

City of Becker
Streets Department
Sarah Schafer
Administrative Support Specialist
11956 Gardner Street
P.O. Box 250
Becker, MN 55308
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Step-By-Step ROW Process

- ❖ All ROW documents will be illustrated on the City of Becker Website at www.ci.becker.mn.us
- ❖ Applicants will complete the appropriate ROW Permit, based on the work being done and provide any requested supporting documentation via email or dropping them off
 - Email: pubwks@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 the Public Works Administrative Support Specialist 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 paid 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	3	9/27/19	Admin Support Specialist