



|                 |       |
|-----------------|-------|
| <b>PROJECT:</b> | _____ |
|                 | _____ |
| <b>DATE:</b>    | _____ |
|                 | _____ |

## Application for Private Use of Public Property Construction Projects

Please complete the attached application for private use of public property with as much detail and return it to the City Clerk’s Office or the Public Works Office as soon as possible.

Please keep in mind that City Staff will need time to consider your application, and to complete their comments. In some instances, applications need to be approved by the City Council as well as City Staff. Therefore, your application needs to be returned to the City **AT LEAST 30 DAYS PRIOR TO YOUR PROJECT.**

Applicants making requests for **CONSTRUCTION PROJECTS** are asked to complete **Sections A & B**

If you have any questions concerning your application, please feel free to contact Public Works at 651-385-3674 (7:00 am to 4:00 p.m.)

\*\*\*\*\*

*(For City Use Only – Routing Information)*

| <u>Initial</u> | <u>Date</u> | <u>Routing</u>                     |
|----------------|-------------|------------------------------------|
| _____          | _____       | Received from Applicant            |
| _____          | _____       | Received by Public Works           |
| _____          | _____       | Public Works Review Completed      |
| _____          | _____       | Police Department Review Completed |
| _____          | _____       | Fire Department Review Completed   |
| _____          | _____       | Engineering Review Completed       |
| _____          | _____       | Electrician Review Completed       |
| _____          | _____       | Returned to Public Works           |
| _____          | _____       | Forwarded to Council for Approval  |
| _____          | _____       | Original to City Clerk             |

**SECTION A – General Information**

**CITY OF RED WING  
PRIVATE USE OF STREETS, PARKING AREAS & PUBLIC PROPERTY**

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home: \_\_\_\_\_ FAX: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Date(s) of Project: \_\_\_\_\_

Times: From: \_\_\_\_\_ To: \_\_\_\_\_

**Please provide a detailed description of what your project entails:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list the public facilities, parks, streets, or public property you are requesting use of for this project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are the General Liability insurance coverage limits of the Applicant?**

Per Occurrence: \$ \_\_\_\_\_

General Aggregate: \$ \_\_\_\_\_

**Who is the insurance agent for the Applicant?**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

On behalf of the Applicant, I hereby certify that all of the foregoing statements are true and accurate to the best of my knowledge. Applicant makes this application in accordance with City Code, Section 7.13. **Applicant acknowledges that, prior to the granting of this permission by the City, Applicant will be required to furnish proof of insurance** with General Liability insurance limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate limit (coverage limit requirement may be satisfied by a General Liability policy in combination with an Excess Liability or Umbrella Liability policy). The Applicant's insurance coverage must be primary, written on an "Occurrence" basis and **MUST list the City of Red Wing as an additional insured**. Applicant agrees to defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with use of the property by Applicant, its guests or invitees resulting from this application and its use.

I further understand that the City may charge a fee for the use of the public property. In no event will I acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.

I further understand that in granting this permit the City is not waiving compliance with other ordinances or the requirements to obtain any other permits and, further, that I am responsible for obtaining any other permits required by law from other appropriate governmental entities.

Applicant shall insure that all public property is restored or left in an acceptable condition.

I certify that I have the authority to bind Applicant to the above terms.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

City of Red Wing  
**PLOT PLAN**

**INSTRUCTIONS TO APPLICANT**

For street closures, please show the location and distance of all buildings in relation to street / alley right-of-ways. Clearly indicate area of requested use.

For parades, please use the plot plan to show streets requested for parade route.



**Indicate North in Circle**

Scale 1" = \_\_\_\_\_ FT

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

I/We certify that the proposed use will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

\_\_\_\_\_  
Property Owner(s) of site and structure

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**SECTION B – Construction**

Are you requesting any street closures?  Yes  No

If yes, please list street(s) and requested closure times. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you requesting use of any parking stalls?  Yes  No

**If yes, please list how many parking stalls will be used, the reason for the use of the parking stalls, the location of the parking stalls to be used and the timeframe of the use of the parking stalls.** (Please note that City Policy is to not allow construction trailers or dumpsters to take up parking stalls over weekends when projects take more than 30 days. If there is project activity during the weekend, staff can waive this restriction. If you are requesting use of parking stalls for a timeframe of less than 30 days you may leave the equipment/dumpster in the parking stall over the weekend, however Council would prefer that the equipment and/or dumpster be removed if there is no work occurring on the project over a weekend.)

\_\_\_\_\_

\_\_\_\_\_

Are you requesting closure/partial closure of any sidewalks?  Yes  No

**If yes, please list the reason, location and time frame for closure.** (City Policy is to not allow sidewalks closed during non-construction timeframes.)

\_\_\_\_\_

\_\_\_\_\_

**Are you requesting no parking prior to and/or during your project? If yes, please list requested street(s)/time(s) below.** (City ordinance requires that the notice of no-parking restrictions must be posted 20 hours before the no-parking starts. There is a cost for this service and the Public Safety Department will provide this cost information)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cones and barricades are necessary for most construction projects. They are available to rent from the Public Works department. Attached is a rental information sheet.**

Contractors are reminded that, if you are renting signs/barricades from the City, you are responsible to pick up, set up, take down and return all signs and barricades necessary for your project. Police Department staff will review the placement to ensure safety and enforceability.

**Will you provide your own cones / barricades or do you wish to rent them from Public Works?**

Provide Own

Rent from Public Works

**If renting, please list the number and type of cone / barricade you wish to rent.**

| <u>Number</u> | <u>Type</u>              | <u>Number</u> | <u>Type</u>                  |
|---------------|--------------------------|---------------|------------------------------|
| _____         | Type 1 – 12' Barricades  | _____         | Stop Sign on Stand           |
| _____         | Type III – 4' Barricades | _____         | No Left Turn Sign on Stand   |
| _____         | Type III – 8' Barricades | _____         | No Right Turn Sign on Stand  |
| _____         | Flashers for Barricades  | _____         | Closed to Thru Traffic Signs |
| _____         | Drums                    | _____         | Road Closed Sign             |
| _____         | Reflective Cones         | _____         | Pedestrian Barricades        |
| _____         |                          | _____         |                              |
| _____         |                          | _____         |                              |

**If you are providing your own, please list the company you are acquiring the signs from and the number of type of signs you plan to use:**

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## 2021 RENTAL FEES AND LABOR COSTS

### Equipment

|                                  | <u>W/o Op.</u> |
|----------------------------------|----------------|
| Utility Vehicles                 | \$18.00 /hr    |
| Pickup Trucks                    | \$12.00 /hr    |
| Pickup Trucks w/plow             | \$16.00 /hr    |
| Pickup Trucks w/crane            | \$20.00 /hr    |
| Push Mowers/Trimmers             | \$5.00 /hr     |
| Large Mowers                     | \$16.00 /hr    |
| Air Compressors                  | \$12.00 /hr    |
| Rollers                          | \$20.00 /hr    |
| Generators                       | \$20.00 /hr    |
| 1 Ton Truck                      | \$18.00 /hr    |
| 1 Ton Truck w/plow & sander      | \$23.00 /hr    |
| Dump Trucks – Single Axle        | \$26.00 /hr    |
| Dump Trucks – SA w/plow & sander | \$31.00 /hr    |
| Dump Trucks – Tandem             | \$30.00 /hr    |
| Dump Trucks – TA w/plow & sander | \$40.00 /hr    |
| Garbage Trucks                   | \$30.00 /hr    |
| Lift Trucks                      | \$35.00 /hr    |
| Tractors/Skid Steer              | \$35.00 /hr    |
| Chipper                          | \$18.00 /hr    |
| Flusher Truck                    | \$30.00 /hr    |
| Sweepers                         | \$50.00 /hr    |
| Loaders                          | \$45.00 /hr    |
| Dozers/Traxcavators              | \$50.00 /hr    |
| Graders                          | \$45.00 /hr    |
| Loader/Snow Blower               | \$90.00 /hr    |
| Vactor                           | \$110.00 /hr   |
| Thawing Rig                      | \$22.00 /hr    |
| Sewer Camera                     | \$40.00 /hr    |

### Signs & Barricades

|                                       |                  |
|---------------------------------------|------------------|
| Type I – 12' Barricades               | \$2.00 /item/day |
| Type I with Type A Flasher            | \$3.00 /item/day |
| Type III – 4' Barricades              | \$2.00 /item/day |
| Type III – 8' Barricades              | \$3.00 /item/day |
| Drums                                 | \$1.00 /item/day |
| Reflective Cones                      | \$1.00 /item/day |
| Stop Sign on Stand                    | \$2.00 /item/day |
| No Right/Left Turn Sign on Stand      | \$2.00 /item/day |
| 60" x 30" Closed to Thru Traffic      | \$2.00 /item/day |
| PD No Parking Signs                   | \$1.00 /item/day |
| 10' Pedestrian Barricades             | \$2.00 /item/day |
| Flashers/Sandbags/HC No Parking signs | \$1.00 /item/day |

### Labor Costs

|                       |                      |
|-----------------------|----------------------|
| Public Works          | \$50.00-\$110.00 /hr |
| PD Administration     | \$45.00 /hr          |
| PD Regular Officer    | \$60.00 /hr          |
| PD OT Regular Officer | \$90.00 /hr          |
| PD CS Officer         | \$45.00 /hr          |
| PD OT CS Officer      | \$67.50 /hr          |
| PD Reserve Officer    | \$20.00 /hr          |

### Other Supplies/Services

|                                 |                          |
|---------------------------------|--------------------------|
| Picnic Tables                   | \$10.00 /item/day        |
| Park Benches - City Delivers    | \$6.00 /item/day         |
| Orange Fencing                  | \$2.00 /roll             |
| Portable Bleachers              | \$75.00 /item/day        |
| Safety Vests                    | \$22.00 /item/day        |
| Spray Paint                     | \$5.50 /item/day         |
| Refuse/Recycling Containers     | \$0.00 /item/day         |
| Refuse Collection               | \$60.69 /ton+17%MSW tx   |
| CESC Charge                     | \$29.31 /ton             |
| Refuse Coll- \$50 (Min. .5 TON) | \$42.74 + \$7.26 MSW tax |
| Turn Curb Stop                  | \$75.00 /operation       |
| Electrical Cord Cover           | \$1.00 /item/day         |

### Facilities & Utilities

|                                |                           |
|--------------------------------|---------------------------|
| Small Open Shelters            | \$35.00 4 hrs or less     |
| Small Open Shelters            | \$55.00 +4 hrs/shelter    |
| Large Open Shelter (Colvill)   | \$45.00 4 hrs or less     |
| Large Open Shelter (Colvill)   | \$65.00 +4 hrs            |
| Colvill Park Screened Pavilion | \$55.00 4 hrs or less     |
| Colvill Park Screened Pavilion | \$85.00 +4 hrs            |
| Colvill Courtyard – Building   | \$350.00 Per Day          |
| Colvill Courtyard – Building   | \$150.00 4 hrs seasonal   |
| Colvill Courtyard              | \$175.00 Cleaning Deposit |
| Colvill Courtyard – garden     | \$55.00 Per Day           |
| Colvill Courtyard – garden     | \$35.00 4 hrs or less     |
| Central Park Bandshell         | \$55.00 4 hrs or less     |
| Central Park Bandshell         | \$85.00 +4 hrs            |
| Electricity – Other Facilities | \$35.00 4 hrs/facility    |
| Electricity – Other Facilities | \$55.00 +4 hrs/facility   |
| Turtle 50 AMP                  | \$100.00 Per Day          |
| Downtown Electric              | \$30.00 per day           |
| Ballfield Lights               | \$30.00 Per hr/field      |

### **Administration Fee**

**19% of Subtotal**