MINNEAPOLIS PARK & RECREATION BOARD

DESIGN & CONSTRUCTION MANAGEMENT

2117 West River Road, Minneapolis, Minnesota 55411-2227

Cliff Swenson, Director, Design & Construction Management, 612-230-6473

Jim Holtzlider 612-230-6462 jholtzlider@minneapolisparks.org fax 612-230-6506

APPLICATION FOR CONSTRUCTION PERMIT

NAME OF ORGANIZATION / GROUP	**CONTACT PERSON** *Please Print Clearly*
Organization_____	Contact_____
Address_____	Title_____
City_____State_____Zip_____	Work Phone_____ Cell_____
Phone_____ Fax_____	**Email Address*** _____

** All Permits will be Emailed to Licensee (PREFERRED)* ** If Email Address is Not Legible, Permit will be Mailed (DICOURAGED)*

PROJECT LOCATION	**PROPOSED DATES OF PROJECT**
	Start Date Finish Date
(*ex; Parkway Address, Parkway Intersection, or Park*)	(*see Signed Applicant Agrees, item #7 & #8*)

Estimated Project Cost:_____ Crew Size:_____ Work Hours, Start:_____ End:_____

PARKWAY ACCESS NOTE

To access a construction site from the Minneapolis Parkway system; all alternate possibilities and options for accessing the construction site shall be exhausted prior to requesting a Park Board Construction Permit. Alternate Access Example; Adjacent streets or alley.

Parkway Access Statement: (*Why is this the only alternative? What other alternatives were considered? Be Specific*)

_____

_____

_____

Park facilities to be affected by this project (*parkway, pathway, boulevard, trees, etc*): _____

_____

_____

Describe proposed construction activities: _____

_____

_____

List all vehicles & equipment including approximate weight or axle weight of each: _____

_____

_____

REQUIRED MATERIALS WITH THIS COMPLETED APPLICATION (*see also Permit Application Checklist*)

1. Permit Application Fee (*see Construction Permit Categories & Fee Schedule*)
2. Liability Insurance Certificate with Minneapolis Park and Recreation Board Listed as Additionally Insured
3. Site Map or Construction Drawings as necessary for Location/Usage Clarification (*see "Permit Application Checklist", item 5, for Site Map or Construction Drawings requirements*)
4. If applicable, Restricted Permit Category - Heavy Equipment, (*see additional requirements for Type 3a & 3b*)

APPLICANT ACKNOWLEDGES AND ACCEPTS WEIGHT RESTRICTIONS TERMS OF EACH PERMIT CATEGORY LISTED WITHIN. _____ (Initials required)

Upon acceptance of the weight restriction terms by Applicant, Failure to comply with the Permit Category chosen by the Applicant will result in immediate permit cancellation and rejection of future permit applications. _____ (Initials required)

APPLICANT SIGNATURE _____ **DATE** _____

THE SIGNED APPLICANT AGREES

1. that all alternate possibilities have be exhausted for accessing the construction site without using the Minneapolis Parkway;
2. to bear all costs of policing, cleaning and restoring park property and parkways including removal of erosion control measures after stabilization is complete as associated to the Park Board permit;
3. to reimburse the Park Board for all such costs incurred by the Park Board;
4. that the Applicant is responsible for obtaining all necessary permits from other agencies in addition to this construction permit;
5. that if the information provided in this application is found to be misleading or inaccurate, especially vehicles and equipment weight, it may result in suspension of permit, administrative action, imposition of fine(s), and the rejection of future right-of-entry;
6. that failure to abide by the terms of the permit or any other applicable permits laws, rules or city, county, and state regulations, including truck idling restrictions, may result in revocation of the permit;
7. that the permit applicant shall be solely responsible for any and all fines, civil liability, and criminal prosecution arising from applicable laws, rules or city, county, and state regulations;
8. Park Board permits are issued for six (6) weeks maximum. Permits can be extended one time at no charge for two (2) weeks due to inclement weather or unforeseen circumstances. A new permit and fee will be required after this extended period has ended;
9. if a longer duration construction permit is initially sought (*more than 6 weeks*), the Applicant must obtain prior approval from Cliff Swenson, Director of the Minneapolis Park Board Design and Construction Management Division, before a longer duration permit can be processed;
10. that the Applicant must adhere to *Mndot Spring Weight Restriction Requirements* and verify restriction dates;
11. that the Applicant, its consultants, subcontractors, design professionals and agents hereby agree to hold harmless, defend and indemnify the Minneapolis Park Board and its agents from and against any liability, loss, claims, suits, losses, costs, and legal fees caused by, or damage arising out of and resulting from the work performed pursuant or occurring in connection with the work herein. This indemnity is intended to allocate to the Applicant the responsibility for personal injury (including death) caused by the Applicant, its subcontractors and design professionals/consultants during the course of the project encompassed in this permit;
12. it is further agreed by and between the parties that as a condition precedent to the Applicants obligations to indemnify the Minneapolis Park Board, the Applicant shall: promptly notify the Minneapolis Park Board Design and Construction Management Division in writing of any alleged claim, loss or damage for which indemnification is sought; within ten (10) days of receipt of notice to it of such claim, loss or damage, forward to Cliff Swenson, Director of the Minneapolis Park Board Design and Construction Management Division, the names and addresses of the claimants, the names and addresses of any witnesses, the damages alleged, the date of the alleged occurrence, and any other information available to the Applicant regarding the claim/loss and to cooperate fully with the Minneapolis.

MPRB CONSTRUCTION PERMIT CATEGORIES & FEE SCHEDULE

Note: all construction permits are based solely on vehicle or equipment weight

STANDARD PERMIT CATAGORIES

1. TYPE 1 CONSTRUCTION (*residential, commercial or institutional*)…….……..……..…... **$200**
Construction Vehicles or Equipment with a **7,000 GVW** (Gross Vehicle Weight) **or less**

2. TYPE 2 CONSTRUCTION (*residential, commercial or institutional*)…….……..……..……...…..…… **$400**
Construction Vehicles or Equipment with a **5 ton** per axle **maximum** weight (weight verification required)

RESTRICTED PERMIT CATEGORY - HEAVY EQUIPMENT (*see also Type 3 Construction Notes*)

3a. TYPE 3 CONSTRUCTION - WINTER - HEAVY EQUIPMENT (*residential, commercial or institutional*)…….....…..... **$500**
Construction Vehicles or Equipment **over 5 ton** per axle maximum weight
During Winter from Mid December to Mid March*
***Assuming the ground is still frozen before and after this time frame*

3b. TYPE 3 CONSTRUCTION - SEASONAL - HEAVY EQUIPMENT (*residential, commercial or institutional*)…….…….……. **$500***
Construction Vehicles or Equipment **over 5 ton** per axle maximum weight
During Spring, Summer and Fall after Mid March thru Mid December)*
***Assuming the ground is not frozen during this time frame*

* **Type 3b Pavement Damage;** if the Minneapolis Park Board parkway pavement is damaged by the applicant/licensee during access to their construction site from a Minneapolis Park Board Parkway a minimum 2" pavement mill and 2" bituminous overlay will be required from the Parkway Access point to the Parkway Exit point. *Refer to Type 3 Construction Notes for added information.*

This 2" Bituminous Mill and Overlay replacement shall meet **MnDot Specification 2360, SPWEB540L, Level 5**, wearing surface and **Minneapolis Code of Ordinances 429** & **430**. *Minneapolis Paving Engineer, Larry Matsumoto, 612-919-1148*

Applicant shall provide with this application one of the two (2) options listed below for a 2" mill & overlay, *whichever is greater*;

* **3b Permit Fee plus** the amount of the **2" Mill & Overlay Price Quote** or a **50,000 "Construction Bond"** or **"Letter of Credit"**

TYPE 3 CONSTRUCTION NOTES

1. There is no guarantee a permit will be issued for Type 3 Construction on the Minneapolis Parkway system. Each Type 3 Permit application shall be reviewed on a "case-by-case" basis only. It is imperative that the Permit Access Statement is specific (page 1).
2. Cliff Swenson, Director of the Minneapolis Park Board Design and Construction Management Division, must approve and sign-off on any Type 3 Construction request prior to permit issuance.
3. Minneapolis Public Works, Street Division approval may also be required due to traffic flow restrictions, pavement design loads and weight of heavy equipment and/or cranes.
4. A pre-construction meeting is mandatory to provide documentation and/or pictures of the condition of existing pavements, curbs and trials for comparison at the end of the construction project. This meeting should include the applicant's representative, design professionals or consultants, subcontractors, Minneapolis Park Board representative, Minneapolis Public Works representative and any other agencies or persons/agents directly involved with this project.
5. Applicant must adhere to *Mndot Spring Weight Restriction Requirements* and verify restriction dates.
6. The permit process for Type 3b Construction-Seasonal-Heavy Equipment can take up to three (3) weeks to process in some cases.
7. Please submit with the Construction Permit Application Packet your acknowledgement to the conditions listed for Type 3 Construction by including the Required Pavement Price Quote or a $50,000 Payment Bond or Letter of Credit.

PARKWAY CLOSURE NOTES

1. In most situations, complete closure of the Minneapolis Parkway is not acceptable to the Minneapolis Park and Recreation Board (time of day and duration is critical to permit issuance).
2. COMPLETE PARKWAY CLOSURE can only occur between 8:00am & 3:00pm MONDAY thru FRIDAY. COMPLETE PARKWAY CLOSURE on the WEEKEND is only allowed with written approval by the Minneapolis Park Board Commissioners or, if applicable, the Director of Design & Construction Management, Cliff Swenson.
3. If a Parkway Closure is approved, the applicant shall include exact parkway closure duration dates. The applicant shall give the Minneapolis Park Board one week notice as to the exact date(s) that the parkway will be completely closed. This notification will be used to alert park users online of the parkway closure.
4. It will be the applicant's responsibility to coordinate all detours with Minneapolis Traffic Department and 911 Emergency Services.
5. Applicant shall abide by all requirements of the Minneapolis Traffic Department and the Minneapolis Park & Recreation Board.
6. Minneapolis Traffic Department requirements for road closure and detours supersede all Minneapolis Park Board requirements.

PERMIT APPLICATION CHECKLIST

1. Completed application with all information filled in.
2. A check in the amount specified in the Minneapolis Park and Recreation Board Construction Permit Category Fee.
3. A copy of "Liability Insurance Certificate" naming the Minneapolis Park and Recreation Board as additionally insured.
   A copy of the minimum insurance requirements is included at the end of this application
4. The names, addresses, phone numbers of; the Applicant, Owner, Engineer and Contact Person.
5. A site map (8.5 x 11 or 11 x 17) showing;
   - Location or Address
   - Adjacent Areas within 100 feet
   - Location and indication of Property Lines, Existing Structures, Fences, Sidewalks, Pathways, Roadways, Railroads, Bridges, Streams, Rivers, Ponds, Public Waters, Wetlands, Adjoining Roads & Cities, Underground & Overhead Utilities, Easements, Right-of Way and other Landmarks.
   - A plan for accommodating park users such as Pedestrians, Bicyclists, Motorists, etc. including Detour and/or Advanced Warning of Closure Signage as needed where construction hinders those uses.
6. Schedule of Anticipated Starting and Completion Date. *Park Board permits are issued for six (6) weeks maximum.*
7. Any other information pertinent to this application the Applicant determines would be helpful or necessary for permit review.

PERMIT EXPIRATION NOTE

Park Board permits are issued for six (6) weeks maximum. Permits can be extended one (1) time at no charge for two (2) weeks due to inclement weather or unforeseen circumstances. A new permit and fee will be required for after this extended period has ended.

All encroachments on Park Board land or parkways resulting from construction work associated with this permit may be required to be removed at the applicant's expense upon expiration of the permit without the execution of an additional agreement regarding any longer duration encroachments.

Sample Insurance Form with Insurance Requirements included at the end of this MPRB Permit Application.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC				EACH OCCURRENCE	$ 500,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
						MED EXP (Any one person)	$ 10,000
						PERSONAL & ADV INJURY	$ 2,000,000
						GENERAL AGGREGATE	$ 2,000,000
						PRODUCTS - COMP/OP AGG	$ 2,000,000
							$
B	B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
C	C	EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE	$
						AGGREGATE	$
							$
							$
							$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? No If yes, describe under SPECIAL PROVISIONS below				[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
						E.L. EACH ACCIDENT	$ 500,000
						E.L. DISEASE - EA EMPLOYEE	$ 500,000
						E.L. DISEASE - POLICY LIMIT	$ 500,000
		OTHER					

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The MINNEAPOLIS PARKS & RECREATION BOARD is NAMED as ADDITIONAL INSURED

CERTIFICATE HOLDER

MINNEAPOLIS PARKS & RECREATION BOARD
Planning & Construction Management Division
2117 West River Road

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

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