

City of Austin



500 Fourth Avenue NE
Austin, Minnesota 55912-3773
507-437-9940
www.ci.austin.mn.us

RIGHT OF WAY CONTRACTOR LICENSE

NEW LICENSE REQUIREMENTS

- General Application for License
- Right of Way Rules & Regulations signed
- Certificate of liability insurance
- Bond in the amount of \$5,000
- \$10 application fee
- \$75 annual fee – Pro-rated to \$40 minimum
- Completed Workers' Compensation Compliance Form

OFFICE USE ONLY

Receipt No. _____

Date: _____

iWorq Entry: _____



City of Austin
General Application for License

City of Austin ♦ 500 4th Avenue NE
Austin, MN 55912

507-437-9940

www.ci.austin.mn.us

Submit to licensing@ci.austin.mn.us

New License ☐

Renewal ☐

Transfer ☐

SECTION A. License Information

License Type: _____

Fee: _____

SECTION B. Applicant Information

Applicant Name: _____

Type of License:

☐ Individual Owner ☐ LLC ☐ Corporation ☐ Partnership *(Corporations, LLCs and partnerships must complete Section C)*

Business Name: _____

Business Phone Number: _____

DBA: _____

DBA Address: _____

City: _____

State: _____

Zip: _____

E-mail Address for licensing correspondence: _____

SECTION C: Corporations, LLCs and partnerships must complete this section.

Corporate Name: _____

Corporate Phone Number: _____

Corporate Address: _____

City: _____

State: _____

Zip: _____

Officer Name: _____

Title: _____

Address: _____

City: _____

State: _____

ZIP: _____

Officer Name: _____

Title: _____

Address: _____

City: _____

State: _____

ZIP: _____

SECTION D. Tax Identification Information

Pursuant to Minnesota Statute 270C.72, the licensing authority is required to provide to the Minnesota Commissioner Revenue your Minnesota business tax identification number and the social security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding use of this information:

- This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- Upon receiving this information, the City of Austin will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
- **Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.**

Applicant's Name (Last, First, MI)		Social Security Number	
Home Address	City	State	ZIP
Business Name			
Business Address	City	State	ZIP
Minnesota Business Tax ID Number	Federal Tax ID Number		

SECTION E. Certification of Compliance for Minnesota Workers' Compensation

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

Insurance Company Name (not the agent)	Policy Number
Dates of Coverage to	
OR	
I am not required to have workers' compensation liability coverage because: <input type="checkbox"/> I have no employees <input type="checkbox"/> I am self-insured (include permit to self-insure) <input type="checkbox"/> I have no employees who are covered by the workers' compensation law (these include spouse, parents, children, and certain farm employees)	

Government Data Practices Act: The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. Some of the data will be classified as public data if and when the license is granted. Private financial information including tax identification numbers and social security numbers are classified as private data and will be available to governmental personnel and other governmental agencies whose access is necessary to perform their official duties.

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

SIGNATURE_____
POSITION_____
DATE SIGNED

City of Austin
500 Fourth Avenue N.E
Austin, Minnesota 55912-3773



Steven J. Lang
 City Engineer/Director of Public Works
 Phone: 507-437-9950
 Fax: 507-437-7101
 slang@ci.austin.mn.us

Please sign and return with your registration application acknowledging you have read and understand the regulations.

RULES AND REGULATIONS FOR WORK IN THE RIGHT-OF WAY

1. Registration

All contractors and sub-contractors performing work within the right-of-way must be registered with the City of Austin.

2. Permitting

Prior to performing any work, the contractor must have in their possession an approved right-of way permit for the location that they are performing work. The application for a right-of-way permit can be found online at <http://www.ci.austin.mn.us/public-works/right-of-way>. Applications must be submitted a minimum of two business days prior to the planned start of work. For emergency work, right-of-way permits must be applied for within one business day of beginning the emergency work. Right-of-way permits are not valid until all permit fees have been paid.

Standalone concrete work does not require a right-of-way permit, except an obstruction permit is needed for lane closures on designated routes. Example sidewalk, driveway, curb and gutter replacement. The contractor must still be registered to work in the right-of-way and call the Engineering Department for an inspection prior to pouring.

3. Prohibited Work

Except in an emergency, and with the approval of the city, no right-of-way obstruction or excavation may be done when seasonally prohibited from December 1st through March 15th, or when conditions are unreasonable for such work.

4. Traffic Control Devices

Traffic control devices such as barricades and barrels shall have reflectorized sheeting in good condition. Advance warning signs shall be placed in order to warn the traveling public of work in the roadway. A minimum of two battery-operated flashers shall be placed on barricades placed in the street. Reflectorized barrels shall be used where diversion of traffic is necessary. The contractor shall replace any traffic control devices not deemed satisfactory by the City Engineer. Any removals left open overnight shall be fenced, barricaded, coned, and lighted to divert traffic safely around the excavation or patch.

5. Traffic Lane Closures

The contractor shall review all lane closures with the Engineering Department prior to the closure. The contractor shall provide area of closure and time frame for which the closure will occur for approval from the City Engineer.

6. Trenching and Excavation Safety

The Contractor shall follow all OSHA requirements for trenching and excavation safety. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

7. **Standard Details**

Standard details for typical excavations, backfilling and restoration can be found on the City of Austin website.

<http://www.ci.austin.mn.us/public-works/right-of-way>

8. **Removals & Excavation**

The contractor shall cut the paving surface of the street square or rectangular with as little damage to the adjacent area as possible. The excavating shall be done safely and with minimum damage to the existing sub-surface structures and adjacent street surface. The contractor shall excavate and side cast material in a manner that affects traffic in minimum and safest way possible. The contractor shall be responsible for the excavated area and traffic control devices until the permanent patch has been placed. All open excavations shall be backfilled as quickly as possible after underground repair is complete.

The contractor shall contact the City of Austin Engineering Department, prior to backfilling, for an inspection. Call the Engineering office at (507) 437-9950 to schedule an inspection. Please give approximately 4-hour notice prior to requiring inspection. We will also mark the removal limits ahead of time with the contractor, if interested.

9. **Backfilling**

A. **Backfilling Trench at Pipe Zone**

Granular material free from rock or boulders or other unsuitable substances shall be deposited in the trench simultaneously on both sides of the pipe for the full width of the trench and to an elevation of at least six inches above the top of pipes eight inches or less in diameter, and to the centerline of pipes twelve inches or more in diameter. The backfill material shall be thoroughly compacted with a “jumping jack” vibratory or equivalent compactor under and on each side of the pipe to provide solid backing against the external surface of the pipe.

B. **Backfilling Above the Pipe Zone**

Excavated material free from rock, concrete, and/or other rubble, and which is reasonably dry and compatible may be used as backfill above the pipe zone. Excavated material not meeting this requirement shall be removed and replaced with suitable material. Backfill shall be placed in uniform layers not exceeding twelve inches in loose depth and thoroughly compacted with a mechanical compactor. The upper two feet of the excavation shall be backfilled in layers not exceeding six inches in loose depth. Material from the excavation that is too wet or unsuitable as backfill material shall be hauled off and disposed of by the contractor, and replaced by the contractor with suitable granular material.

10. **Surface Restoration**

A. **Turf Restoration**

Turf restoration adjacent to the surface replacement shall be the contractor’s responsibility. Restoration material shall be clean black dirt topped with sod or seed. The backfill shall be compacted to prevent future settlement.

B. **Utility Potholes/Pavement Cores, (less than 8” in diameter)**

The utility exploration hole shall be slowly backfilled with granular material, while being continuously tamped with a rod to eliminate voids. The surface core shall be filled with a concrete bag mix, 3U18. The concrete mixture shall be mixed on-site. The core hole shall be filled to a minimum depth of 8”, continuously tamped with a rod to eliminate voids and struck off flush at the surface.

C. **Temporary Pavement Restoration**

The contractor shall temporarily patch any removals performed in the winter until the permanent replacement can be done in the spring. In the event that a permanent patch cannot be placed immediately after backfilling, a cold bituminous mix shall be placed and maintained by the contractor; therefore, the contractor is required to have temporary mix/patch material on hand.

D. Bituminous Pavement

All permanent bituminous patches shall be done to a depth matching the existing pavement thickness or 4" thick, whichever is greater. The street shall be repaired with bituminous hot mix placed by an experienced asphalt contractor. Asphalt patches shall be done in multiple lifts with a maximum lift thickness of 3". The contractor will be limited to one lift per day. Contractor shall saw patches square or rectangular and parallel with curb. The cut should be straight and clean. The Contractor shall call for an inspection prior to placing the first lift of bituminous. The Contractor guarantees its work for 24 months following completion. Any defects on the bituminous restoration shall be corrected by the Contractor, upon notice from the City.

E. Concrete Pavement, Sidewalk, Curb & Gutter**1. Inspection**

The contractor shall contact the City of Austin Engineering Department, prior to pouring concrete, for an inspection. Call the Engineering office at (507) 437-9950 to schedule an inspection. Please give an approximate 4-hour notice prior to needing the inspection. We will also review the removal limits with the contractor prior to removal, if requested.

2. General Specifications for Concrete Work in City Streets

Each person holding a concrete license for the City shall provide himself/herself with a metal stamp showing the name of the licensee and the year that the work is done. Any concrete work constructed by the licensee shall be plainly marked with the stamp at least once every fifty lineal feet of concrete work. Patch work or irregular work shall be stamped as required by the City Engineer. No trade name shall be permitted on these stamps.

3. Concrete Pouring Dates

The City of Austin does not allow any concrete to be poured within from the time frost develops in the subgrade in the fall to when road restrictions are removed in the spring. These events typically occur from mid-November to mid-May. These dates may vary slightly each year so contact the Engineering Department if you plan to do work early or late in the season to verify availability. All concrete placed in the roadway shall be high-early concrete and fly ash shall be removed from concrete poured after October 1 of each year. When air temperatures begin to fall, concrete shall be protected/covered in order to maintain a minimum 40° surface temperature for 7 days to allow for proper curing. The contractor shall protect the concrete according to the weather conditions. The contractor will also be responsible for protecting the concrete from pedestrian and vehicle damage. All concrete shall be sprayed with a white pigmented cure to prevent excessive surface drying.

4. Mix Design

All concrete mix designs shall have a minimum compressive strength of **4,000 psi**.

The contractor shall temporarily patch with asphalt any removals performed in the winter until the permanent replacement can be done in the spring. Any street patches impacting the entire width of the road shall be complete one half at a time to maintain traffic.

5. Concrete Pavement

Concrete pavement shall be sawed full depth, in a square or rectangular shape. Any chipped edges or cracks shall be sawed back and removed. The base shall be graded flat with aggregate. The patch shall match the thickness of the adjacent existing concrete pavement. ½" reinforcing bars, 12" long, shall be installed 2' on center around the perimeter of the patch. Larger rebar may be required on designated truck routes; check with the Engineering Department if you are working in a high truck area. The contractor shall protect the concrete according to weather conditions. The Contractor guarantees its work for 24 months following completion. Any defects on the bituminous restoration shall be corrected by the Contractor, upon notice from the City.

6. Concrete Curb & Gutter

Concrete curb & gutter shall be sawed full depth, with the minimum curb size being 3' in length. If you are within 2.9' of a joint, carry the removal to the nearest joint. Any chipped edges or cracks shall be sawed back and removed. The base shall be graded flat with aggregate. Two ½" rebar, 12" long, shall be installed in the existing curb & gutter. This will tie the new and old curb together at the construction joint. Grade stakes shall be placed in the curb flow line to verify a uniform and consistent grade. Maximum curb indrive widths: Residential – 24', Commercial – 32'.

7. Concrete Sill

A concrete sill will be required to be placed on any curb and gutter section that abuts a sidewalk. This concrete sill provides an area for the sidewalk to be supported. The concrete sill shall be attached to the curb using 6-inch length, #4 rebar drilled into the curb every 2 ft.

8. Concrete Sidewalk

Concrete sidewalk shall be sawed full depth, with joints perpendicular to the road centerline. Any chipped edges or cracks shall be sawed back and removed. The base shall be graded flat with aggregate. Two ½" reinforcing bars, 12" long, shall be installed in the adjacent sidewalk panels. This will tie the new and old sidewalk sections together at the construction joint. Standard sidewalk shall be poured a minimum 4" thick. Where sidewalk doubles as indrive, the sidewalk shall be a minimum 6" thick.

9. Concrete Indrive

Concrete indrive shall be sawed full depth, in a square or rectangular shape. Any chipped edges or cracks shall be sawed back and removed. The base shall be graded flat with aggregate. The indrive shall be a minimum 6" thick. A ½" expansion joint shall be placed at the back of curb and sidewalk line. Maximum indrive width at the curb: Residential – 24', Commercial – 32'.

11. Right-of-Way Ordinance

For additional rules and requirements, the City's complete right-of-way ordinance can be found at <http://www.ci.austin.mn.us/public-works/right-of-way>

Contractor Acknowledgment

I have read and understand these regulations pertaining to excavating, backfilling, restoration, and concrete placement in City right-of-way and agree to abide by these regulations, and all requirements of the City's right-of-way ordinance, as a condition of registration. I acknowledge that failure to comply with these regulations jeopardizes my ability to perform such work within the right-of-way.

Contractor Signature

Date