



**MINNEAPOLIS PARK & RECREATION BOARD**  
**PLANNING DEPARTMENT**  
 2117 West River Road  
 Minneapolis, Minnesota 55411-2227  
 612-230-6462 or 612-230-6465 fax 612-230-6506

**APPLICATION FOR CONSTRUCTION PERMIT**

**PROPOSED PARKWAY OR PARK AREA LOCATION**

**PROPOSED DATES OF PROJECT**

|  |                          |
|--|--------------------------|
|  | Start _____ Finish _____ |
|--|--------------------------|

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)

\_\_\_\_\_

\_\_\_\_\_

Facilities to be affected by the project (parkway, pathway, blvd, trees, etc): \_\_\_\_\_

\_\_\_\_\_

Describe proposed activities: \_\_\_\_\_

\_\_\_\_\_

List all vehicles and equipment, including weight of each, materials to be brought to and/or stored on project site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HEAVY EQUIPMENT NOTE**

See Restricted Permit Category – Heavy Equipment - Type 3a Construction – Winter and Type 3b Construction – Seasonal

**NAME OF ORGANIZATION / GROUP**

**CONTACT PERSON**

Please Print Clearly

|                                  |                             |
|----------------------------------|-----------------------------|
| Organization _____               | Contact _____               |
| Address _____                    | Title _____                 |
| City _____ State _____ Zip _____ | Work Phone _____ Cell _____ |
| Phone _____ Fax _____            | <b>Email Address*</b> _____ |

\*ALL PERMITS WILL BE EMAILED TO LICENSEE

IF EMAIL ADDRESS IS NOT LEGIBLE PERMIT WILL BE MAILED

**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 (see included sample at end of permit application)
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. Restricted Type 3b - SEASONAL - Heavy Equipment, Must include required mill & overlay paving quote attachment

APPLICANT ACKNOWLEDGES AND ACCEPTS WEIGHT RESTRICTIONS TERMS OF EACH 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 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. to indemnify the Park Board and hold the Park Board harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees, or agents or any person under applicant’s control;
5. and that failure to abide by the terms of the permit or any other applicable laws, rules or city, county, and state regulations may result in revocation of the permit;
6. and 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;
7. that no work may be conducted after the expiration of the permit, Park Board permits are issued in six (6) month maximum intervals, permit extensions into the next construction year/season will require an additional permit fee;

**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**

- 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*  
  
**Pavement Replacement**; to access the construction site from a Minneapolis Park Board Parkway a 2” pavement mill And Bituminous overlay minimum will be required from the Parkway access to the Parkway exit. **2” Pavement Mill & 2” Bituminous Overlay replacement shall meet the Minneapolis Code of Ordinances 429 and 430.**  
  
General Contractor shall provide price quote for 2” pavement mill & 2” bituminous overlay with permit application for Type 3 Construction –SEASONAL – Heavy Equipment.  
  
**3B PERMIT COST shall be \$500 PLUS amount of MILL & OVERLAY PRICE QUOTE submitted**

**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 Need Statement (page 1) is specific.
2. All related divisions of the Minneapolis Park and Recreation Board must approve and sign-off on 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. The permit process for Type 3b Construction-Seasonal-Heavy Equipment can take up to three (3) weeks to process in some cases.
5. Please submit with the Construction Permit Application Packet your acknowledgement to the conditions listed for Type 3 Construction by including the required pavement price quotes. Also include a copy of a Payment Bond or Letter of Credit.



# SAMPLE CERTIFICATE OF INSURANCE FORM

Note: "Certificate of Insurance" must be included with permit application

|   |   |                 |
|---|---|-----------------|
| <b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b> |   | ACORD 100 01/99 |
| POLICY NO.<br><br>DATE ISSUED                   | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXCEED OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |                 |
|   | <b>INSURERS AFFORDING COVERAGE</b>  | <b>NAIC #</b>   |
|   | INSURER A   |                 |
|   | INSURER B   |                 |
|   | INSURER C   |                 |
|   | INSURER D   |                 |
|   | INSURER E   |                 |

| 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. |   |               |   |  |   |           |
|---|---|---------------|---|--|---|-----------|
| POLICY PERIOD (TO DATE)   | TYPE OF INSURANCE   | POLICY NUMBER | POLICY EFFECTIVE DATE (OR RENEWAL DATE) | POLICY EXPIRATION DATE (OR RENEWAL DATE) | LIMITS  |           |
| A   | GENERAL LIABILITY<br><input type="checkbox"/> CONVENTIONAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> YEAR <input type="checkbox"/> OCC |               |   |  | EACH OCCURRENCE                                     | \$        |
|   |   |               |   |  | DAMAGE TO PROPERTY                                  | \$        |
|   |   |               |   |  | PERSONAL & ADV INJURY                               | \$        |
|   |   |               |   |  | PERSONAL & ADV INJURY                               | \$        |
|   |   |               |   |  | GENERAL AGGREGATE                                   | \$        |
|   |   |               |   |  | PRODUCTS - COMPLETED OPERATIONS                     | \$        |
| A   | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-HIRED AUTOS   |               |   |  | COMBINED SINGLE LIMIT (Per accident)                | \$        |
|   |   |               |   |  | BODILY INJURY (Per person)                          | \$        |
|   |   |               |   |  | BODILY INJURY (Per accident)                        | \$        |
|   |   |               |   |  | PROPERTY DAMAGE (Per accident)                      | \$        |
|   |   |               |   |  | ALTO ONLY - EACH ACCIDENT                           | \$        |
|   |   |               |   |  | OTHER THAN AUTO ONLY                                | EA ACC \$ |
|   |   |               |   |  | ALTO ONLY   | AGG \$    |
| A   | UMBRELLA LIABILITY<br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br>DEDUCTIBLE \$<br>RETENTION \$  |               |   |  | EACH OCCURRENCE                                     | \$        |
|   |   |               |   |  | AGGREGATE   | \$        |
|   |   |               |   |  |   | \$        |
|   |   |               |   |  |   | \$        |
|   |   |               |   |  |   | \$        |
| B   | WORKERS COMPENSATION AND EMPLOYERS LIABILITY<br>ANY EMPLOYER OR PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED<br>(See Exclusions Under SPECIAL PROVISIONS below)  |               |   |  | <input checked="" type="checkbox"/> NO STATE LIMITS | DATE \$   |
|   |   |               |   |  | EA EACH ACCIDENT                                    | \$        |
|   |   |               |   |  | EA DISEASE - EA EMPLOYEE                            | \$        |
|   |   |               |   |  | EA CLAIMS - POLICY LIMIT                            | \$        |

|   |  |
|---|--|
| <b>CERTIFICATE HOLDER</b><br><br>Minneapolis Park & Recreation Board<br>2117 West River Road<br>Minneapolis, MN 55413 | <b>CANCELLATION</b><br>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. HOWEVER, IF THE POLICY IS NOT MAINTAINED, SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.<br>AUTHORIZED REPRESENTATIVE: _____ |
|---|--|

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**CITY OF MINNEAPOLIS MINIMUM INSURANCE REQUIREMENTS FOR GENERAL CONTRACTORS AND SUB-CONTRACTORS:**

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.

Commercial General Liability insurance; at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$500,000 each occurrence \$500,000 fire damage and \$10,000 medical expense any one person.

Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least \$500,000 per accident. Contractor shall purchase and maintain insurance that will protect itself from claims that may arise from the Contractor's operations.

The policy shall be on an "occurrence" basis, shall include contractual liability coverage.

This insurance shall be purchased from an insurer licensed to do business in Minnesota.