

Effective **January 1, 2009** requests for Obstruction Permits will no longer be handled via the phone or by email. In order to obtain an obstruction permit or to request the posting of “no parking” or “hooding of parking meters” all applicants will be required to access the City of Minneapolis Lane Use website. The website address is www.minneapolis.mn.roway.net.

Registration Procedure

All applicants will have to register for a new account the first time.
To register please go to www.minneapolis.mn.roway.net.

In the upper left corner of the web page is a **Registrant Login box**.
Click on **CREATE A NEW ACCOUNT** you will be directed to

Step 1 of 2 – Terms and Conditions. Read the Terms and Conditions and Lane Use Rates documentation. At this point you either click on **I Agree** or **I Do Not Agree**. If you do not agree you will not be allowed access to the permitting process.

Once you agree you will be directed to

Step 2 of 2-Registration Details. Fill out all boxes that are required and hit the submit box. Your application will be directed to the City of Minneapolis Lane Use Department for approval. Once approved, you will receive a confirmation notice to the email that was provided.

To apply for an Obstruction Permit

Go to www.minneapolis.mn.roway.net again and login as a registered applicant.

Step 1 of 3-Select a permit type. You will need to choose **Obstruction Permit**.

Step 2 of 3- Terms and Conditions (again). After reviewing the Terms and Conditions and the Lane Use Fees and you agree to them select **I Agree**. This will then direct you to

Step 3 of 3 – Application Details. If the party requesting the permit or performing the work is not you they will have to fill in the required fields. If it is the registered party (you) click **“here”** and the required fields will automatically fill in. Under “Application Items” if you have a project ID you may enter it in the field provided. If there is not one leave blank. You will be required to fill in the location of the work in the location box. Please be very precise on the location or the permit will be rejected by staff.

Examples of location might be:

Bryant Ave. S. from 50th St. W. to 51st St. W.

2945 Lyndale Ave. S.

Alley between Bryant Ave. S. to Colfax Ave. S. and 50th St. W. to 51st St. W.

200’ north of 2950 Bryant Ave. S. to 100 feet south of 3010 Bryant Ave. S.

Next you will need to select a **start date and an ending date** from the calendar boxes provided. This will be the date that you want the permit to start and when you want the permit to end. If you need to extend the permit at a later date you will have to apply for a new permit or edit the existing one with a new ending date.

The next step is to fill in the work request box.

1. Work Request (posting of no parking or hooding of meters).

You must again be very precise as to what is to take place. Do you need the area posted no parking, if so from where to where. Is there a need for parking meters to be hooded, if so what are the ID numbers on the meters that need to be hooded. In addition to Lane Use Fees there are also lost revenue fees associated with hooding of parking meters. These rates vary depending on the location in the City of Minneapolis.

Once you have completed the work request box you will then complete the work to be done.

2. Work to be done:

Are you requesting to close a parking lane and a moving lane, a sidewalk, the whole street curb to curb . This documentation will be scrutinized heavily by staff when reviewing the work that will need to be done and may be edited.

Lastly you will be asked to **draw on the map** provided, the location of your work. This feature may not be available on all computer systems do to software requirements. Lane use staff may update the map at the time of approval. Please read the information on the web page pertaining to the mapping segment in regards to “Why am I asked to do this” and “What does the map show me”?

Once everything is completed you select submit application. Your application will be emailed to staff in the Lane Use Department for review and approval. If changes are made by staff, we will email the application back to you. You will receive an email with the following statement:

Thank you for your permit application. It has been approved pending receipt of additional information.

Contact Information

Doug Maday

612-673-5755

Doug.Maday@ci.minneapolis.mn.us

You should open the existing permit and review the changes made by staff and then repeat the process and re-submit, if you accept the changes. Once the permit is approved you will receive an email with the following statement:

Your permit has been approved. Please log-in to the system to review and print your permit.

Contact Information

Doug Maday

612-673-5755

Doug.Maday@ci.minneapolis.mn.us

<http://www.minneapolis.mn.roway.net/>

Once you receive the above email log into <http://www.minneapolis.mn.roway.net/> and select my permits. Pick either **Approved but not yet active** or **Active** depending on the status of the permit. Under **Action** you will pick:

Select Action and a drop down box will appear. At this point you can print (on white paper only) your permit, review your permit or extend your permit. The permit you print will be the document **that must be placed in clear view** on the dash of the vehicle or attached to the vehicle in plain site.