



P. O. Box 254  
Glenwood, MN 56334  
Phone: 320-634-5433

**EXCAVATION PERMIT APPLICATION**  
**(Includes-street, sidewalk, curb/gutter)**

- **ALL EXCAVATIONS WILL BE COMPACTED EVERY TWO FEET. IF NOT, NO ADDITIONAL PERMITS WILL BE ISSUED**
- **ALL UTILITY EXCAVATIONS WILL BE INSPECTED BEFORE 3:30 P.M. OR EXCAVATION WILL NEED TO STAY OPEN UNTIL THE NEXT DAY. NO PHOTOS ALLOWED.**
- **NO EXCAVATION WILL TAKE PLACE UNTIL A PERMIT HAS BEEN ISSUED THIS IS ONLY AN APPLICATION**
- **If this application is not completed in its entirety, no permit will be issued.**
- **A \$200.00 permit fee for administration and inspection must be paid prior to permit being issued.**
- Repair of the roadway and/or sidewalk and/or curb and gutter **must be completed** within 15 days of the excavation, **or no further permits will be issued until repair is made.** The repair will be inspected 1 year from date of repair, any settling or defects will be the responsibility of the contractor.
- PLAN: A detailed sketch or site plan **must** accompany this application or it will **not** be processed.
- Site plan must show erosion control, show storm water flow, show the limits of work to be done, indicate water lines, indicate sewer lines, and indicate the street.

- Explain the type of storm water protection to be used on this project. All excavations within the right-of-way require some type of storm water protection.
- **The City of Glenwood will not be responsible for costs to repair water or sewer mains hit by excavators. The responsibility is that of the excavator or the homeowner. Any work done by City personnel will be billed per the City's Fee Schedule.**
- Contractor **is** responsible to monitor excavation site and keep it passable to City standards. If not re-surfaced within 15 days, the City will have the site re-surfaced and file on Contractor's Bond.

I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and Ordinances governing this type of work will be complied with, whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions or any other State or local laws regulating excavating.

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Contractor/Excavator

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Date



# GLENWOOD

## CITY OF GLENWOOD EXCAVATION APPLICATION

PO Box 257; 100 17<sup>th</sup> Ave NW,

Glenwood, MN 56334

Phone: 320-634-5433

Property Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Excavation Date \_\_\_\_\_ Contractor's License # \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor's Phone Number \_\_\_\_\_

Location (Address) of Work \_\_\_\_\_

Type of Work \_\_\_\_\_

(Size of excavation, materials used, etc.)

Hook Up Fees:      Water Hook- Up \$1,043.61      \_\_\_\_\_

                         Sewer Hook- Up \$1,043.61      \_\_\_\_\_

                         Water Meter at time of order      \_\_\_\_\_

                         Misc. Materials per fee schedule      \_\_\_\_\_

                         Excavation Fee \$200.00      \_\_\_\_\_

**TOTAL:**      \_\_\_\_\_

**STORM WATER:**

Any project done in the right-of-way or that may affect the quality of storm water must have a silt fence or other suitable means to protect the storm water lines, catch basins and creeks. This will include any project of the City's and any project within the City limits. All Public Works staff is requested to inform the Administrator, or the office of any project seen that does not have storm water protection where it may be needed.

Protection of storm water may be accomplished in several ways:

- A silt fence may be used to catch any debris on site
- Straw or hay bales may also be used to keep debris on site
- Filter fabric may be used to cover the catch basin to filter out debris. With this method, debris is allowed into the curb line, and the contractor or owner of said property will be responsible for clean-up.

Explain the type of Storm Water Protection to be used.

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**DUMPSTERS ON CITY STREETS:**

No Dumpsters will be allowed to sit on City Streets at project sites if there is room on the lot. With our aging streets, dumpsters settle into the asphalt and leave holes. Therefore, dumpsters must be put in the property owner's yard and kept out of the City Street right-of-way. This issue is addressed in Glenwood's City Charter Chapter 7, Section 7.07, Subd. 1: Obstructions. Permits for 1, 3, and 5 days may be obtained if there is no room on the lot.

The Contractor, vendor, and the property owner will be cited if a dumpster is found on City streets at that property owner's site under construction without a permit.

## **SITE PLAN OR SKETCH**

**This is required for ALL excavations!**

Information needed: Show erosion control, show storm water flow, show the limits of work to be done, indicate water lines, indicate sewer lines, identify the streets and if any dumpsters will be used.

Initial \_\_\_\_\_

## **HOOK-UP TO MUNICIPAL UTILITIES**

This Building Permit/Excavation Permit Application covers street excavation, water excavation or hook-up, sewer excavation or hook-up, and any fees associated with repair or new installation in the City of Glenwood.

1. **This is an application only! This must be turned in **2 days (48 hours) prior to the start** of any project. Inspector will be notified the day of the excavation and prior to starting the excavation. (48 hours, no exceptions!)**
2. Applicant must file a site plan, some type of drawing, and written explanation of what is going to be done, and must show all items requested on the Site Plan sheet. This plan must include address of excavation, size of excavation, size of pipe to be used, show erosion control, show storm water flow, show the limits of work to be done, indicate water lines, indicate sewer lines, show the streets, and indicate who will perform the work. All bonds and fees **must** be paid in full prior to start.
3. Applicant must contact Public Works Director or designee prior to the excavation and allow him two (2) days to review the Excavation Application. Applicant must not start excavation process without the Public Works Director or designee's signature on the application. This application must be returned to Glenwood City Hall.
4. All sewer or water hook-ups will be inspected by Public Works before the excavation site is covered or contractor **will** uncover them. If City Public Works personnel cannot make it to the excavation site, photographs of the hookup may be turned in to City Hall the next day, only upon direction of the Inspector.
5. All storm sewer drainage will be inspected by Public Works before it is covered.
6. In the right-of-way (ROW) you will:
  - a. Use only Fernco rubber saddles to connect to sewer mains or cut in slip joint Y's or T's.
  - b. Use colored glue or primer to let inspector know joint was glued, unless slip joint.
  - c. Use copper water line, or approved equal pre-line. Water lines must have shut-off valves at property line (curb stop). Compression type only!

- d. Any boring in the ROW will be sleeved with a minimum of sch.40 metal pipe. (Possibly others upon City review.)
  - e. Apply storm water protection measures.
7. All fees and meter charges must be paid in full before excavation or hook-up begins!
  8. **Compliance with these directives is mandatory. A fine will be issued if not in compliance as per Title 5, 53.07 of City Charter.**
  9. **The Hold Harmless Clause of this application must be signed and dated prior to processing this application. Permit will not be issued without this.**
  10. When the City is required to get outside review such as legal, engineering, etc., or there are direct costs for processing the application, such as publishing required notices, the costs are billed to the applicant and the applicant, by signing this request, agrees to pay such fees.

Initial \_\_\_\_\_

## **HOLD HARMLESS CLAUSE**

This Agreement is in effect as of date provided: \_\_\_\_\_.

**WHEREAS**, the Owner/Contractor has made a request to the City of Glenwood Public Works Department to work on private utilities within the City of Glenwood's right of way; and

**WHEREAS**, the Owner/Contractor has agreed to enter into a Hold Harmless Agreement; and

**WHEREAS**, were it not for the assurances and covenants hereinafter provided, the City will not provide the service to said individual either for payment of service or not.

**NOW THEREFORE**, in consideration of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

1. The Owner/Contractor understands and agrees that neither the City of Glenwood nor any person acting on behalf of the City may be held liable in any way for any event which occurs or may occur in connection with activity which could/may result in harm, death, injury, property, building, equipment damage, or other damage.
2. In consideration of service to be obtained, the Owner/Contractor personally assumes all risk in connection with the requested activity and hereby releases and holds harmless the City of Glenwood and any person acting on behalf of the City associated with this activity from any liability for harm, death, injury, property, building, or equipment damage, or other damage which could/may occur during this type of activity, whether foreseen or unforeseen, however caused, and whether or not caused by the negligence of the City of Glenwood or any person acting on behalf of the City. This release does not apply to injury as a result of willful, wanton, or intentional misconduct.
3. The term of this agreement shall serve as a release and assumption of risk for Owner's hires, executor, administrator, and all members of Owner's family.
4. The Owner further states that he understands that the terms herein are contractual and not a mere recital and that he signs this document as his own free act.



5. Binding Effect: The terms and provisions hereof shall be binding upon and insure to the benefit of the representatives, successors, and assigns of the parties hereto. Reference herein to the Owner/Contractor, if there be more than one, shall mean each and all of them.

Owner/Contractor is fully informed of the contents of this affirmation and release statement by reading it before signing.

IN WITNESS WHEREOF, the City and the Owner/Contractor have caused this Agreement to be duly executed on the day and year first above written.

CITY OF GLENWOOD

PROPERTY OWNER

By \_\_\_\_\_  
Public Works Director or Designee

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_