



**City of Gem Lake**  
 Heritage Hall  
 4200 Otter Lake Road | Gem Lake, MN 55110  
 651-747-2790/92 | 651-747-2795 (fax)  
 E-mail [city@gemlakemn.org](mailto:city@gemlakemn.org)

## Right-of-Way Permit

**Contractor Information**

Contractor: \_\_\_\_\_ State License #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Location**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description (attached sketches of work to be performed): \_\_\_\_\_

How Utility is being Installed (if open cut or trenched, need a street restoration plan): \_\_\_\_\_

Restoration Plan and Type (includes turf restoration): \_\_\_\_\_

*Restoration must be completed within 10 days of installation or repair work*

Depth/Type, and size of utility to be installed: \_\_\_\_\_

Traffic control plan to include durations, times of day, detours, signage, etc. (attached additional sheets if needed): \_\_\_\_\_

**Permits need to be sent to the City Engineer for approval prior to work being performed: Justin Gese, ([jgese@sehinc.com](mailto:jgese@sehinc.com)), questions contact Mr. Gese at 612-209-0731. Payment is made to the City of Gem Lake, 4200 Otter Lake Road, Gem Lake, MN 55110. Fees (\$200.00) are required to be paid in advance to the City of Gem Lake**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Receipt No. \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_