



**PERMIT TO CONSTRUCT, MAINTAIN OR REPAIR  
UTILITIES WITHIN CITY RIGHT-OF-WAY**

**Contact Information**

**REQUEST BY APPLICANT**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Office # \_\_\_\_\_  
Cell # \_\_\_\_\_  
Email \_\_\_\_\_

Type of Utility Installation \_\_\_\_\_

Plans Prepared By \_\_\_\_\_ Copy Enclosed Yes No

Utility Work Location \_\_\_\_\_

Job Number \_\_\_\_\_ Contractor \_\_\_\_\_

Utility Location is:      Underground                      Underground w/(Vaults, MH's, meters, etc.)                      Above Ground

**Proposed Method of Installation:**

- |             |                  |                 |
|-------------|------------------|-----------------|
| Tunnel      | Suspend on poles | Soil Boring     |
| Jack & Bore | Mud Jacking      | Monitoring Well |
| Open Cut    | Pole Install     | Trench          |

Estimated Starting Date \_\_\_\_\_ Estimated Restoration Date \_\_\_\_\_

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, any special provisions listed below or attached hereto, and any and all plans, details or notes attached hereto and made a part thereof.

BY \_\_\_\_\_ Title \_\_\_\_\_  
(Signature of Authorized Utility Representative)      Date \_\_\_\_\_

**PERMIT APPROVAL BY PERMITTING AUTHORITY**

The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

Federal aid has been, or is being, used on this highway; current State of Wisconsin policy for accommodation of utilities on highway rights-of-way applies

Other Provisions: The Utility Company must meet all safety requirements and location requirements when placing the utility, as set forth in the Wisconsin Administrative Code. The attached indemnification is part of this utility permit.

BY \_\_\_\_\_ Title \_\_\_\_\_  
(Signature of Authorized Permitting Authority Representative)      Date \_\_\_\_\_

**ENGINEERING DEPARTMENT  
APPROVAL**

Underground \_\_\_\_\_  
Streets \_\_\_\_\_  
Electrical \_\_\_\_\_

**APPROVED** \_\_\_\_\_  
City Engineer

## PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

Pursuant to Wisconsin Statutes, this permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern:

- (1) The Applicant agrees to indemnify and hold harmless the Permitting Authority, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
- (2) The permitted facilities shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant unless a contract for such costs has been executed.
- (3) No open cutting for a crossing will be allowed where the pavement is too narrow to maintain one-way traffic at all times, unless the Permitting Authority has granted permission for a detour. Wherever the pavement is opened, the spoil shall be hauled away and the trench shall be backfilled with slurry. The pavement removed for a road crossing shall be replaced as per the Permitting Authority specifications.
- (4) When one-way traffic or a detour is used, the Applicant shall provide ALL NECESSARY SIGNS, FLAGMEN AND LIGHTS required according to the "Manual on Uniform Traffic Control Devices." When a detour is allowed, local newspapers shall be notified by the Applicant in advance of the work being started.
- (5) All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Permitting Authority or its representative. No core replacement will be allowed in pavement (minimum 4'x4' replacement). Access to all private drives and public street intersections shall be maintained and all disturbed areas completely restored.
- (6) Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Industry, Labor and Human Relations, and any applicable local regulations.
- (7) A copy of this approval, along with any plans and special provisions, shall be available on the job site.
- (8) Upon completion of the work the Applicant shall file a written notice with the Permitting Authority.
- (9) This permit approves installation of facilities at or within three feet of the highway right-of-way line, it being the obligation of each applicant to determine the location of, and avoid any damage to, the pre-existing lines and facilities of others. If the above-assigned position is found unfeasible, an alternate orientation of facilities shall be proposed through a separate permit application.
- (10) If restoration will not be completed by estimated restoration date an extension will need to be requested. If an extension is not requested by the restoration date, city forces will restore and all costs will be charged to applicant.
- (11) Flaggers required if working in travel lane.
- (12) Appropriate locating devices shall be installed on all pedestals, transformers, guy wires so that they are visible in tall grass and snow accumulation.