CITY OF SAINT PAUL DEPARTMENT OF PUBLIC WORKS
RIGHT OF WAY MANAGEMENT DIVISION

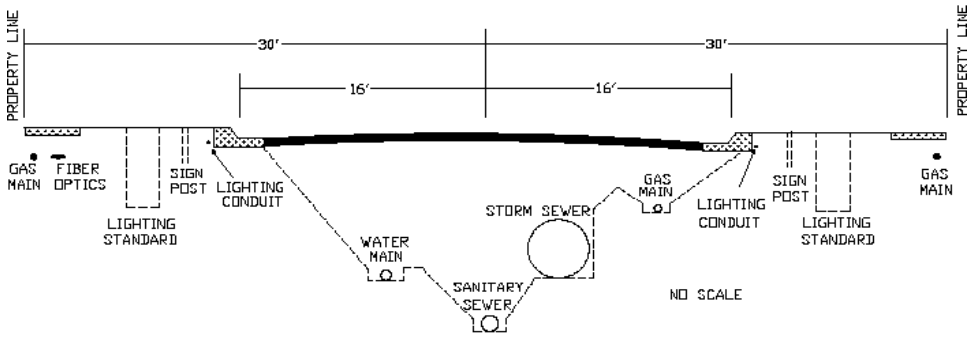
Utility Plan and Construction Requirements
October 2026

Background/Policy:
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 l" 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



STREET SECTION

Failure to include any of the components of the graphic is grounds for rejection of the plan.

City Departmental Design Requirements:

ROW (Right of Way) Management

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. PDF plan sets must be submitted to the permit section by 10:00am Wednesdays for the following Tuesday's electronic review meeting by committee. ***Approval by the committee is not a permit. Contact the service desk (651-266-6151) to obtain a ROW permit upon approval by the committee.***

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

Every contractor/permittee is responsible for all reasonable efforts to identify underground facilities (including private sewer service laterals) using information provided through the City's PW Sewers Record Center (get access through PWSewersRecordCenter@ci.stpaul.mn.us) as well as compliance with all the above GSOC requirements such as potholing activities to verify location identification.

Utility Pole Replacement – Saint Paul Requirements

Utility poles that are placed 5' or less (on center) from an existing pole do not need a utility plan review but still require an excavation permit. Specifically,

- **Poles Placed > 5 Feet From Existing**: For any poles placed greater than 5' (on center) from the existing pole, the following are required:

    1. **Utility plan review:** must be provided and approved in accordance with the Utility Plan and Construction Requirements of the Public Works Department; and

    2. **Excavation permit:** An excavation permit is required. The requirements for this permit are available online at: www.stpaul.gov/departments/public-works/right-way

    3. **Permittee/Excavator verification:** The excavator/permittee must locate any underground facilities and/or private sewer laterals before applying for an excavation permit. The excavator/permittee must verify by contacting the City at: PWSewersRecordCenter@ci.stpaul.mn.us.

- **Poles Placed ≤ 5 Feet from Existing**: For poles placed less than or equal to 5' from the existing pole, the following are required:

    1. **Permittee/Excavator verification:** The excavator/permittee must verify that that no private sewer service laterals are located within a 5' (on center) horizontal distance from the new pole location. The excavator/permittee must verify by contacting the City at: PWSewersRecordCenter@ci.stpaul.mn.us.

In both scenarios, every contractor/excavator/permittee is responsible for all reasonable efforts to identify underground facilities (including private sewer service laterals). Private sewer laterals must be located by the contractor/excavator/permittee prior to permit application. Requests for record access should be e-mailed to: PWSewersRecordCenter@ci.stpaul.mn.us Services that are damaged during pole removal, excavation, and/or pole placement are the responsibility of the contractor/excavator/permittee conducting the work. All other Gopher State One Call requirements must be strictly adhered to. All utility pole replacements shall adhere to the Sewer Utility Requirements for Utility Installations in the Public Right-of-Way.

Lighting Design and Maintenance

Maintain a minimum clearance of 6' feet behind face of curb.

Water Utility – Saint Paul Regional Water Services

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. Private sewer laterals information must be obtained by the permittee from the Sewer Utility prior to permit application and excavation and the information must be provided to the excavation contractor. Requests for record access should be e-mailed to: PWSewersRecordCenter@ci.stpaul.mn.us

Every contractor/excavator/permittee is responsible for all reasonable efforts to identify underground facilities (including private sewer service laterals) using information provided through the City's PW Sewers Record Center (get access through PWSewersRecordCenter@ci.stpaul.mn.us) as well as compliance with all GSOC requirements such as potholing activities to verify location identification.

Services that are damaged during excavation are the responsibility of the contractor/excavator/permittee conducting the excavation. Sewer laterals and their permit numbers must be included on any submitted plans. If a contractor/excavator/permittee discovers damage to a private sewer service, it is that entity's responsibility to immediately notify the Sewer Utility before backfilling.

Parks and Forestry

Construction supplies, materials, spoils, equipment, and vehicles shall not be stored or operated within the dripline of any public tree. Excavation under the canopy of public trees is not permitted unless approved by St. Paul Forestry. When making a utility connection requiring excavation beneath a public tree, the excavation pit must not exceed 3' x 5' in size; this restriction includes utility dead ends. St. Paul Forestry must be contacted if tree roots 2” diameter or larger are encountered during excavation. Damaged roots must be cut cleanly with a wood cutting saw at the excavation point. All utility conveyances buried in the boulevard must have a minimum of 48" of cover.

Surveys

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.state.mn.us/statutes/?id=326.02

Additional Information and Requirements:

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, Alley, Sidewalk, Trails 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.

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.

Utility Vaults

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

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 or sidewalk 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 obtained.

Notification of Businesses
The contractor or permittee 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.

Additionally, 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 work site.

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 their importance. However, all other applicable city ordinances, federal regulations, and state statues not referred to above still apply.

Failure to Comply

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
Surveys - 651-266-6075
Traffic Operations - 651-266-9777
Utility Meeting Information - 651-266-6151

Author/contact for more information: Jason Pommier

Web site: https://www.stpaul.gov/departments/public-works/right-way

Approved: _____ 10-1-2026 .
Right of Way Supervisor Date

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

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February 1, 2011
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