



CITY OF BIRCHWOOD VILLAGE
 207 Birchwood Avenue
 Birchwood, MN 55110

(651) 426-3403 / 651-426-7747 (fax)
 info@cityofbirchwood.com
 www.cityofbirchwood.com

Annual Fee Paid by:

Credit	<input type="checkbox"/>
Check	<input type="checkbox"/>
Cash	<input type="checkbox"/>

ANNUAL RIGHT-OF-WAY USER REGISTRATION FORM

Date: _____

1. Registrant's Name: _____
2. Registrant's Address: _____

3. E-Mail Address: _____
4. Business Phone Number: _____
5. Emergency Phone Number: _____
6. Facsimile Number: _____
7. Gopher One-Call Registration Certificate Number: _____
8. Local Representative (24-hour contact) Information:
 - a. Name: _____
 - b. Business Phone Number: _____
 - c. Emergency Phone Number: _____
 - d. Pager Number: _____
9. Certificate of Insurance or Self-Insurance: (See back for details and amounts)
 - a. Name of Insurance Company: _____
 - b. Policy Number: _____
 - c. General Liability: _____
 - d. Comprehensive: _____
 - e. Worker's Compensation: _____
 - f. City Additional Insured: _____
11. Acknowledgment of Indemnification for Birchwood Village Yes _____ No _____
12. Franchise Agreement: Yes _____ No _____
13. Certificate of Authority from MN P.U.C. (Telecommunications Providers Only)
14. Annual Right-of-Way User Registration Fee - \$ _____

Authorized Signature: _____
 Title: _____

City of Birchwood Village Authorized Representative

Signature: _____
 Date: _____

309.040 REGISTRATION. No person shall construct, install, repair, remove, relocate or perform any work within any ROW without first being registered pursuant to this Section. No person may construct, install, repair, remove, relocate, or perform any other work on, or use any facility or any part thereof, in any right of way without first being registered by the City.

309.041 Registration Application. The registrant shall provide the following information at the time of registration on a form provided by the City:

1. Registrant's name, address, telephone number, facsimile number and Gopher One Call registration certificate number if required by state law.
2. Name, address, telephone number and facsimile number of the person responsible for fulfilling the obligations of the registrant.
3. Unless exempted by previous or existing agreements or ordinance, a current Certificate of Insurance from a company licensed to do business in the State of Minnesota providing minimum coverage in the following amounts:

General liability.

Public liability, including premises, products and complete operations:
Bodily injury liability - \$1,000,000.00 each person, \$3,000,000.00 each occurrence.
Property damage liability - \$3,000,000.00 each occurrence.
In lieu of (1) & (2): All Combined - \$3,000,000.00 single limit.

Comprehensive.

Automobile liability insurance, including owned, non-owned and hired vehicles:
Bodily injury liability - \$1,000,000.00 each person, \$3,000,000.00 each occurrence.
Property damage liability - \$3,000,000.00 each occurrence.
In lieu of (1) and (2) bodily injury and property damage combined - \$3,000,000.00 single limit.

Such certificate shall verify that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the ROW by the registrant, its officers, agents, employees and permit holders, and (ii) placement and use of equipment or facilities in the ROW by the registrant, its officers, agents, employees and permit holders, including but not limited to, protection against liability arising from completed operations, damage of underground equipment and collapse of property. Such certificate shall also name the City as an additional insured as to whom the coverage required herein are in force and applicable and for whom defense will be provided as to all such coverage. Such certificate shall require that the City be notified thirty (30) days prior to cancellation of the policy.

4. A 24 hour emergency number.
5. An acknowledgment by the registrant of the indemnification pursuant to this Code.
6. Such additional information as the City may require

309.042 Notice of Changes. The registrant shall keep all of the information listed above current at all times by providing to the City information as to changes within fifteen (15) days following the date on which the registrant has knowledge of any change.

309.043 Franchisee Reporting Obligations. Each registrant shall, at the time of registration and by December 1 of each year, file a construction and major maintenance plan for underground facilities with the City. Such plan shall be submitted using a format designated by the City and shall contain the information determined by the City to be necessary to facilitate the coordination and reduction in the frequency of excavations and obstructions of rights of way. The plan shall include, but not be limited to, the following information:

- (a) The locations and the estimated beginning and ending dates of all projects to be commenced during the next calendar year (in this section, a "next-year project"); and
- (b) To the extent known, the tentative locations and estimated beginning and ending dates for all projects contemplated for the five years following the next calendar year (in this section, a "five-year project").

The City will have available for inspection in its office a composite list of all known or planned projects that have been adopted for the next calendar year. All registrants are responsible for keeping themselves informed of the current status of this improvement list. Each registrant must notify the City immediately of any change in its list of planned projects.

309.044 EXCEPTIONS. The following are not subject to the requirements of this Section:

1. Person or Persons planting or maintaining pre-approved boulevard surface plantings or gardens.
2. Person or Persons installing mail boxes or private sidewalk from street or curb to dwelling or commercial structure.
3. Person or Persons engaged in commercial or private snow removal activities.
4. Person or Persons installing street furnishings.
5. Person or Persons installing irrigation systems.
6. City of Birchwood Village
7. Persons acting as agents, contractors or subcontractors for a registrant who has properly registered in accordance with this Section.