



The City of Medicine Lake requires a Right of Way Permit for any proposed activity that obstructs and/or disturbs public right of way within the City of Medicine Lake.

Fees: Obstruction: \$325.00 (not required with Excavation Permit and not required for resident social event); Excavation: \$325-First 250 ft, \$0.30 per additional foot; Supplemental Application Fee (Permit Extension): \$50.00; Unauthorized Work Permit Fee (Per Occurrence): \$500.00; Annual Registration Fee, If Applicable: \$200.00.

REQUIRED ATTACHMENTS

- Detailed drawing to scale in PDF showing:
 - The location of all facilities and improvements (existing and proposed)
 - Public lands including city parks, streets, sidewalks, or trails that will be affected by the work. If traffic obstruction is requested, include a traffic control plan referencing the Minnesota manual on uniform traffic control devices.
- Certificate of insurance or self-insurance:
 - Verifying that an insurance policy has been issued to the registrant by an insurance company licensed to do business in the state, or a form of self-insurance acceptable to the City designee.
 - Verifying that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the use and occupancy of the right-of-way by the registrant, its officers, agents, employees, and permittees, and placement and use of facilities and equipment in the right-of-way by the registrant, its officers, agents, employees, and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities, and collapse of property;
 - Naming the city as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all coverages.
 - Requiring that the City designee be notified 30 days in advance of cancellation of the policy or material modification of a coverage term.
 - Indicating comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage established by the City designee in amounts sufficient to protect the city and the public and to carry out the purposes and policies of Medicine Lake Ordinance 143. Link provided below.
- Fee payment as shown below.

SUMMARY OF OTHER PERMIT REQUIREMENTS

- Work cannot begin until the permit is issued.

- Warning: Before digging, call Gopher State One Call at 651-454-0002, to locate any hazards. The applicant is responsible for all locations and Gopher State One Calls including registration of new utilities.
- Permits are subject to all the terms, conditions and requirements of Ordinance 143 and other relevant City Ordinances
- Notify the City at 763-542-9701 minimum three (3) days prior to starting work.
- The Permit must be displayed while excavating or obstructing the right of way.
- Disturbed areas must be restored to preconstruction conditions immediately. Minimum 6” of topsoil and seed (or sod) is required for turf areas.
- Permits are valid for the dates and extent of work listed. Permit extensions must be obtained if the time of completion changes from that listed. Delay penalties will be enforced.
- Upon completion of work, call 763-542-9701 for inspection. Notice of completion. When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance with Minn. Rule part 7819.1300, as it may be amended from time to time.
- By signing the application, the applicant acknowledges and agrees to the terms and conditions set forth in the Medicine Lake Ordinance 143 and the notice requirement of Minnesota Statute Section 216d.03.07.

APPLICATION SUBMISSION

- Applications should be submitted in electronic form to the following address:
public_works@cityofmedicinelaake.com.
- Please mail a check for the fee and security amounts with a copy of the application to City of Medicine Lake, 10609 South Shore Drive, Medicine Lake, MN 55441. The check should be made payable to the City of Medicine Lake and include the permit type and address on the check.
- The City will review the application for completeness, verify the permit fee, securities, and other documentation. Following approval and receipt of all required documents and payment, the City will email you the permit.
- If additional fees are required to cover costs incurred by the City, the City Clerk has the right to require additional payment. Such expenses may include (but are not limited to) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The amount of escrow is determined by the City of Medicine Lake fee schedule in effect at the time of the application submittal. The applicant also acknowledges that it may be required to file, at his or her expense, appropriate resolutions, agreements or other documents evidencing approval of the application. The applicant agrees that the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from this application to Hennepin County to be assessed with next year’s property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such an assessment.
- **Review Process:** If the Right of Way Permit Application meets requirements, the City shall issue a permit valid for a specified period of time that authorizes the right of way disturbance activity contingent on the implementation and completion of the storm water pollution control plan. No permit shall be issued if the storm water pollution control plan does not meet requirements. The City may suspend or revoke any permit authorizing a land disturbance activity if the work being completed differs from the work specified in this application.

ANNUAL REGISTRATION

- Annual registration is an option that allows a permit holder to submit the following information annually, rather than with each permit application. The permit fee for each permit is required when an applicant has an annual registration.
 - Certificate of insurance or self-insurance.
 - Certificate of authority from the Minnesota Public Utilities Commission or other applicable state or federal agency.
- The annual registration fee is \$200. Contact public_works@cityofmedicinelake.com to apply for annual registration.

For more information see [Medicine Lake Ord 143, Right of Way Ordinance 2000](#) and [Medicine Lake Ordinance 146, Land Use Fees 2025](#)