



Step-By-Step ROW Process

City of Becker
Streets Department
Sarah Schafer
Administrative Support Specialist
11956 Gardner Street
P.O. Box 250
Becker, MN 55308
763-200-4275
sschafer@ci.becker.mn.us

- ❖ All ROW documents will be illustrated on the City of Becker Website
- ❖ Applicant shall fully complete ROW Permit and provide any requested supporting documentation via email or dropping them off
 - Email: sschafer@ci.becker.mn.us
 - Drop off location: 11956 Gardner Street Becker, MN 55308
- ❖ Successful submission of City of Becker ROW Documentation includes:
 - ROW permit
 - Certificate of Insurance
 - Drawings/road specifications
- ❖ When Sarah Schafer receives a completed permit along with required supporting documentation, an email will be generated and sent to The City Engineer for review, comments and signature approval.
- ❖ Any fees or escrow amounts need to be taken care of prior to the start of project
- ❖ If deemed necessary by the City of Becker Public Works Department, a Pre-Con meeting will occur, and a Pre-Con document will be executed.
- ❖ Street and Parks Operation Lead will sign off on the permit and work can begin.
- ❖ Once work is completed The ROW Escrow Request form will be submitted by the applicant
 - Please note that this given document will also serve as the final inspection
 - See Escrow Refund Request Form

| Form No | Form Title (Name) | Rev No | Effective Date | Form Owner Job Title |
|---------|----------------------------|--------|----------------|--------------------------|
| 84001 | ROW – Step by Step Process | 0 | 10/11/18 | Admin Support Specialist |