



Right of Way Permit Submittal Requirements

Public Works – Engineering Division

6301 Shingle Creek Parkway, Brooklyn Center, MN 55430

763.569.3340 – publicworks@ci.brooklyn-center.mn.us

1. Detailed Plans must contain and show the following:
 - a. Specific locations of all existing utilities in the corridor must be shown as located and surveyed in the field (not by previous record drawings).
 - b. Property lines and existing easements must be shown on the drawings.
 - c. Provide scaled drawings showing the location of all existing and proposed features, facilities and improvements.
 - d. All drawings must show dimensions of proposed features to adjacent street curb, landmarks or boundaries of the public right-of-way, both horizontally and vertically.
 - e. Drawings must be submitted in English measurements at 100 scale with X,Y,Z dimensions to 1 foot accuracy.
 - f. Electronic drawings must be provided and must be in Adobe PDF format. Permits will not be reviewed or issued until drawings have been submitted.
 - g. A stormwater pollution prevention plan (SWPPP) is required and must list certified SWPPP installers and maintainers that will be responsible for the SWPPP elements for the duration of the project.
 - h. Permanent turf restoration plans are required and must include adequate turf restoration means including a minimum of 4-inches topsoil and sod, seed with mulch, hydroseed/mulch or other means as approved by the City. No erosion control blanket allowed in mowed yard areas. Additionally, 30 days minimum watering is required to ensure proper growth.
 - i. Not all items may be necessary for submittal. Contact the City to verify submittal requirements.
2. Provide details for the methodology to ensure and verify public utilities, water services, sanitary sewer services and other crossings will not be and have not been impacted.
3. If any impacts are identified to any roadway or boulevard features, plans must provide detailed provisions to restore those elements.
4. Roadways equal to or newer than 5-yrs must be specifically identified in the plans to preserve these pavements and provide provisions to eliminate/minimize impact to these roadways. Contact the public works department at 763-569-3340 to obtain the roadway information.
5. Reference City ordinance 25-1000 to 25-1032 for additional right-of-way rules and regulations pertaining to other specific and detailed submittal requirements.