



CITY OF SAINT PAUL

Eriks Ludins, ROW Manager

899 North Dale Street  
 Saint Paul, MN 55103-1512.  
 ROW Division - Permits  
 Facsimile 651-266-9765  
 Telephone 651-266-6151 [www.stpaul.gov](http://www.stpaul.gov)  
 Email: [pw-rowpermits@ci.stpaul.mn.us](mailto:pw-rowpermits@ci.stpaul.mn.us)

**Right-of-Way CITY PLAN REVIEW Submittal Form**  
 (this is **NOT** a PERMIT Application)

- 1) Submit this Application Form & Engineer Grade 'D' Drawings **in PDF format to [PW-ROWpermits@ci.stpaul.mn.us](mailto:PW-ROWpermits@ci.stpaul.mn.us)**
- 2) Each page of Excavation Plans Shall Be Signed by a Minnesota Certified Civil Engineer.
- 3) When Approved, an Approval Letter and if needed, a Review List with Conditions will be emailed to the Applicant.
- 4) Following PLAN Approval, you may **request** a ROW PERMIT. Refer to the **PLAN NUMBER** assigned when requesting a permit.

(please print & check items affected) **Do Not Combine Excavations & Obstructions** on the same application, **Submit Separately**

**PLAN TYPE:**    \_\_\_ Excavation (Buried Work)    or    \_\_\_ Obstruction (Aerial, Pulling in Existing Ducts)

Applicants Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Company Job/ID Number: \_\_\_\_\_

**ALL APPLICANTS MUST BE REGISTERED WITH THE ROW DIVISION PRIOR TO PLAN or PERMIT APPROVAL**

**DESCRIPTION OF WORK:** \_\_\_\_\_

Describe Project: **Bore** 500' of Duct & Fiber On X St-Y St to Z St, or **Place** 1000' of Aerial Cable in alley N of M St-N St to O St, or **Install** (3) poles on A St, or **Pull** 100' of Fiber in existing conduit ACR State St-Fillmore to Plato for Service at 10 River Park Plaza.  
 (What work is being done, Linear Ft or Qty, and Where is it being done)

**LOCATION:**

Address \_\_\_\_\_ From Street \_\_\_\_\_ To Street \_\_\_\_\_  
 or Cross St \_\_\_\_\_ or Corner (NWC, SWC, etc) \_\_\_\_\_

**EXCAVATION INFORMATION (Mark all that apply):**

**Excavation** **Linear Length** (ft) In ROW \_\_\_\_\_

Installation: Poles \_\_\_ Conduit \_\_\_ Fiber \_\_\_ Metallic Cable \_\_\_ MH/Hand Holes \_\_\_ Small Cell on New Pole \_\_\_

Placement Method: Directional Bore \_\_\_ Open Trench \_\_\_ Saw Cut \_\_\_ Dig \_\_\_

**OBSTRUCTION INFORMATION (Mark all that apply):**

**Obstruction** **Linear Length** (ft) in ROW \_\_\_\_\_

Pull thru Existing Ducts \_\_\_\_\_ Aerial Placement: New \_\_\_\_\_ or Over-Lash \_\_\_\_\_

**FORECAST CONSTRUCTION SCHEDULE:** Start Date: \_\_\_\_\_ Complete Date: \_\_\_\_\_

By signing this application, I (the applicant/company) hereby acknowledge that I must adhere to all provisions of City of Saint Paul Ordinance Numbers 116, 135 and any other applicable ordinances. The applicant shall also comply with the regulations of all other governmental agencies for the protection of the public.

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_