

**City of Saint Paul Department of Public Works  
Right of Way Division  
Utility Plan and Construction Requirements  
July, 2023**

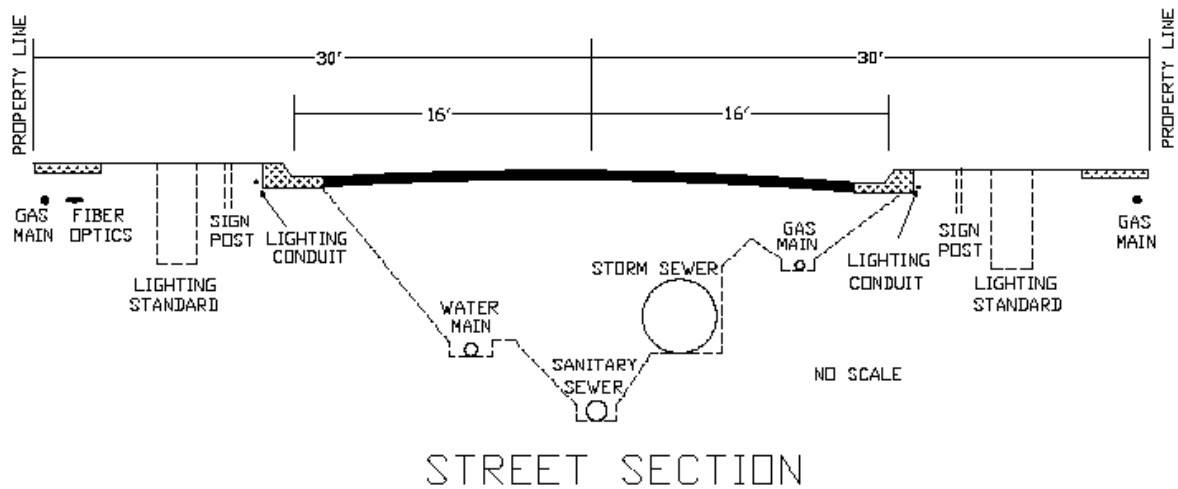
*To conduct excavations in the Public ROW (Right of Way) all work and related plans must have the approval of the City's Utility Review Committee - As required by City Legislative Codes, Chapters 116 and 135. <http://www.stpaul.gov/code>*

**Procedures to obtain an excavation permit from the ROW (Right of Way) Section**

Submit PDF plan sets (at least 50' per 1" as a minimum) for review by the City's Utility Review Committee. Plans must include:

- a. All underground utilities with measurements showing the location of these utilities in reference to both property and curb lines - as required by Minnesota Statute 216D.04.
- b. Location of proposed running line in relation to the other utilities.
- c. Measurement of proposed running line from the nearest underground utilities.
- d. North arrow.
- e. Address of nearest affected property.
- f. Location of power pole the line will be originating – *If applicable*
- g. Indicate cross streets the work address/location is between.
- h. A design minimum of utility quality level "D" for areas outside of Downtown as described by ASCE/UESI/CI 38-22. *Note: Quality level must be stated on plan set per State Statute 216.D.04 Sub; 1a*
- i. A design minimum of utility quality level "C" for areas located in Downtown as defined by the Downtown Congested District Map and described by ASCE/UESICI 38-22. *Note: Quality level must be stated on plan set per State Statute 216.D.04 Sub; 1a*
- j. Certification by a professional engineer as licensed by the State of Minnesota per State Statute 326.12 Sub; 3 *Note: This requirement pertains to excavation plan sets only.*
- k. Proposed utilities should be located as shown below. Approval of non-standard locations is more rigorous. Access holes should be placed outside of driving lanes.
- l. Each plan set must include a unique identifying tracking number

## STANDARD UTILITY LOCATIONS



*Failure to include the preceding is grounds for rejection of plan.*

### City Departmental Design Requirements:

#### ROW (Right of Way)

**Plan Review for Excavation Permits** - To conduct excavations in the Public ROW all work and related plans must have the approval of the City's Utility Review Committee. This committee meets at 8:30 AM, Tuesdays in the Municipal Equipment Training Room (located at 891 North Dale Street). PDF plan sets must be submitted to the permit section by 10:00am Wednesday for the following Tuesday's review meeting. ***Approval by the committee is not a permit, contact the service desk (651-266-6151) to obtain a ROW permit.***

***NOTE: Permit placards must be on site and made available to the inspector upon request. Failure to comply will result in the project being shut down, tagged, and a doubling of the permit fee.***

If work cannot be completed within the time specified on the permit, a time extension may be requested-with prior approval of the ROW inspector. ***Expired permits are considered non-compliant and subject to penalties.***

All excavations and utility work must comply with Gopher State One Call (GSOC) requirements as described by Minnesota Statute 216D. <https://www.revisor.leg.state.mn.us/statutes/?id=216D>

**Lighting Design and Maintenance** - Maintain a minimum clearance of 6' feet behind face of curb.

**Water Utility** - A 5-foot lateral clearance shall be maintained from any water mains in the street ROW and from any water facilities that extend to grade including water service shut-off valve boxes, water main valve housings, air vent housings, blow-off manholes, hydrants, etc.

**Sewer Utility** - A minimum horizontal clearance of 5' is required from sewer manholes, catch basins, catch basin leads or any other sewer structure. A minimum vertical clearance of 12", from pipe invert or crown, is required when crossing over or under a sewer main or catch basin lead. Sewer mains and catch basin leads shall be crossed at an angle of 45 degrees or more. Utilities must be placed as to remain outside the limits of any trench required for future maintenance of sewer facilities

Sewer services are owned by the property owner and are not marked by the Utility Locator. Designers and excavators should be aware that services from houses on hills are often shallow at the property line. Permit information must be obtained from the Sewer Utility prior to excavation and provided to the excavation contractor.

Services that are damaged during excavation are the responsibility of the contractor/utility conducting the excavation. Sewer laterals and their permit numbers must be included on any submitted plans.

**Parks and Forestry** - Excavation beneath the drip line of boulevard trees to is not permitted; all drip lines must be pushed. When making a connection requiring excavation beneath the drip line of a boulevard tree, the service pothole is not to exceed 3' x 5' in size and it must be dug at the property line; this restriction includes dead ends beneath the drip line of trees. St. Paul Forestry should be consulted if large tree roots extending into utility holes are damaged. Damaged roots 3" in diameter and greater must be clean saw cut back to undamaged root stock. All utility conveyances buried in the boulevard must have a minimum of 48" of cover.

**Surveyor** - The applicant will be responsible for locating and protecting all property corners which fall within the construction area prior to any removals or excavation. The applicant will be required to replace any property irons removed or disturbed by their construction at their expense. Minnesota Statute Chapter 326.02 subd. 4 requires this work to be done by a land surveyor licensed to practice in Minnesota.

<https://www.revisor.leg.statc.mn.us/statutes/?id=326.02>

#### **Additional Information:**

**Definition of Public ROW (Right of Way)** - The Public ROW includes public streets, sidewalks, boulevards, alleys, and unimproved street easements.

**Registration** - In order to obtain a permit from the Public Works ROW Division, a registration application must be completed and maintained on file in the ROW Office (899 N Dale Street) with current information.

**Insurance** - The contractor must submit and maintain on file with the ROW Office, a certificate of insurance showing the contractor's general liability. Important: The certificate of insurance must name the City of St. Paul as "additional insured." Current requirements can be found by contacting the City Right of Way office at 651-266-6151.

**Public Safety** - Contractor shall provide continuous, accessible, and safe pedestrian walkway that meets ADA and MN MUTCD standards if working in the ROW. Contractor shall provide traffic control as per MN MUTCD requirements if working in the roadway area. Contractor shall contact a ROW Inspector to discuss and approve pedestrian and traffic control plan before starting work. Additional control devices may be required if deemed necessary by the inspector. Note: All control devices shall be promptly removed when construction activity is complete. Failure to do so may result in fines and/or removal by City Forces - additional fees will apply.

**Traffic Lane or Street Closures** - Contact the service desk at 651-266-6151 to obtain an Obstruction Permit prior to closing any streets, lanes, alleys or sidewalks or trails.

**Utility Vaults** - Finished tops/roofs of all new vaults shall be installed to maintain 18-inch clearance between top of vault and pavement surface.

***Traffic Control devices must be promptly removed after completion of work – if not, penalties may be applied.***

All permits in the downtown core (inside Kellogg/Broadway/194-135) and along arterials involving lane closures will automatically be issued for non-rush hours only 9AM-3PM wherever feasible. Weekend work is encouraged. Public Works has the right to require weekend work if deemed necessary. Permit must be on site and displayed.

**Damage to and restoration of the ROW** - The contractor is responsible for damage to trees, sidewalks, curbs, street surfaces, other utilities and city and private property.

Backfilling is to be done in lifts not to exceed 6" before the next lift is applied. If it is found that compaction equipment is not on sight during backfilling operations, it is required that all backfilled excavations be re-excavated and fill replaced with concrete slurry mix.

Any installation requiring more than one excavation per 300' block may require full block mill and overlay of the affected traffic lane. When installations are done in monolithic concrete streets, restoration shall include full panel replacement. All sidewalk work shall be done using the same backfill and compaction procedures for street openings.

Work will be done in accordance with the most recent version of the City of St. Paul's "Standard Specifications for Street Openings". Full width restoration is required for reconstructed or overlaid streets which are less than 5 years old. The utility will be responsible for the quality and integrity of their work until the street is reconstructed. This includes sidewalks and boulevards. Inspectors will contact the utility when problems develop, including sinking patches and sidewalk panels. Most utility cuts are reviewed several years after work has been completed for problems.

Unless unusual conditions exist, sidewalk panels shall be replaced with full panels. Prior construction saw cuts will not be considered as panel ends. Sidewalk panels end at score lines, curbs, boulevards or property lines. If curb is part of the sidewalk, the curb shall also be replaced. If adjacent panels are chipped, they may be required to be replaced. To ensure proper restoration saw cutting (concrete or asphalt) street is required prior to and after excavation.

The permittee shall correct defects in patching, or restoration performed by permittee or its agents. Permittee, upon notification from the department, shall correct all restoration work to the extent necessary, using the method required by the department. Said work shall be completed within five (5) working days of the receipt of the notice from the department, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonal or unreasonable under Chapters 116 and 135.

The permittee shall upon completion of restoration remove all utility location marks which were placed for the permitted project. Means and methods for paint removal shall be approved by the right of way inspector prior to removal.

If the permittee fails to restore the ROW in the manner and to the condition required by the department or fails to satisfactorily and timely complete all restorations required by the department, the department at its option may do such work. In that event the permittee shall pay to the city, within thirty (30) days of billing, the cost of restoring the ROW.

**24 Hour Contact Phone Number** - A phone number for a responsible contact person who is reachable 24 hours a day must be provided when the ROW permit is purchased.

**Notification of Businesses** - The contractor must notify all surrounding businesses (in writing) of concerns that may affect their operations. Examples include closure of a sidewalk or traffic lane, handicapped access and pedestrian and vehicle traffic access to a business. Also, noise before 6 a.m. and after 10 p.m. can affect hotels; homeowners, etc. (may be violation of the City Noise Ordinance)

When working on bus routes, contact Metro Transit a minimum of 48 hours before construction.

**Staging, Delivery and Hauling** - Trucks are not allowed to "stack up" in the roadway of busy streets or congested areas near a work site. On low volume streets, the ROW inspector has the authority to determine the best way to handle staging, deliveries and hauling.

**Meter Hooding** - By state statute, meters must be hooded 24 hours in advance of work to be enforceable. Meter numbers must be provided to the permit desk at least 48 hours in advance to avoid possible conflicts for their usage.

**Fencing** - Bores for fence posts in the roadway are not allowed. Jersey barriers must be used to hold fencing, with fencing attached to the side of the barrier wall opposite an active traffic lane. Fences must allow access to signal/lighting cabinets.

**Dust Control** - The contractor must have an adequate water source with enough hoses to water down debris on the site when blowing dust is leaving the property.

**Tracking** - Tracking by vehicles off the site and dust blown into the roadway must be cleaned up promptly. The contractor must have a reliable, close source for sweeping. Daily sweeping may be required, or more often if it is deemed by an inspector to be needed.

**Erosion Control and Discharge into Storm Sewer System** - Compliance to State (MPCA) and City erosion/discharge regulations is mandatory. Failure to provide storm water runoff

protection, as specified, will result in permit revocation in addition to all applicable fines and or penalties. Note: Uncontrolled runoff including saw cutting slurry, boring compound, spoil piles, cleaning of cement truck chutes or any other debris entering a storm sewer is in violation of erosion/discharge regulations.

**All City Ordinances to Apply** - Some of the points listed above are covered by existing City ordinances. They are noted here to emphasize because of their importance. However, all other city ordinances and state statues not referred to above still apply.

**Failure to Comply** - with the above items is grounds for the ROW inspector to shut down a project until the inspector deems compliance to be restored.

**Contact information:**

Forestry - 651-632-5129

Metro Transit - 612-349-5407

ROW (Right of Way) Permit Desk - 651-266-6151

Sewer Utility - 651-266-6234

SPRWS (St. Paul Regional Water Services) - 651-266-6270

Street Maintenance - 651-266-9700

Survey - 651-266-6075

Traffic Operations - 651-266-9777

Utility Meeting Information - 651-266-6151

Approved: \_\_\_\_\_



Right of Way Manager

7 - 13 - 23

Date

Public Works Right of Way Management Division  
Traffic Operations Building  
899 North Dale Street  
St. Paul, MN 55103  
651-266-6151

Adopted: October 28, 2009

Updated: February 1, 2011

February 15, 2012

January 31, 2014

February 13, 2018

February 17, 2023

July 13, 2023