



**City of Woodland**  
20225 Cottagewood Road  
Deephaven, MN 55331  
(952) 358-9938

## **ROW Encroachment Permit**

The right to use publicly owned rights-of-ways within the City for any private use or purpose other than the primary purpose of public travel, whether such use constitutes substantial or incidental use, may be acquired only through a permit. Any person may apply to the City Council for a permit, and the permit fee shall be determined by the City Council. The City Council may grant the permit if it is determined that the use applied for is incidental and not inconsistent with safe and efficient public use. However, no permit will be issued until the applicant has agreed in writing to waive any right to recover from the city for damage occurring to the property located within the right-of-way which may result from the performance of the city or its agents of its public duties required by law. The City reserves the right to revoke any permit granted as may be required by the public interest.

### **PROPERTY INFORMATION**

Address:	Property ID Number:
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### **APPLICANT INFORMATION**

Property Owner Name:		
Applicant Name (if different):		
Address:		
City:	State:	Zip Code:
Telephone:	E-Mail:	

### **ENCROACHMENT ELEMENT DESCRIPTION**

Please explain the encroachment being requested:

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**Additional Information Required** - The following items must be included with this application:

- A survey/site plan which shows the details and dimensions of the encroachment. The drawing must show accurate property lines and the location of elements of the right of way, such as streets, sidewalks, boulevards, curbs, curb-cuts, trees, hydrants and signs.
- Photos of the site showing current conditions

**ACKNOWLEDGEMENTS – The undersigned hereby makes this application for a right-of-way encroachment permit and acknowledges the following:**

Terms and Provisions. Owner accepts the terms and provision contained in the report prepared by the city engineer/staff, wherein the City of Woodland will grant to the applicant, its successors and assigns, permission to install, maintain and use the encroachment described in this application. In accepting these conditions, the permit holder warrants that its successors and assigned will perform all the acts and things specified in the city engineer/staff report.

Termination. Any permission hereunder granted and all rights of the permittee hereunder shall cease at any time that said encroachment shall be removed and such permission shall in no way be considered a relinquishment by the city of that portion of said public right-of-way, or be of any force or effect beyond the time herein provided.

Removal. The owner of shall remove at once any part or all of such encroachment upon being ordered to do so by the city council and shall restore the right-of-way to a safe condition, and the city shall not be liable for any damages resulting to the property owner by reason of such an order. Such removal and restoration of the right-of-way will be at the sole expense of the property owner. Upon failure of the property owner to remove the encroachment as ordered, the reasonable costs of removing such encroachment incurred by the city shall be billed and levied against the property as a special assessment.

Indemnification and Hold Harmless. Owner shall indemnify and hold the City harmless from any claims, damages, or other liability associated with the placement of the Encroaching Elements in the right-of-way including, but not limited to, damages for personal injuries and/or damage to the Encroaching Elements.

IN WITNESS WHEREOF, said (owner’s print name) \_\_\_\_\_  
has set their hand

on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Owner’s Signature)

Corporate Acknowledgment  
STATE OF MINNESOTA }  
*County of Hennepin* }

THE FOREGOING WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_, BY \_\_\_\_\_ (OWNER OF PROPERTY)  
OF \_\_\_\_\_ (OWNER’S ADDRESS), A CORPORATION UNDER THE LAWS OF THE STATE OF  
MINNESOTA, ON BEHALF OF THE CORPORATION.

\_\_\_\_\_  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

NOTARY SEAL