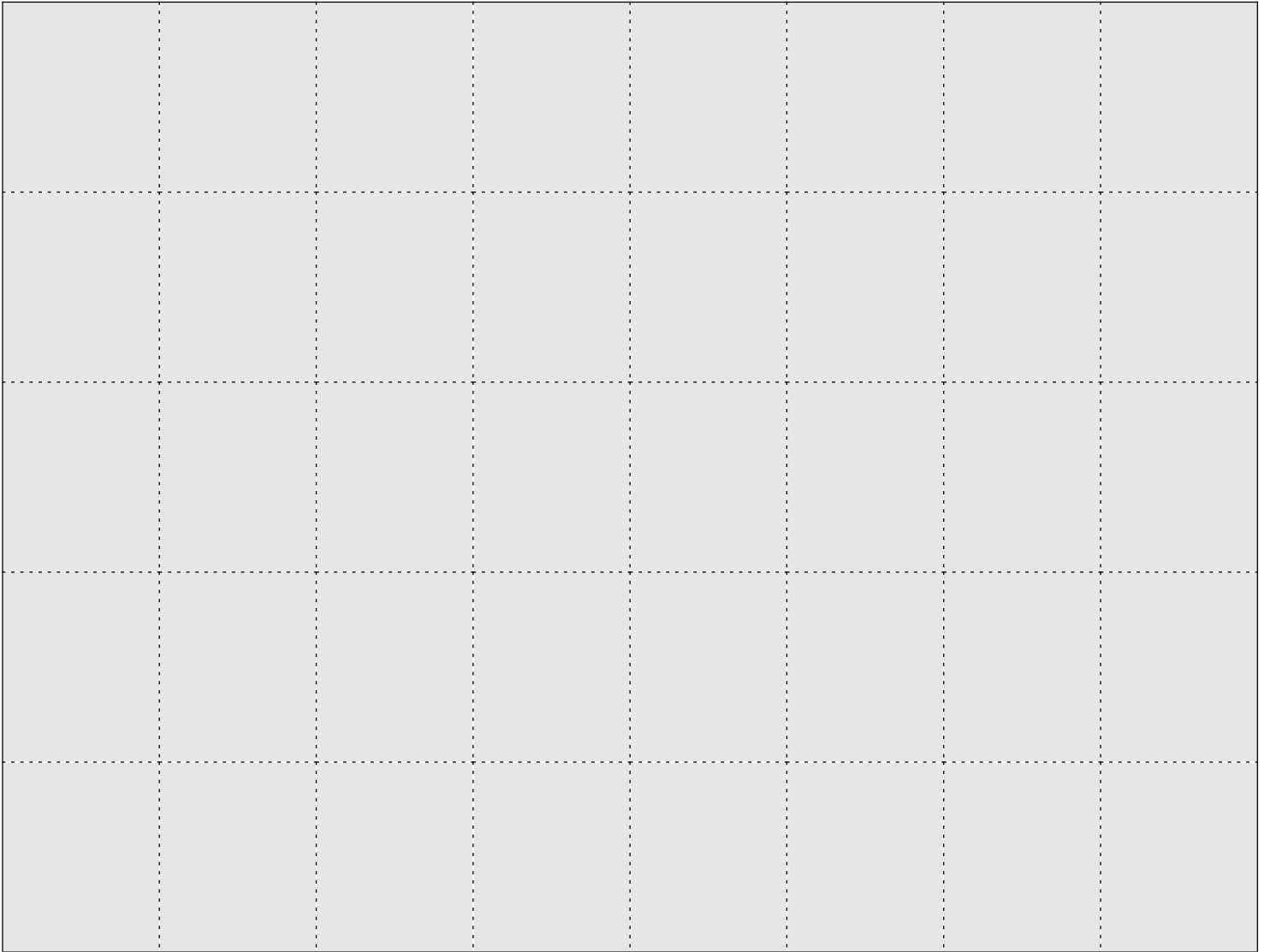
INSTRUCTIONS TO APPLICANT

For street closures, please show the location and distance of all buildings in relation to street / alley right-of-ways. Clearly indicate area of requested use.

For parades, please use the plot plan to show streets requested for parade route.

Indicate North in Circle

Scale 1" = _____ FT



I/We certify that the proposed use will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

Property Owner(s) of site and structure

Signature of Owner

Date

SECTION B – Construction

Are you requesting any street closures? Yes No

If yes, please list street(s) and requested closure times. _____

Are you requesting use of any parking stalls? Yes No

If yes, please list how many parking stalls will be used, the reason for the use of the parking stalls, the location of the parking stalls to be used and the timeframe of the use of the parking stalls. (Please note that City Policy is to not allow construction trailers or dumpsters to take up parking stalls over weekends when projects take more than 30 days. If there is project activity during the weekend, staff can waive this restriction. If you are requesting use of parking stalls for a timeframe of less than 30 days you may leave the equipment/dumpster in the parking stall over the weekend, however Council would prefer that the equipment and/or dumpster be removed if there is no work occurring on the project over a weekend.)

Are you requesting closure/partial closure of any sidewalks? Yes No

If yes, please list the reason, location and time frame for closure. (City Policy is to not allow sidewalks closed during non-construction timeframes.)

Are you requesting no parking prior to and/or during your project? If yes, please list requested street(s)/time(s) below. (City ordinance requires that the notice of no-parking restrictions must be posted 20 hours before the no-parking starts. There is a cost for this service and the Public Safety Department will provide this cost information)

Cones and barricades are necessary for most construction projects. They are available to rent from the Public Works department. Attached is a rental information sheet.

Contractors are reminded that, if you are renting signs/barricades from the City, you are responsible to pick up, set up, take down and return all signs and barricades necessary for your project. Police Department staff will review the placement to ensure safety and enforceability.

Will you provide your own cones / barricades or do you wish to rent them from Public Works?

Provide Own

Rent from Public Works

If renting, please list the number and type of cone / barricade you wish to rent.

<u>Number</u>	<u>Type</u>	<u>Number</u>	<u>Type</u>
_____	Type 1 – 12' Barricades	_____	Stop Sign on Stand
_____	Type III – 4' Barricades	_____	No Left Turn Sign on Stand
_____	Type III – 8' Barricades	_____	No Right Turn Sign on Stand
_____	Flashers for Barricades	_____	Closed to Thru Traffic Signs
_____	Drums	_____	Road Closed Sign
_____	Reflective Cones	_____	Pedestrian Barricades
_____		_____	
_____		_____	

If you are providing your own, please list the company you are acquiring the signs from and the number of type of signs you plan to use:



