

APPLICATION FOR PERMIT TO EXCAVATE IN PUBLIC RIGHT-OF-WAY

I. APPLICANT INFORMATION (project owner)

Applicant _____ Date of Application _____
Applicant Address _____
Contact Name _____ Contact Title _____
Phone Number _____ Email _____

II. CONTRACTOR INFORMATION

Contractor Name _____ Contact Person _____
Contractor Address _____
Phone Number _____ Email Address _____
Sub-Contractor (1) _____ Sub-Contractor (2) _____

III. PROPOSED WORK

A. SCHEDULE

Start Date _____ Completion Date _____

B. LOCATION OF PROPOSED WORK (attach sketch or plan sheet)

Address or Location Description _____
Additional Information Describing Location Limits _____

C. TYPE OF WORK ACTIVITY (check all that apply)

Water Service Water Main Sanitary Service Sanitary Main Storm Sewer Gas
 Telecommunications Pole / Tower Driveway/Apron or Sidewalk Other: _____

D. PURPOSE

New Installation Repair / Maintenance Replacement Cut Off / Abandon Other: _____

E. LOCATION (check all that apply)

Travel Lane Parking Lane Terrace Sidewalk Easement / Greenway Other: _____

F. ANTICIPATED SURFACE REPAIR TYPE AND AREA (check all that apply)

Asphalt Concrete Grass / Sod Curb & Gutter Other: _____

Approximate area of disturbance: _____ sq. ft.

G. BORING

Will this work involve boring? YES NO

If you responded YES, enter total estimated bore length in linear feet: _____ Estimated number of bore pits: _____

NOTICE: Utility locate marks provide the approximate horizontal location of existing facilities. Please indicate below the method you will use to field verify the actual horizontal and vertical location of existing sanitary/storm utilities prior to boring.

Potholing at every underground facility intersection within the boring path.

Pre-boring Closed-Circuit Television (CCTV) inspection and locating to provide accurate horizontal and location of existing sanitary and facilities and post-boring CCTV inspection to verify that no such facilities were damaged during the boring process.

IV. CONNECTION TO CITY WATER, SANITARY SEWER, OR STORM WATER SYSTEM (a separate inspection fee will apply. See Attachment B)

- **Connection to City Sanitary System for:** NEW or EXISTING building/facility
 Number of Connections _____ Pipe Material _____ Diameter _____

- **Connection to City Water System for:** NEW or EXISTING building/facility
 Number of Connections _____ Pipe Material _____ Diameter _____

- **Connection to City Storm Water System for:** NEW or EXISTING building/facility
 Number of Connections _____ Pipe Material _____ Diameter _____

V. PERMANENT STRUCTURES

Will a permanent utility structure be placed in the public right-of-way? YES NO
Note: If you respond YES to above, please provide a location sketch with dimensions and structure cut sheets.

VI. SKETCH OR PLANS

Please attach a sketch or plans showing existing utilities in relation to proposed work. *Applications without a sketch or plans will not be processed.*

VII. FEE STRUCTURE

Permit Application Review Fee

*Small Project Fee (<20 SF for boring 1,250 LF)	\$50 (Includes All Driveways, Aprons and Sidewalks)
**Large Project (>20 SF for boring 1,250 LF)	Fee based on actual administrative costs (\$150 min)
Pole/Tower Installation	\$100

Inspection and Degradation Fee

Bore Pit	\$50 per excavation
Bore Pits (Large Project)	\$150 per 1,250 linear feet
Small Terrace Excavation (Less than 20 sqft)	Application Fee Only
Large Terrace Excavation (More than 20 sqft)	\$.50 per sq foot (\$50 min)
Curb and Gutter	\$50 per excavation
Excavation within the Roadway	\$100 plus degradation fee
Connection to Water or Sewer Mains	\$250 plus excavation fees

Degradation Fee Description (Based on length x width of the trench, minimum of 4' wide)

PASER Rating	1 to 4	5 or 6	7 or 8	9 or 10
<input type="checkbox"/> Asphalt Fee/Square Foot	No Fee	\$1	\$3	\$6
<input type="checkbox"/> Concrete Fee/Square Foot			\$8	\$9

Notes:

1. **"Small Project" means an excavation that is less than 20 square feet or a boring installation of 1,250 feet or less.
2. ***"Large Project" means an excavation that is 20 square feet or greater or a boring installation of 1,250 feet or greater.
3. A Separate permit application is required for each phase of a project and for each non-contiguous project area. Once work has commenced, any 30 day period where no work has been completed will trigger the need to re-submit for a permit application and pay for any associated permit fees.
4. Application fees for City of Stoughton Departments may be waived by the Director of Public Works.

VIII. GENERAL NOTIFICATION REQUIREMENTS (Excludes small projects)

The City of Stoughton has established the following mandatory notification process relating to Permits to Excavate in Public Right-of-Way:

- If the proposed installation, construction, or reconstruction is less than one block in length, the applicant shall make every effort to notify the surrounding property owners, through delivery of door hangers or letters three (3) working days, not including Saturday, Sunday or Holidays, prior to commencing work.
- If the proposed installation, construction, or reconstruction exceeds one block in length, the Applicant shall notify each home, apartment, or business along both sides of the street for the length of the project through delivery of door hangers or letters a minimum of seven (7) working days, not including Saturday, Sunday or Holidays, prior to commencing work.
- The letter or door hanger shall include the following:
 - The name of the Applicant
 - The name of the contractor that will be performing the work
 - The limits of the work, including the side of the street where the work will take place
 - A brief description of the work and the method that will be used (e.g., directional boring, open trenching, etc.)
 - A brief description of the site restoration plan
 - The approximate schedule for the start and completion of the work
 - The name, phone number, and email address of an Applicant representative who can address complaints and technical questions from the public.
- A copy of the letter or door hanger and a list of the addresses shall be provided to the Department for inclusion with the permit documents. The letter and addresses shall be sent to the Director of Public Works.
- The Application will not be approved and/or issued until the copy of the letter or door hanger and the list of addresses has been submitted to the Department.

IX. CERTIFICATION

In consideration of being permitted to make such excavation(s), Applicant agrees as follows:

- That Applicant will faithfully comply with the terms of this permit, including any applicable Special Provisions;
- That Applicant will comply with all applicable statutes, ordinances, rules and regulations of the State of Wisconsin and the City of Stoughton;
- That Applicant will indemnify, defend and hold the City of Stoughton harmless from any and all claims, liability, loss, damage or expense, including attorneys' fees and the costs of litigation, incurred by the City of Stoughton on account of any injury to or death of any person or any damage to property, or caused by or resulting from any activity or work performed under this permit;
- That Applicant will purchase and maintain the insurance required pursuant to Attachment A, and will include the City as an additional insured on such policies of insurance;
- That Applicant at all times place and maintain the proper signage as outlined in the Manual on Traffic Control Devices (MUTCD);
- That Applicant will leave the street, sidewalk, alley or terrace in as good or better condition than existed when the work was commenced;
- That Applicant will notify the Department of Public Works before backfilling any excavation within the right-of-way. Backfill and compaction must be inspected unless approved by the Director of Public Works;
- That Applicant will replace all asphalt and concrete patches using product formulations approved by the Wisconsin Department of Transportation, or as otherwise specified by the Director of Public Works, and meet or exceed the existing thickness of the adjacent pavement;
- That all restoration of the street, sidewalk, alley or terrace permit shall be completed within fourteen (14) calendar days of the closing of the excavation;
- That all such restoration work shall be guaranteed for a period of three (3) years from the date of completion;
- That if this proposed work requires a traffic or pedestrian detour, Applicant will provide the Director of Public Works seventy-two (72) hours notice prior to commencement of the work;
- That this permit may be voided by the Director of Public Works if the work is not started within three (3) months after the above starting date or completed within six (3) months after work has started; and
- That Applicant will comply with Article IV of the Municipal Code of the City of Stoughton, Erosion Control and Stormwater Management.

X. APPLICANT ACKNOWLEDGEMENT & SIGNATURE

In accepting a permit, the permittee hereby agrees to comply with the terms and conditions of this permit, including the provisions in Section IX of this permit, agrees to comply with all local, state and federal codes including, but not limited to, safety, building, traffic control codes, and the Manual on Uniform Traffic Control Devices (MUTCD); agrees to perform all work according to good engineering practices; agrees to protect public safety; and agrees to properly restore the right-of-way.

A copy of any permit issued shall be made available at all times by the Permittee at the indicated work site and shall be available for inspection by the Department of Public Works upon request.

5-Year Moratorium: After permanent improvement or repaving of a City street, no permit shall be issued to open, cut or excavate that street for a period of 5 years after the date of improvement or repaving unless, in the opinion of the Director of Public Works, an emergency exists which makes it necessary that the permit be issued.

THE ACCEPTANCE OF THIS PERMIT BY THE PERMITTEE CONSTITUTES AN ACKNOWLEDGMENT AND ACCEPTANCE OF THE TERMS AND CONDITIONS IN THIS PERMIT APPLICATION.

Print Name and Title
of Applicant: _____

Applicant Signature: _____ Date: _____

List of Additional Permit Conditions: _____

RETURN THE FORM TO: City of Stoughton
Public Works Department
2439 County Road A
Stoughton, WI 53589

Please allow three (3) business days for processing small projects and fifteen (15) business days for large projects once applications are received. The permit fee is generated at the completion of the application review.

ATTACHMENT A

Excavation in the Right-of-Way Insurance Requirements

LARGE EXPOSURE JOB: This includes all excavations within the City right of way that are greater than 20 square feet, and/or boring installations that are 1,250 linear feet or longer.

General Liability Coverage:

- Commercial General Liability
 - \$1,000,000 General aggregate
 - \$1,000,000 Products/completed operations aggregate
 - \$1,000,000 Personal injury and advertising injury
 - \$1,000,000 Each occurrence limit

Note: Insurance shall be written on an occurrence basis.
Claims made form of coverage is **NOT ACCEPTABLE**

Insurance must include:

- Premises and operations liability
- Blanket contractual liability including coverage for joint negligence of the City of Stoughton, its officer, council members, agents, employees authorized volunteers and the named insured
- Personal injury
- Explosion, collapse, and underground coverage
- Products/completed operations
- The general aggregate must apply separately to the project/location

Business Auto

- Limits: \$250,000 each person / \$500,000 each accident for bodily injury, and \$100,000 for property damage
OR
\$500,000 combined single limit for bodily injury and property damage each accident
- Must cover liability for any auto including owned, non-owned, and hired automobile liability

Workers Compensation (WC) & Employers Liability

- Must cover for statutory WC and Employers liability limit of:
 - \$100,000 Each accident
 - \$500,000 Disease policy limit
 - \$100,000 Disease each employee

Umbrella

- Limits \$5,000,000 each occurrence / \$5,000,000 aggregate
- \$10,000 Self-insured retention
- Must be no less broad than underlying coverages

Note: Insurance shall be written on an occurrence basis. Claims made form of coverage is **NOT ACCEPTABLE**

Builders Risk/ Installation Floater

- The City of Stoughton will not assume responsibility for loss, including loss of use, for damage to property, materials, tools, equipment, or items of a similar nature.

ATTACHMENT A (CONT.)

SMALL EXPOSURE JOB: This includes all excavations within the City right of way that are less than 20 square feet.

General Liability Coverage:

- Commercial General Liability
 - \$1,000,000 General aggregate
 - \$1,000,000 Products/completed operations aggregate
 - \$1,000,000 Personal injury and advertising injury
 - \$1,000,000 Each occurrence limit

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Stoughton Utilities

600 South Fourth Street
P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Since 1886

ATTACHMENT B

Independent Observation and Inspection Procedures

Applies to all applicants involved with new or replacement sanitary sewer and/or water service lateral construction

Stoughton Utilities requires independent observation and inspection of the installation and connection of all new or replacement sanitary sewer, and / or water service lateral construction in the public right-of-way, or within utility easements.

The independent observation and inspection shall be conducted by a representative from Strand Associates, Inc. (Inspector).

Contact: Mark Fisher, P.E.
Email: Mark.Fisher@strand.com
Office: (608) 251-4843

The procedure to follow is:

1. The applicant shall complete the Application for Permit to Excavate in Public Right-Of-Way, with payment of the permit fee made payable to the City of Stoughton and delivered to the Department of Public Works.
2. Attach a payment for the connection inspection fee in the amount of \$250.00. This fee is in addition to all Permit to Excavate in Public Right-of-Way application and inspection fee.

Checks for the connection observation and inspection fees are to be made payable to Stoughton Utilities
3. As part of the standard Application for Permit to Excavate in Public Right-of-Way process, the permit application will be reviewed and approved by the Stoughton Utilities Director or their designee.
4. The permittee, or the permittee's contractor, shall be required to contact the Inspector at least five working days prior to the scheduled excavation and lateral connection date.
5. The permittee, or the permittee's contractor, shall be required to provide a list of the material used, type of connection, and corresponding costs to the Inspector at this time.
6. The permittee, or the permittee's contractor, shall be required to contact the Inspector on the day of the excavation and later connection after the sanitary sewer and / or water main connection points have been exposed.
7. Within one hour of the contact from the permittee or the permittee's contractor, the Inspector will be onsite to observe the connection of the sanitary sewer and / or water service lateral to the Stoughton Utilities infrastructure.
8. Neither the connection to Stoughton Utilities sanitary sewer and / or water infrastructure, nor the backfilling of the lateral trench, shall occur prior to the Inspector's observation, inspection, and acceptance. If backfilling has occurred prior to the Inspector's arrival, the sanitary sewer and / or water main connection points must be re-exposed.

The Inspector shall not observe the backfilling of the lateral trench or the restoration of surface improvements.
9. Failure of the permittee or the permittee's contractor to meet the Inspector at the site at the designated time shall result in an automatic forfeiture of \$200.00 due from the permittee. This forfeiture must be made payable to Stoughton Utilities before the Inspector will attempt to visit the site a second time.
10. Failure of the permittee or the permittee's contractor to contact the Inspector to schedule the observation and inspection shall result in a forfeiture of \$500.00 due from the permittee. Stoughton Utilities reserves the right to pursue collection of this forfeiture as provided by Stoughton Ordinances Sec. 74-8.