

Utility Special Permits

Authority.

The Town Board of the Town of _____ has the specific authority under §§ 86.07 and 86.16, Wis. Stats., and the general authority under its town powers to adopt this article.

Utility Accommodation Policy.

The Town of _____ will be utilizing the Wisconsin Counties Highway Association (WCHA) Utility Accommodation Policy to prescribe the policies and procedures that shall be met by any utility whose facility currently occupies, or will occupy in the future, any roadway right-of-way or bridge over which the Town has jurisdiction.

Permit required.

No person shall perform work within the public right of way without first obtaining a permit therefore from the Town Board of the Town of _____. Individual permits must be applied for on each Town road where the utility work will be carried out. If the utility work is a continuous project that occupies more than one Town road, only one permit application will be required. Permit fees shall be as provided in the Town Fee Schedule.

Plan requirements.

Construction plans included with the use of right-of-way permit application must include a roadway cross section, indicating the specific location of the proposed utility line, and the utility line shall be installed where indicated on the plans.

- A. Traffic control plan. All utility permits issued, where construction will impede normal traffic flow, shall have attached a traffic control plan in accordance with the Wisconsin Manual on Uniform Traffic Control Devices (MUTCD), Chapter 6, indicating placement and spacing of all construction signs applicable to the work being carried out.
- B. Map required. All utility permit applications must include an attached legible map indicating the specific location of the utility project.

Construction site.

The applicant is responsible for ensuring that the site of the construction is secure against any hazard to the public, both when the site is attended and during off hours, any holiday, and the hours of night when the site is unattended.

- A.** Traffic lanes. All operations shall be performed without obstructing or closing all or any part of any Town traffic lane unless lane-influence is specifically sanctioned by the Town, and special controls applicable thereto are set forth herein. Unless otherwise authorized, unobstructed traffic shall be maintained on all constructed Town roads. (See copy of the Road Closure Agreement Form.)
 - (1)** Buildings, cabinets, and any other aboveground structures are not to be located within the roadway right-of-way unless authorized by the Town Board. Manholes should not be located in the pavement.
- B.** Town signs. The applicant shall not remove any Town sign(s) without prior Town approval. On rural roadways, new utilities will be restricted from being located in a roadway signing zone consisting of six feet to 14 feet from the edge of the travel way. On urban streets (curb and gutter), the restricted signing zone is located from two feet to 10 feet from the back of curb.
- C.** The utility company or its contractor is required to contact Digger Hotline for locates for any excavation work.

Operations and safety.

Operations and safety precautions pertinent to any trenching, tunneling, or excavation activities shall comply with the strictest requirements of all applicable regulations and codes, including but not limited to those of the Wisconsin Department of Safety and Professional Services or OSHA standards.

Utility installation.

Unless otherwise authorized, any utility lines installed across, and beneath, the traveled way(s) and shoulders of hard-surfaced Town roads shall be installed by boring, with no open cut excavation permitted between points no less than five feet outside the outer shoulder or back of curb unless authorized by the Town.

- A.** Under hardship conditions, i.e., rock, soil conditions, utility connections, etc., the Town can allow the applicant, as part of this permit, to open cut and excavate the roadway pavement under the following conditions and provisions. Any excavation

authorized within the limits of any Town road pavement or shoulder area shall be backfilled with approved material, placed in lifts or layers six inches or less each in depth, and compacted mechanically to the compaction of the adjacent and undisturbed ground or material. Water flooding and the use of moisture in excess of necessity to facilitate mechanical compaction are expressly prohibited.

- B.** Any subsequent heaving, settings, or other faulting attributable to the permitted work shall be repaired in a manner satisfactory to the Town, at the applicant's expense. All excavation within the roadway pavement shall be initiated by saw cuts and restored to original condition and cross section.
- C.** Trenched construction in the roadway pavement and shoulders requires a permit fee as provided in the Town Fee Schedule.

Restoration and replacement.

All Town facilities, both above and below ground, including the roadway pavement, shoulders, ditches, culverts, storm sewer, sanitary sewer and water, slopes, signs, etc., damaged or disturbed by the permitted utility work shall be restored promptly.

- A.** Damage to any portion of an asphalt-paved travel lane will require the replacement of the entire travel lane per Town standards. Replacement of concrete pavement will be reviewed and approved by the Town prior to the utility work beginning.
- B.** If restoration is not carried out in a timely manner, the Town may issue a notice setting forth a time certain by which the restoration must be complete. If the permit applicant fails to satisfactorily complete all restorations within the time established, the Town will arrange directly for all necessary restorations, and all costs associated with such restorations shall be the cost obligation of the permit applicant. The applicant agrees to pay any, and all, such costs within 60 calendar days of the Town billing.

TOWN OF _____
Municipal Address Information, WI 54 Ph: (920)

Construct / Operate / Maintain Utilities Within Town Right-of-Way

APPLICANT/COMPANY INFORMATION

| | | |
|-------------------------|--------|-----------|
| Applicant/Company Name: | | |
| Current address: | | |
| City: | State: | ZIP Code: |
| Phone: | Email: | |
| Plans prepared by: | | Phone: |

LOCATION INFORMATION

| |
|-----------------------|
| Name of Town Road(s): |
| Closest Intersection: |

ADDITIONAL INFORMATION

| | | |
|-----------------------------------|------------------|--|
| Annual Service Connection Permit? | Yes / No | Utility Work Order #: |
| Fee Required? | Yes / No | Amount Due: \$ |
| Certificate of Insurance? | On File / Needed | <input type="checkbox"/> Security Deposit Check No. |

DESCRIPTION OF PROPOSED WORK

| | | | | | |
|----------------------|---------------------------------------|--|---|----------------------------------|---|
| Utility Type: | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas/Petroleum | <input type="checkbox"/> Communications | <input type="checkbox"/> Water | <input type="checkbox"/> Sanitary Sewer |
| | <input type="checkbox"/> Private Line | <input type="checkbox"/> Transmission | <input type="checkbox"/> Distribution | <input type="checkbox"/> Service | Facility Size/Capacity: _____ |

| | | | | | |
|---------------------|--|--------------------------------------|--|------------------------------------|---------------------------------|
| Orientation: | <input type="checkbox"/> Overhead | <input type="checkbox"/> Underground | <input type="checkbox"/> Parallel to Road Centerline | <input type="checkbox"/> Town Road | <input type="checkbox"/> Tunnel |
| | <input type="checkbox"/> Bridge Attachment | | | | |

| | | | |
|-------------------|---|--|--------------------------------------|
| Work Type: | <input type="checkbox"/> New Construction | <input type="checkbox"/> Improve/Repair Existing | <input type="checkbox"/> Maintenance |
| | <input type="checkbox"/> Removal | <input type="checkbox"/> Abandon in Place | |

| | | | | |
|---|--|---|-------------------------------|--------------------------------|
| Construction Methods: | <input type="checkbox"/> Plow | <input type="checkbox"/> Trench | <input type="checkbox"/> Bore | <input type="checkbox"/> Cased |
| | <input type="checkbox"/> Suspend on Poles/Towers | <input type="checkbox"/> Open Cut Road | | |
| <input type="checkbox"/> Tree Cutting/Removal | <input type="checkbox"/> Chemical Treatment of Trees/Brush | <input type="checkbox"/> Erosion Control Measures Taken | Yes / No | |

ALL OTHER INFORMATION

| | |
|--|--|
| Any/All Other Information: | |
| Name of Utility Representative Responsible for Construction: | Phone: |
| Estimated Starting Date: | Estimated Completion / Restoration Date: |

SIGNATURES

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodation Policy of the above-named Town in effect at the time of this application, and with any special provisions listed below or attached hereto, and any all plans, details, or notes attached hereto and made a part thereof.

| | |
|--------------------------------|--------------|
| Signature of applicant: | Date: |
|--------------------------------|--------------|

FOR OFFICE USE ONLY

ISSUING JURISDICTION

The foregoing application is hereby approved and permit issued by the Permit Authority subject to full compliance by the Applicant with all provisions and conditions in the Utility Accommodation Policy of the above-named Town including the Indemnification as included in 96.03 of the WCHA Utility Accommodation Policy in effect on the date of this application.

| | |
|------------------------------------|--------------------------|
| Other Permit Information Attached: | Yes / No |
| FEES: | PERMIT ISSUED BY: |
| Fee Received: \$ _____ | Name: _____ Title: _____ |
| Check #: _____ | Date: _____ Phone: _____ |
| Date Issued: _____ | |
| Road Project #: _____ | |
| Permit #: _____ | |

Note: If submitting permits electronically – email to fill in municipal email