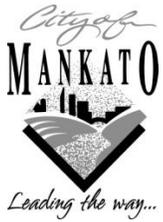




PROCEDURE FOR APPLICATION OF A LICENSE TO ENCROACH OVER CITY RIGHTS-OF-WAY

1. Obtain an application form from the city's website: www.ci.mankato.mn.us under Permits, or from
Lucas Pederson
Right of Way Technician
Phone: (507) 387-8541
Fax: (507) 387-8480
E-mail: lpederson@city.mankato.mn.us
2. Complete the application and return to the address above with a non-refundable check made payable to the city of Mankato in the amount of \$195 and a scaled site plan drawing showing encroachment.
3. The application will be reviewed and a recommendation will be submitted to the city council.
4. The city council, at their next regularly scheduled meeting, will determine approval or denial.
5. If approved, applicant must complete and meet all of the requirements of the License Agreement, and any special requirements that may be added to the terms of the license.
6. Applicant must abide by the terms of the License Agreement for the duration the physical encroachment is present, to remain valid.
7. Current insurance documentation must be submitted with this application, as follows:
The licensee shall, at all times during the duration of the license, maintain public liability insurance, naming the city as an additional insured party, in the amount of not less than \$500,000 per person and \$1,500,000 per incident, or the maximum amount in which the city may by law hereinafter become liable for torts, whichever is greater. Such policy shall state the insurance will not be canceled or terminated by any party, except upon 10 days' prior written notice to the City Clerk.
8. Continuance forms from your insurance provider must be submitted on an annual basis for the license to remain valid.
9. The timeline for applying for the license and being approved or denied can range from 3 to 7 weeks, in most cases.



APPLICATION FOR LICENSE FOR BUILDING, STRUCTURE, OR PHYSICAL ENCROACHMENT IN RIGHT-OF-WAY

The undersigned applicant hereby makes application, pursuant to the provisions of Section 6.16 of the Mankato City Code, for a license required by the provisions of Section 6.16.

Applicant Name: _____

Applicant Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Real Property Upon Which Encroachment is Proposed to be Located:

Street Address: _____

Legal Description: _____

Legal Description of right-of-way area upon which encroachment is proposed to be located: _____

Legal Interest of Applicant in the Real Property: _____

Other record fee owners of Property (*names & addresses*):

Other parties not listed having any interest in Property and nature of such interest:

The size and character of the building, structure, or encroachment to be licensed: _____

The facts which require the issuance of the license are: _____

The name and address of the insurer (not the agent) providing the liability insurance required by City Code for the encroachment to be licensed: _____

Applicant hereby agrees to indemnify the City of Mankato from all claims and demands which may arise as a result of the installation, placement, building, erection, maintenance, occupation, or use of building, structure, or encroachment upon right-of-way. Applicant understands and agrees that if the license for which this application is made is granted, the license issued shall be revocable, and that the applicant shall not acquire any vested rights thereunder.

Applicant Signature

Date

City Clerk: _____ Date: _____

Enclosures: Certificate of Insurance Scaled Site Plan Drawing Application Fee