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## **PUBLIC PROPERTY COMMUNITY WORK PERMIT APPLICATION FORM**

2301 Tower Drive • Woodbury, Minnesota 55125-3300 • [www.ci.woodbury.mn.us](http://www.ci.woodbury.mn.us)  
(651) 714-3720 • TDD (651) 714-3568 • FAX (651) 714-3721

### **Community Work Permit Application Background Information**

This community work permit application is a request for individuals or groups to perform community improvement activities into City of Woodbury property. This document is an application and does not constitute a permit. If approved, a separate permit will be issued with this application.

Since almost all property owned by the City of Woodbury was either donated or purchased with City of Woodbury tax dollars for public use, approval or denial of this application will depend on the amount of public benefit associated with the request. Projects that benefit only individuals or small groups will not be approved under the Community Work Permit process. Approval of this application constitutes a legal agreement between the applicant(s) and the City of Woodbury.

Any Community Work Permit granted by the City of Woodbury will become null and void if not exercised within the time period outlined in the permit. A submitted application is a matter of public record. With certain exceptions, any portion of the submitted application material may be reproduced and distributed to City of Woodbury staff, to other discretionary bodies, or to the general public for use in reviewing the request.



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### **COMMUNITY WORK PERMIT GENERAL PROVISIONS:**

*The following provisions apply to all permits that are approved. Please read and understand these provisions before you fill out a permit application. If you do not understand a provision, please contact a City of Woodbury staff member for clarification before you submit your application.*

- 1) **Right of Access:** The granting of a permit does not prohibit the public from accessing or using the property.
- 2) **Ownership:** The permittee does not acquire any right, title or interest in any property or easement owned by the City of Woodbury upon issuance of a permit.
- 3) **Costs:** Unless otherwise stated on the permit or separate written agreement, all costs incurred for work under the permit shall be borne by the permittee and the permittee hereby waives all claims for payment or contribution from the City of Woodbury for such work.
- 4) **Notice Prior to Starting Work:** Before starting work under the Community Work Permit, the permittee shall notify the designated City of Woodbury representative three (3) working days prior to initial start of work.
- 5) **Utilities:** If work requires excavation, permittee agrees to contact, schedule, and confirm marking of utilities by GOPHER STATE ONE in permitted area prior to the implementation of any permitted work.
- 6) **Inspection and Approval by City:** All work shall be subject to monitoring, inspection, and approval by the City of Woodbury. The permittee shall request a final inspection of the work within three (3) working days from the completion of the work.
- 7) **Maintenance by Permittee:** Unless otherwise specified in the permit, no maintenance or activities outside those listed in the permit are allowed in the permitted area. If further work or maintenance in the permitted area is desired, an additional community work permit is required prior to performing any additional activities.
- 8) **Revocation:** If at any time any provision of this agreement is allowed to lapse, the City of Woodbury has the right to immediately rescind the agreement and require the property be returned to its original state at the time the agreement was implemented. Additionally, if at any time the permitted activity is determined by



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- the City of Woodbury to become a problem for any reason, the City of Woodbury reserves the right to revoke the permit and require such activities be immediately ceased.
- 9) **Restoration:** If a permit is rescinded for any reason and if restoration is required, the permittee shall be responsible for restoring the encroached upon area to existing conditions at the time the permit was initially issued. If permittee fails to meet restoration conditions based on the City of Woodbury sole determination, the City of Woodbury or its agents may restore the encroached upon area to pre-existing conditions. Costs associated with the restoration incurred by the City of Woodbury or its agents will be billed to and be the responsibility of the permittee. The permittee agrees to pay these costs in full.
  - 10) **Change in Permit Conditions:** The permittee agrees to contact and inform the City of Woodbury of any planned changes in permitted activities/scope. Prior to implementation of any changes to permit activities/scope to the permit, the permittee agrees to obtain written City of Woodbury approval as an addendum to the permit.
  - 11) **Drainage:** Work completed in association with any community work permit shall not interfere with established drainage of the area.
  - 12) **Permit Transfer:** Any issued community work permit by the City of Woodbury is non-transferable.
  - 13) **Damages:** The permittee agrees to hold the City of Woodbury, including its officers, agents and employees, harmless from any and all penalties, liabilities or loss resulting from claims or court actions rising directly out of any damage or injury to persons or property by any reason, acts or omissions of permittee, its agents, employees or independent contractors in connection with the permitted activities.
  - 14) **Precedent:** This permit is issued with the understanding that any particular action is not to be considered as establishing any precedent.
  - 15) **Acceptance of Provisions:** It is understood and agreed by the permittee(s) that the implementation of any work under this permit shall constitute an acceptance of all provisions of this permit and all attachments.





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APPLICANT (Person or group): \_\_\_\_\_

- 3) PHOTO DOCUMENTATION (Provide as attachments photos of area where community work activity as described above is proposed. Note below number of photos attached.)
  
- 4) PROVIDE WRITTEN JUSTIFICATION WHY THE CITY OF WOODBURY SHOULD GRANT THIS ENCROACHMENT PERMIT REQUEST AND HOW IT BENEFITS THE CITY (If additional space required use reverse side of page or reference and attach.)

I/we the undersigned understand and agree that any permit issued hereon shall be issued pursuant and subject to the provisions of the City of Woodbury Municipal Code and general permit provisions attached to this application. I/we further acknowledge that I/we have read and understand the general permit provisions attached to this application and agree to abide by them.

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

Property Owner(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_