

# City of Hugo Public Works Department

14669 Fitzgerald Ave N; Hugo MN 55038

Phone: (651) 762-6316 Fax: (651) 762-6374

## **RIGHT OF WAY USERS REGISTRATION FORM**

This application must be filled out in ink and signed by

Agency/ Utility Owner Name:		Gopher One Call Registration Number:	
Address:			
City:		State:	Zip:
Office Phone:		Office Fax:	
Local Representatives: minimum two contacts			
Name	Phone	Cellular	Fax
Insurance Carrier:			
Policy Number:		Limits of Coverage: (Attach Certificate of insurance or Self Insurance)	
Public Utilities Commission Certification?    Yes                      No                      (If yes attach copy of certificate of Authority)			
<p>The Applicant hereby certifies that the above information is correct and agrees to notify the City of Hugo within fifteen days of any changes. The applicant certifies that the City of Hugo, its elected and appointed officials, officers, employees, and agents are named as additionally insured parties in all applicable insurance policies. The applicant agrees to comply with the City of Hugo Right of Way Ordinance and with all applicable federal, state, county, municipal laws, statutes, and ordinances that may apply.</p>			
Name: _____ (Name of Representative)			
Title: _____			
Signature: _____		Date: ____/____/____	
<b><u>Registration Must Be Renewed By December 1<sup>st</sup> Of Each Year</u></b> <b><u>Annual Registration Fee \$30.00</u></b>			

## **RIGHT OF WAY USER REGISTRATION INSTRUCTIONS**

To become registered as a City of Hugo Right of Way user complete the Right of Way User Registration Form. In addition to the registration form each applicant shall provide the City of Hugo with an **insurance certificate**. Minimum Liability Coverage shall be \$2 million and minimum Workers Compensation coverage shall be \$1 million (**naming the City of Hugo 14669 Fitzgerald Ave N Hugo MN 55038 as certificate holder**). Additionally, each applicant shall provide a \$10,000.00 security in one of the following forms:

- A) Individual Project Bond
- B) Cash Deposit
- C) Security of a form listed under Minnesota Stat. Sec. 15.73, Subd.3
- D) Letter of Credit, in form acceptable to the City of Hugo
- E) Self Insurance in a form acceptable to the City of Hugo
- F) Blanket Bond for projects within the City of Hugo or construction bond for a specified time and in a form acceptable to the City of Hugo. **License Permit Bonds are most commonly used.**

**Permits for work within the City of Hugo Right of Way will not be issued until this registration process has been completed.**