



Department of Public Works & Utilities
352 High Street
Wrightstown, WI 54180

Phone – 920-532-0434
Fax – 920-532-0433
www.wrightstown.us

Application/Permit to Construct, Maintain and Operate Utility Facilities within Village Right-Of-Way

PERMIT FEE

A Permit Fee is required when submitting this application to install facilities. Please note appropriate fee for size of project as listed on Application.

RESTORATION BOND

The Applicant shall furnish a surety bond in the amount of \$10,000.00 as security for the completion of all site restoration after utility installation is complete. The bond will cover any projects completed by the applicant in the Village during the calendar year. Applicants exempt under Stat. 66.045 (6) are not required to furnish a restoration bond.

INSURANCE

The Applicant shall provide the following liability insurance while working in the Village of Wrightstown. A copy of the insurance certificate shall be provided with the permit application.

General Aggregate: \$1,000,000.00

Products/Completed Operations Aggregate: \$1,000,000.00

Personal and Advertising Injury Limit: \$500,000.00, an each occurrence limit of \$500,000.00

Fire Damage Limit: \$50,000.00, any one fire

Medical Expense Limit: \$5,000.00, any one person

Motor Vehicle Liability Policy: \$500,000.00, combined single limit

Umbrella Liability Insurance: \$1,000,000.00

The Village of Wrightstown shall be named as additional insured for any permitted work. A 30-day Notice of Cancellation shall be provided for the insurance policy.

AS-BUILTS

An electronic copy of all as-builts shall be sent to the Village at the following E-Mail Address: avickman@wrightstown.us. The Applicant shall contact the Village of Wrightstown Public Works Department, (Andrew Vickman 920-532-0434) to determine the acceptable file format for all as-built drawings.

SPECIAL PROVISIONS

The following Special Provisions shall be included as part of the Village of Wrightstown Right-of-Way Permit. Failure to follow the Special Provisions will be subject to enforcement under Sections 170 & 102 of the Village of Wrightstown Municipal Code:

- 1) A drawing showing the proposed utility work and traffic control plan shall be submitted with the permit application.
- 2) The Applicant is responsible for contacting and coordinating utility locates through Digger's Hotline. If any utility work is within 350 feet of any signalized intersection, the Applicant must contact the Brown County Highway Department (920-492-4925) for locates.
- 3) The Applicant shall notify the properties affected by the permitted work through delivery of door hangers or letters three (3) working days, not including Saturday, Sunday or holidays, prior to commencing work
- 4) All operation shall be performed without obstructing or closing all or any part of any Village arterial roadways unless specifically **approved by the Village**.
- 5) Work zone signing and barricading shall be in accordance with the Wisconsin Manual on Uniform Traffic Control Devices (WUTCD).
- 6) Erosion control measures shall be in place prior to the start of any work in the right-of-way. The erosion control measures shall comply with the Wisconsin Department of Natural Resources Technical Standards and the Village erosion control ordinance Chapter 97.
- 7) Operations and safety precautions pertinent to any trenching, tunneling, or excavation activities shall comply with the requirements of all applicable regulations and codes, but not limited to those of the Wisconsin Department of Workforce Development or OSHA standards.
- 8) The permitted utility work shall maintain, if possible, a minimum three (3) foot horizontal and vertical clearance from all sewers, water mains, and related Village facilities.
- 9) On rural roadways, new utilities will be restricted from being located in a roadway-signing zone consisting of 6 to 12 feet from the edge of pavement. On urban streets, the restricted signing zone is located from the back-of-curb to a distance of 8 feet. Exemptions to this provision may be granted pending the submittal of information indicating all other available right-of-way is occupied.
- 10) All facilities located in the Village right-of-way, both above and below ground, including the roadway pavement, curb and gutter, ditches, culverts, slopes, signs, traffic signals, etc., damaged or disturbed by the permitted work shall be restored promptly. Damage to any portion of an asphalt travel lane will require replacement with hot-mix asphalt per Village standards. Replacement of concrete pavement will be reviewed and approved by the Village prior to the start of the permitted work. Disturbed turf areas shall be restored with topsoil, seed and mulch as a minimum. If the disturbed area is within a ditch, mulch shall be replaced with erosion matting. If restoration is not carried out in a timely manner, the Village may issue a notice setting forth a time-certain, by which the restoration must be completed. If the applicant fails to complete all restoration within the time established, the Village will arrange directly for all necessary restorations, and all costs associated with such restorations shall be paid from the applicant's **restoration bond**.
- 11) All applicants shall comply with Village Ordinance 139-6 prohibiting loud and unnecessary noise outside of specified hours outlined in this section.



APPLICATION
Permit # _____

Application/Permit to Construct, Maintain and Operate Utility Facilities within Village Right-Of-Way

Location of Proposed Work

Applicant

Name: _____ Email: _____

Address: _____

Office Phone: _____ Mobile Phone: _____

Plans Prepared By

Name: _____ Email: _____

Office Phone: _____ Mobile Phone: _____

Utility Representative Responsible for Construction

Contractor: _____ Contact: _____

Phone: _____ Email: _____

Description of Proposed Work: (Check all that apply)

Electric Gas Telephone Cable TV Water Sanitary Sewer Other: _____

Utility Orientation:

Overhead Underground Bored Trenched Open-Cut Pavement Other: _____

Permit Application Fee(s)		Work to be Performed Fee(s)	
Open Cut Excavation Fee waived if needed for open-cut caused by Public Health, Safety or Welfare Emergency	No Fee	**All fees waived for emergency Excavations	
General Residential Construction	\$65.00	Excavation in Right of Way outside of street area	\$65.00
Small Utility Project Permit (less than 1000' of roadway)	\$65.00	Boring within street Right of Way – servicing one property and sewer is located behind curb	\$65.00
Medium Utility Project Permit (1000' to 3000' of roadway)	\$120.00	Boring within street Right of Way	\$455.00
Large Utility Project Permit (3000' to 5000' of roadway)	\$185.00	Road/Street open-cut excavation within Street Pavement Area	\$910.00
Extra Large Utility Project Permit (5000' of roadway)	Actual Cost	Excavation in Right of Way outside of street area	\$65.00

TOTAL UTILITY PROJECT PERMIT FEE* \$ _____

*Utility Permit Fee waived if utility project is done conjunction with street construction project as long as utilities are constructed prior to curb and gutter and final paving.

Estimated Starting Date: _____

Estimated Restoration Date: _____

As the authorized representative of the above-listed company, I hereby agree to accept the financial responsibility for the maintenance of the designated utility work associated with the project (utility work, roadway, sidewalk, curb) on or along the above-mentioned Municipal road, for the period of five (5) years, from the restoration/ final acceptance date of the project completion certificate. Lawn restoration and landscaping shall be a one (1) year warranty. The warranty begins on the date of acceptance by the Municipality.

Signature: _____

Printed Name: _____

Date: _____

Title: _____

Village Approval By: _____ **Date:** _____

Village of Wrightstown Comments/Notes: _____



COMPLETION
CERTIFICATE
Permit # _____

**Application/Permit to Construct, Maintain and Operate
Utility Facilities within Village Right-Of-Way**

Location of Work

Description of Work Completed

Company/Contact

Company: _____ Contact: _____

Address: _____

Phone: _____ Email: _____

As-Builts

An electronic copy, in a preapproved digital format, of all as-builts has emailed to the Village at the following

E-Mail Address: avickman@wrightstown.us Date _____

The work requested under the above mentioned right-of-way permit has been completed. The Village can now inspect the work site to insure proper restoration of the affected Village right-of-way has been completed.

By _____
(Signature of Authorized Representative)

(Printed Name of Authorized Representative)

Date _____

Title _____

Mail, fax or email this certificate to the address listed below upon completion of the restoration of the permitted work.

Mail to:

Village of Wrightstown
Attn: Andy Vickman, Dept. of Public Works
352 High Street
Wrightstown WI 54180

Phone: (920) 532-0434
Fax: (920) 532-0433
Email: avickman@wrightstown.us