



**MINNEAPOLIS PARK & RECREATION BOARD
PLANNING SERVICES**

Construction Permits: cpermits@minneapolisparcs.org

Technical Assistance: 612.230.6463 or 612.230.6461

2117 West River Road, Minneapolis, Minnesota 55411-2227

APPLICATION FOR CONSTRUCTION PERMIT

NAME OF ORGANIZATION / UTILITY / OWNER

CONTACT PERSON * All Permits will be E-mailed to Licensee

Project for (Name Private Owner / Utility Co. / Municipal Entity) _____	Contact _____ Title _____
Address _____	Company/Organization _____
City _____ State _____ Zip _____	Work Phone _____ Cell _____
Phone _____ Project Manager _____	Email Address _____

Note: PERMIT IS NON-TRANSFERRABLE. EACH CONTRACTOR/ENGINEER/AGENCY WORKING ON SITE SHALL APPLY FOR ITS OWN PERMIT.

PROJECT LOCATION	PROPOSED DATES OF PROJECT
	Start Date _____ Finish Date _____

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 your 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 SUBMITTALS 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 PERMIT CATEGORY LISTED WITHIN. _____(Initials)

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)

APPLICANT NAME (PRINTED) _____ APPLICANT SIGNATURE _____
DATE _____ TITLE _____ COMPANY/ORGANIZATION _____

THE SIGNED APPLICANT AGREES

1. that all alternate possibilities have been 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 PERMIT CATEGORIES & FEE SCHEDULE

Note: Typical construction permits are based solely on vehicle or equipment weight. Additional fees may apply.

STANDARD PERMIT CATEGORIES

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 9:00 am & 3:00 pm 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 two weeks' notice as to the exact date(s) that the parkway will be completely closed. This notification will be used to alert park users 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. Include ISO Endorsements CG 20 10 04 13 and CG 20-37 07 13, or their equivalent. 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.
 - For all road, trail, pathway, or sidewalk closures, licensees are required to submit a signed Temporary Traffic Control (TTC) Plan from a MnDOT & ATSSA certified traffic control professional in accordance with MN MUTCD Regulations for Temporary Traffic Control in order for a permit to be issued. Safety in the work zone is the primary consideration to be addressed in a TTC. The needs and control of all motorists, bicyclists, and pedestrians, park patrons, and workers affected by the area of work and all state, federal and municipal law and ordinances shall be addressed in the TTC. In addition, at all times equipment is moving or operating on MPRB property, a flag person/spot person shall be present to control the work area.
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.

MPRB INSURANCE REQUIREMENTS - EXHIBIT

This exhibit, along with MPRB Construction Permit serves as an agreement, or contract, under which the Licensee and its sub-contractors or other professionals are permitted to work on parkland subject to the terms and conditions of their permit. By entering into this agreement, the Licensee hereby agrees to obtain and maintain insurance, meeting all of the applicable requirements herein.

Insurance secured by the Licensee shall be issued by insurance companies acceptable to the Minneapolis Park and Recreation Board (MPRB) and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance. MPRB Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract. The Licensee's shall pay for all deductibles, self-insured retention and/or self-insurance included hereunder. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

The Minneapolis Park and Recreation Board shall be added as an additional insured on your policy for General Liability and Auto Liability, as applicable. The liability insurance coverage required for performance of the Contract shall include the Minneapolis Park and Recreation Board, and its agents, divisions, officers and employees as Additional Insured's on your policy with respect to the Licensee's work and activities to be performed under this Contract. Such coverage shall be conveyed to MPRB via Endorsements acceptable to the MPRB for On-going and Completed Operations.

Self-Insured Municipalities pursuant to authority granted in Minnesota Statute 471.981, shall extend additional insured status to the Minneapolis Park and Recreation Board meeting all of the coverage requirements herein, to the extent allowable by law.

The Licensee and its sub-contractors shall secure (prior to commencing work on parkland) and maintain the following insurance:

- a) Workers Compensation insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) Commercial General Liability insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expenses any one person. The policy shall be on an "occurrence" basis, and shall include contractual liability coverage, and the MPRB shall be named an additional insured. The Minneapolis Park and Recreation Board shall be Certificate Holder. Amount of coverage required may increase or types of coverage may be added if the project involves potentially high risk activity.
- c) Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident and the MPRB shall be named an additional insured.

The Minneapolis Park and Recreation Board does not represent that the insurance requirements are sufficient to protect the Licensee's interest or provide adequate coverage. Acceptance of the declarations and endorsements by the Minneapolis Park and Recreation Board shall not relieve, limit, or decrease the liability of the Licensee. Any policy deductibles or retention shall be the responsibility of the Licensee. Licensee shall control any special or unusual hazards and be responsible for any damages that result from those hazards.

In the case that amenities are damaged and restored under this permit, such insurance shall extend for any restored work (such as concrete work, etc...) for a corrective warranty period of one year past the date of the permit's expiration. Additional insurance and liability agreements in place as a result of an agency agreement, encroachment permit, or easements shall be considered in force, complimentary, and in excess of the minimum requirements stated in this Exhibit.

A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Licensee shall require any of its sub-contractors, if sub- contracting is allowable under this Contract, to comply with these provisions. Licensee acknowledges that failure to obtain, provide, or maintain such insurance on behalf of itself and Minneapolis Park and Recreation Board required under this permit constitutes a material breach of contract. It is the Licensee's responsibility to notify the Owner of a lapse in coverage, and to provide updated policy and endorsements prior to the expiration date of those provided with this permit.

If the Licensee maintains higher limits than the minimums shown above, the Minneapolis Park and Recreation Board requires and shall be entitled to coverage for the higher limits maintained by the Licensee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Minneapolis Park and Recreation Board.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

PRODUCER Insurnce Agent/Broker Name Insurnce Agent/Broker Street Address or P.O. Box Insurnce Agent/Broker City, State & Zip Code Contact & Phone Number	THIS CERTIFICATE 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.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Vendor Name Vendor Street Address or P.O. Box Vendor City, State & Zip Code	INSURER A: Name of Insurance Company	Enter NAIC#
	INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#

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	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Enter Policy #	Enter Effective Date	Enter Expiration Date	EACH OCCURENCE	\$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	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	Enter Policy #	Enter Effective Date	Enter Expiration Date	COMBINED SINGLE LIMIT (Each Occurrence)	\$1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
C	<input checked="" type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$Enter Amount	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	EACH OCCURENCE	\$Enter Limit
						AGGREGATE	\$Enter Limit
							\$
							\$
							\$
D	<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Enter Policy #	Enter Effective Date	Enter Expiration Date	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$500,000
						E.L. DISEASE - EA EMPLOYEE	\$500,000
						E.L. DISEASE - POLICY LIMIT	\$500,000
	<input type="checkbox"/>	OTHER					

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

The Minneapolis Park and Recreation Board, its officers, directors, employees, agents and representatives are included as an additional insured in respect to Commercial General Liability, Automobile Liability and Excess/Umbrella Liability coverage "for ongoing and completed operations" using ISO forms CG 20 10 04 13 and CG 20-37 07 13, or their equivalent. See the attached endorsements naming the Minneapolis Park and Recreation Board on each schedule. (Insert Contract Job Description, if Applicable)

CERTIFICATE HOLDER

Minneapolis Park and Recreation Board
 2117 West River Rd.
 Minneapolis, MN 55411

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 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