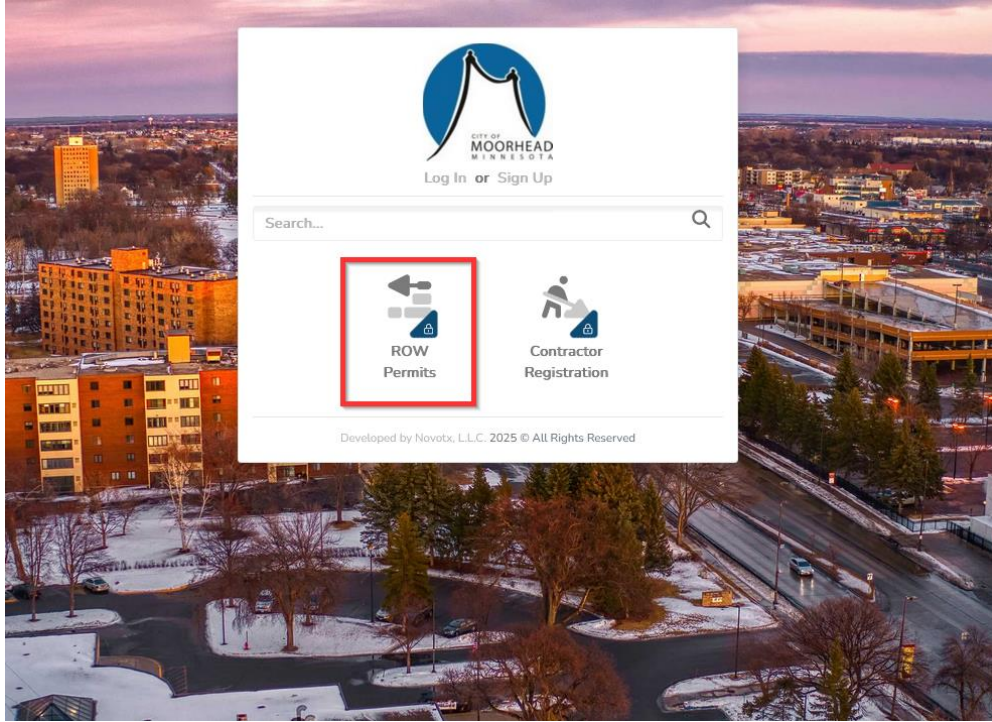


# City of Moorhead Right of Way Permits – Permit Application and Survey & Inspection Scheduling

1. Go to <https://moorheadcm.novotx.com/Account/Login>, and select ‘ROW Permits’:



2. Select ‘Next’ from the bottom of the screen after reviewing all of the information on the screen:

## ROW Permits

**Getting Started**

### Welcome to the Moorhead Engineering Permit Application

You can use this application to apply for the following permits:

- Approaches and Culverts
- Curb and Gutter
- Sidewalk

During the application process, you may be required to provide documentation such as site plans or other supporting materials. Once your application is submitted, it will be reviewed for completeness. If additional information is needed, we will contact you.

The permit will be processed after all required information is received and applicable fees are paid. Once payment has been received, you will be required to schedule any surveying or inspection needs through our online booking platform provided in the payment confirmation email.

If you have any questions, please contact the Engineering Department at 218.299.5390.

3. Click on the address where the permitted work will be performed and select 'Next':

Getting Started **Map**  
Identify Location

Please locate a property by using the search bar or selecting the location on the map.

Find address or place

Zoom to  
Address: 3727 17th ST S

Cancel Back **Next**

4. Confirm all permit location information is correct and enter the work start date, work end date, select the type of permit being requested, and enter a description of work. Be as detailed as possible in the description of work. Select if you will need a line and grade survey and then enter the work quantities as requested. Confirm all contractor details and select 'Next':

Getting Started > Map Identify Location > **General Details**

**Applicant Name \*** City of Moorhead

**Applicant Phone Number \*** 2182995390  
Format: 123-456-7890

**Applicant Email Address \*** steve.ingersoll@moorheadmn.gov

**Permit Location \*** 3727 17 ST S

**Permit Location City \*** Moorhead

**Permit Location State \*** MN

**Permit Location Zip Code \*** 56560

**Work Start Date \*** 05 / 01 / 2025

**Work End Date \*** 05 / 15 / 2025

Approach  Sidewalk  Culvert  Curb and Gutter

**Description of Work \***  
Installation of new approach and sidewalk at 3727 17th St S. Work being performed by City of Moorhead for Developer ABC.

**Parcel Lot Frontage Width (Feet)** 81.5

**Do you need a Line and Grade? \*** Yes, I need a line and grade

**Linear Feet of Work \*** 30

**Contractor Details**

**Contractor Company Name \*** City of Moorhead

**Contractor Address \*** 403 Center Ave

**Contractor City \*** Moorhead

**Contractor State \*** MN

**Contractor Zip Code \*** 56560

**Contractor Phone Number \*** 2182995390  
Format: 123-456-7890

**Contractor Email Address \*** steve.ingersoll@moorheadmn.gov

Cancel Back **Next**

5. Upload all Required Attachments on this page. These should include detailed, scaled drawings showing the scope of work as well as any traffic control plans if needed. Click the 'Drop your files here' area and select the documents, and click 'Next':

### ROW Permits

Getting Started > Map Identify Location > General Details > **Additional Attachment**

#### Required Attachments:

Applicants must submit a completed permit application along with:

- Detailed, scaled drawings showing the location of work and proposed improvements.
- Any signed project plan sheets.
- Traffic Control plan when applicable.

Drop your files here

CIVIL SITE PLANS\_4\_8\_2025\_17\_30... SCOPE OF WORK PLANS MAPS\_4...

Cancel Back **Next**

6. Review the information on the final submission page and then click 'Finish':

### ROW Permits

Getting Started > Map Identify Location > General Details > Additional Attachment > **Final Step**

#### Final Step: Submit Your Application

Click "Finish" to submit your permit application. Once submitted, the Engineering Department will review your application and contact you if additional information is needed.

Once permit has been reviewed and conditionally approved, you will receive an email with a payment link. The permit is only valid once payment has been submitted.

Once payment has been received, you will receive an email with directions for scheduling all necessary survey needs and inspection for you permit.

If you have any questions, please contact the Engineering Department at 218.299.5390.

Cancel Back **Finish**

7. Your permit application will now be under review by City Staff and you will be taken to your Connect Account Portal; where you will see the status of the permit application. You will also receive an email at this time with further information:

From: Novotx Elements XS Email Service Account <[svc-elementsxs-smp@moorheadmn.gov](mailto:svc-elementsxs-smp@moorheadmn.gov)>  
 Sent: Tuesday, April 8, 2025 12:32:31 PM  
 To: Steve Ingersoll <[steve.ingersoll@moorheadmn.gov](mailto:steve.ingersoll@moorheadmn.gov)>  
 Subject: Application Submitted: ROW Concrete Permit 3727 17 ST S

You don't often get email from [svc-elementsxs-smp@moorheadmn.gov](mailto:svc-elementsxs-smp@moorheadmn.gov). [Learn why this is important](#)  
 Greetings City of Moorhead,

Your City of Moorhead Right-of-Way permit application has been received and is currently under review. Once your permit has been reviewed, you will receive a follow up email with further information regarding the status of your permit.

Please refer to your [Connect Dashboard](#) for additional details. If you have any questions, please contact the City of Moorhead Engineering Department at 218-299-5390.

If you will be modifying or performing any new construction on the private side of this address (ie. Driveway Widening, Parking Pad, Patio, etc.) Please contact the City Planning and Zoning Department at 218-299-5370 to have a plan review and impervious surface calculation performed before commencement of any work.

Thank you  
 City of Moorhead – Engineering Department  
 Phone: 218-299-5390

*Please note that this is an automated email, and replies to this address are not monitored.*

8. Once your permit application has been approved by City staff, you will receive a follow up email with an invoice and with directions for paying for your permit. PERMITS ARE NOT VALID UNTIL PAID. You will not receive a notice to proceed email until all payments have been made:

*Please note that this is an automated email, and replies to this address are not monitored.*

9. Once you have clicked the link for payment, and the permit payment has been submitted and approved, you will receive a follow-up email with a notice to proceed that will include the final permit. This email will also provide the link to schedule all necessary survey and inspection needs. **WE WILL NO LONGER ALLOW PHONE CALLS TO SCHEDULE SURVEYS AND INSPECTIONS:**

ROW Permit Details.pdf  
2 MB

**From:** Novotx Elements XS Email Service Account <[svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov)>  
**Sent:** Tuesday, April 8, 2025 12:47:41 PM  
**To:** Steve Ingersoll <[steve.ingersoll@moorheadmn.gov](mailto:steve.ingersoll@moorheadmn.gov)>  
**Subject:** ROW Concrete Permit 3727 17 ST S Notice to Proceed

You don't often get email from [svc-elementsxs-smtp@moorheadmn.gov](mailto:svc-elementsxs-smtp@moorheadmn.gov). [Learn why this is important](#)

Greetings City of Moorhead,

Your City of Moorhead Right-of-Way permit at ROW Concrete Permit 3727 17 ST S has been approved based on the specified construction schedule submitted and this email serves as your Notice to Proceed.

Please schedule any necessary survey and inspection work required for your permit through our online booking system: [City of Moorhead ROW Permits - Schedule Surveys and Inspections](#)


If there are any changes or delays to the construction schedule, please contact Levi Hockett at 218-299-5396 or 218-329-7562. If your permit requires a traffic control plan, please contact Levi for review and approval.

Please refer to your [Connect Portal](#) for additional details.

Thank you,

City of Moorhead – Engineering Department  
Phone: 218-299-5390

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 **City of Moorhead Right-of-Way Permitting**  
Engineering Department  
403 Center Ave | Moorhead, MN 56560  
Phone: 218-299-5390 | [engineering@moorheadmn.gov](mailto:engineering@moorheadmn.gov)  
[www.moorheadmn.gov](http://www.moorheadmn.gov)

10. **To schedule Survey & Inspection needs**, click on the link from the Notice to Proceed email (Step 9) which will take you to our ROW Bookings Page:



### Right of Way Permits

SELECT A SERVICE

<p>Line &amp; Grade Survey <input type="radio"/></p> <p>Schedule your line and grade survey. <a href="#">Read more</a></p> <p><b>30 minutes</b></p>	<p>Form &amp; Rebar Inspection <input type="radio"/></p> <p>Schedule your form and rebar inspection pri... <a href="#">Read more</a></p> <p><b>15 minutes</b></p>
<p>Final Inspection <input type="radio"/></p> <p>Schedule your final inspection after all work... <a href="#">Read more</a></p> <p><b>15 minutes</b></p>	

Select a service to see available dates and times

11. Select which type of service you are scheduling (you can only select one service at a time):



## Right of Way Permits

### SELECT A SERVICE

<p><b>Line &amp; Grade Survey</b> <input checked="" type="radio"/></p> <p>Schedule your line and grade survey. <a href="#">Read more</a></p> <p><b>30 minutes</b></p>	<p><b>Form &amp; Rebar Inspection</b> <input type="radio"/></p> <p>Schedule your form and rebar inspection pri... <a href="#">Read more</a></p> <p><b>15 minutes</b></p>
<p><b>Final Inspection</b> <input type="radio"/></p> <p>Schedule your final inspection after all work ... <a href="#">Read more</a></p> <p><b>15 minutes</b></p>	

### Booking for **Line & Grade Survey**

12. Select the desired date and time from the available selections:


### Booking for **Line & Grade Survey**

April 09, 7:00 AM

DATE	TIME																																																				
<p>&lt; &gt; April 2025</p> <table border="1"><thead><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr></thead><tbody><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td><b>9</b></td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></tbody></table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	<b>9</b>	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<table border="1"><tbody><tr><td><b>7:00 AM</b></td><td>7:30 AM</td></tr><tr><td>8:00 AM</td><td>8:30 AM</td></tr><tr><td>9:00 AM</td><td>9:30 AM</td></tr><tr><td>10:00 AM</td><td>10:30 AM</td></tr><tr><td>11:00 AM</td><td>11:30 AM</td></tr></tbody></table>	<b>7:00 AM</b>	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
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All times are in (UTC) Coordinated Universal Time

13. Enter all information in the submission fields and click 'Book'. A notification will be sent to City field staff, and an email will be sent to you confirming the appointment.

 **ADD YOUR DETAILS**

**First and last name \***

First and last name

**Add any special requests \***

Add any special requests

**Email \***

Email

**Address**

Address

**Phone number**

Add your phone number

 **PROVIDE ADDITIONAL INFORMATION**

**Permit Location**

Add your answer here

**Permit Number**

Add your answer here

**Field Staff Phone Number**

Add your answer here

**Field Staff Name**

Add your answer here

**Book**