

SCOTT COUNTY HIGHWAY DEPARTMENT

**Public Works Division
600 Country Trail East
Jordan, MN 55352-9339**

Phone: 952-496-8346

Fax: 952-496-8365

PERMIT REQUIREMENTS

(Note: Allow up to 2 weeks for processing. An incomplete application will delay processing.)

1. Print, in ink only, or type the application. Be sure to sign both this instruction sheet and the application form at the bottom. Submit the original forms only. Faxed copies will not be accepted.
2. Complete each item on the application. If an item does not apply, print "N.A." in the blank.
3. No foreign material such as dirt, gravel, or bituminous material shall be left or deposited on the roadway during the work. If material is tracked onto the roadway, it must be removed immediately.
4. Any debris generated due to the work must be removed from the County right-of-way within 24 hours.
5. Prior to construction, the permittee shall notify the County Inspector at 952-496-8487. After completion, the permittee shall notify the County Inspector for final inspection by the County Highway Department.
6. No changes or alterations may be made at any time without written permission from the County Highway Department.
7. For the safety of the traveling public, and for the safety of those working in the right-of-way, the proper signage or barricades must be placed in accordance with the standards of the County Highway Department and the Minnesota Manual on Uniform Traffic Control Device's "Temporary Traffic Control Zone Layouts Field Manual".
8. For rural accesses, 6:1 side slopes are required within the County right-of-way.
9. For new residential accesses, swing-away mailboxes are required (see attachment to residential access permits).
10. Disturbed areas will need to be addressed (i.e. seeded, mulched and anchored or sod) with the proper erosion control, including temporary erosion control as needed, within 7 days and maintained until the new turf is established. All work shall be in compliance with local, state and federal regulations.
11. In the event that the construction has not been completed within one year of the permit approval date, this permit becomes null and void.
12. It is the responsibility of the contractor to notify Gopher State One Call for utility locations for any work being performed within the County right-of-way, and to obtain all other necessary permits.
13. No work under this application is to begin until the application is approved, and the permit issued, unless permission has been granted by the County Engineer or his/her designee.
14. Any party working within the County right-of-way under this permit shall have a copy of the approved permit on site. Any party working in the County right-of-way without County approval or without a copy of the approved permit may be required to vacate the right-of-way immediately.
15. All Right of Way permits are subject to double fees for unauthorized work.

I/We agree to all of the above requirements. All work performed will be done to the satisfaction of the Scott County Highway Department.

Dated: _____

Applicant's Signature: _____