



Registration Expires: _____ Registration #: _____

Annual Right-of-Way Registration

This form is required for work in a City of Shakopee right-of-way or easement. Registration is good for one year or until the termination date on the certificate of insurance, whichever comes first. A copy of the certificate of insurance must be submitted with the registration form.

Applicant Information

REGISTRANT

Name: _____ Office Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip code: _____

24-HOUSE EMERGENCY CONTACT (LOCAL REPRESENTATIVE)

Name: _____ 24-Hour Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip code: _____

Certificate of Insurance Requirements

All organizations and individuals working in City of Shakopee right-of-way and/or easement areas must provide a certificate of insurance verifying that insurance is current and active and meets the following requirements:

- Commercial general (CGL) coverage – and commercial umbrella insurance, if necessary – with a minimum of \$1,000,000 for each occurrence. If such insurance includes an annual aggregate limit, the aggregate limit shall have a minimum of \$2,000,000.
- The CGL insurance must cover liability arising from premises, operations, independent registrants, products, completed operations, personal injury, advertising injury and contractually assumed liability.

In addition, the certification of insurance must:

- Require the City be notified 30 days before cancellation of the policy or material modification of a coverage term.
- Name the City of Shakopee as an additional insured under the registrant's CGL insurance and on any umbrella insurance.
- Verify that the registrant is insured against claims for personal and bodily injury including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way/easement by the registrant, its officers, agents, employees and permittees; and (ii) placement and use of facilities and equipment in the right-of-way/easement by the registrant, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities and collapse of property.

The registrant must maintain automobile liability insurance – and umbrella insurance, if necessary – with a minimum of \$1,500,000 for each accident. If such insurance contains a general aggregate limit, the aggregate limit shall have a minimum of \$2,000,000. The insurance shall cover liability arising out of any auto, including owned, hired and non-owned vehicles.

The registrant must maintain workers compensation insurance or provide evidence it qualifies as a self-insurer of workers compensation.

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Shakopee to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Shakopee and the State of Minnesota. The undersigned also acknowledges he/she has reviewed and understands the requirements of Shakopee City Code Chapter 90 regarding right-of-way management.

Applicant's Signature

Date

Submittal Checklist

- ___ Certificate of Insurance
- ___ Registration Fee \$60 (new or expired)

CITY OF SHAKOPEE USE :

City Clerk's Office

Date

Reviewed (date): _____ Approved (date): _____ Payment received in the form of: Cash Check # _____