



**STREET OPENING OR RIGHT OF WAY (ROW) PERMIT APPLICATION  
READ REVERSE SIDE FOR PERMIT CONDITIONS**

Date of Application: \_\_\_\_\_

**UTILITY OWNER:**

NAME, ADDRESS, TELEPHONE  
CONTACT NAME, JOB NUMBER

**INSTALLATION CONTRACTOR:**

NAME, ADDRESS, TELEPHONE  
CONTACT NAME, JOB NUMBER

CONTACT EMAIL: \_\_\_\_\_

PURPOSE AND DESCRIPTION OF WORK (new, replacement, repair):

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LOCATION OF WORK (attach plans with dimensions and identify streets, water, sewer, storm mains):

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PROJECT START & COMPLETION DATES (This Permit Expires In 60 Days):

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WILL WORK INCLUDE (circle responses):

- BORING? ( yes / no )    Footage \_\_\_\_\_ (fee: \$0.25 per foot)
- REMOVAL - SIDEWALK, CURB, PAVEMENT? ( yes / no ) (fee: \$100)
- LANE CLOSURE? ( yes /no )

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**This section for Village purposes only.**

FEE COMPUTATION	
BASE	\$150
BORING	_____
REMOVALS	_____
TOTAL	_____

Permit Approved by:

DPW Superintendent: \_\_\_\_\_

Wastewater Superintendent: \_\_\_\_\_

Water Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

COMMENTS:

## PERMIT CONDITIONS - PLEASE READ

THIS PERMIT EXPIRES 60 CALENDAR DAYS FROM DATE OF ISSUANCE. IF WORK HAS NOT COMMENCED THE PERMIT FEE WILL BE FORFEIT AND A NEW APPLICATION MUST BE MADE. WORK STARTED BEFORE A PERMIT IS ISSUED IS SUBJECT TO DOUBLE FEES.

All work will be in accordance with the terms of Section 173 of the Saukville Municipal Code.

No pavement, curb or sidewalk may be removed without sufficient justification (in writing) and written approval by the Village.

The contractor must furnish the Village proof of insurance to include public liability insurance of not less than \$100,000 per person, \$300,000 per accident and property damage insurance of not less than \$50,000. Insurance policy must remain in effect to completion of the work.

Contractor responsible for traffic control in accordance with Part 6 of the Manual of Uniform Traffic Control Devices and Wisconsin Supplements.

Contractor responsible for securing and protecting worksite and following safety workplace practices in accordance with OSHA and Wisconsin Department of Commerce Rules

Repair of street and right of way will be made to Village specifications. Contractor must notify Village for inspection of repairs prior to completion of the project.

**Submit completed permit application and payment to:**

Village of Saukville  
639 E. Green Bay Ave.  
Saukville, WI 53080  
Ph 262 284 9423 - FAX 262 284 9527  
[dhelm@village.saukville.wi.us](mailto:dhelm@village.saukville.wi.us)

# VILLAGE OF SAUKVILLE-PUBLIC WORKS STREET EXCAVATION PERMIT SUPPLEMENTAL CONDITIONS FOR: PRIVATE UTILITY PERMITTING

## DEFINITIONS

*Village Utilities:* Water, Sanitary, Storm and Electric Mains, Leads, Services, Laterals and related structures

*Village Staff:* Village Director of Public Works, Village designee or Village Consultant Designee

*Proposed Utility:* Any private linear utility that is proposed, including but not limited to: water, sanitary, storm, electric, gas and communications utility not owned by the Village, another Municipality, Ozaukee County or the State of Wisconsin

*Proposed Utility Structure:* any private utility structure that is proposed, including but not limited to: hydrants, valves, manholes, poles, vaults, or other above or underground structures.

*Penetration:* Any excavation or ground disturbing activity, including borings, wells, grounding rods, poles or posts

*Site:* Any distinct portion of the project area where work is completed at one time. This may be as large as a street block, or as small as a single excavation, depending on the timing and operations involved with the work.

## GENERAL UTILITY PROJECT PERMITTING

1. Any utility project that exceeds 5000 feet in cumulative corridor length or 1 square mile in total area of Village impact (not area of disturbance) shall be permitted incrementally, by distinct project permit areas (DPPAs). A DPPA shall not exceed 1 square mile in size of Village impact. Each DPPA will be permitted and approved separately, and the Village will make the determination of how many DPPAs can be permitted and active at one time.
2. Village staff will release a DPPA for construction once the initial utility design has been approved and there is capacity for additional DPPAs. If the maximum number of allowable DPPA's are active, Village staff will not release a new DPPA until an active DPPA has been closed out.
3. As part of the closeout process for each DPPA, the proposed utility owner or contractor must provide as-builts of the utilities installed, that accurately show the utilities as installed.
4. Utility owner or contractor will need to provide an electronic shapefile as-built of the entire utility project once all DPPAs have been completed in order to close out the project.
5. During project installation, the utility response for one-calls will be the responsibility of the private utility or designated representative.

## PERMITTED UTILITY PLAN SUBMITTAL REQUIREMENTS

6. The proposed utility owner or contractor must provide plans for utility work within each DPPA, showing enough design information for Village staff to determine if the proposed utility locations and design can meet the utility separation requirements provided below. These plans will be reviewed by Village staff and either approved or returned with comments to be addressed for resubmittal.

- To include: Project area over sheet, Village owned utilities, proposed feature offset from village owned utilities, public parcel boundary lines and addresses, construction method, vault and ancillary feature details.
- Prior authorization of use of aboveground structures (as opposed to underground/surface flush vaults) is required for siting requirements.

#### **PERMITTED UTILITY SEPARATION REQUIREMENTS**

7. The permitted utility work shall maintain 5-foot/8-foot minimum horizontal separation between proposed utility or utility structures and existing underground Village utilities, including hydrants.
  - Water main, Sewer main & Laterals both sewer and water
8. The permitted utility work shall maintain 2-foot minimum vertical separation from proposed utility or utility structure to any other Village utility.
9. The permitted utility work shall maintain 1-foot minimum separation when bypassing curb stops, signs and utility poles.
10. All road crossings, starting 3'/5' before back of curb and extending under roadway to 3'/5' past back of opposite curb shall be 3-foot minimum depth.
11. For all proposed utility crossings within 1 vertical foot of existing water, sewer or storm mains, water services, sewer laterals or storm leads or laterals, the Village requires potholing prior to construction or televising of the existing Village utility after construction. This work will be done at the expense of the contractor.
12. For all proposed utility structures that include penetrations greater than 4' in depth, existing water service and sanitary laterals shall be potholed or located prior to structure installation.
13. For all proposed utility structures that include penetrations greater than 3' in depth, existing storm laterals shall be potholed or located prior to structure installation or repaired if encountered during installation.
14. Proposed utility structures may be located within the Village right-of-way (ROW), provided they are a minimum of 2'/5' behind the back of curb. Structures located in sidewalk panels will need to be placed in the center of the panel (parallel to the roadway) with the edge of the structure flush with the back edge of the panel (relative to the roadway). If there is an existing obstruction at the back of the sidewalk (vertical curb, fence, etc.), the structure can be shifted forward enough to account for the subsurface dimensions of the structure. Above-ground structures shall be located a minimum of 6" off existing sidewalk. Structures shall not be located in driveways.
15. Proposed utility structures cannot be located over existing Village utilities.
16. Any deviation from the above Utility Separation Requirements due to constraining circumstances would need to be approved by Village DPW or designee on a case-by-case basis.

## UTILITY DAMAGE

17. Any damage to any existing utility must be reported to Village DPW immediately. **(Water/Sewer reported to utility, storm reported to DPW)** Contractor shall follow standard communication protocols for damage to gas utilities, and notify Village staff once emergency and gas utility services have been notified.
- Damage to a sewer main or lateral must be fixed immediately.
  - Work must be done by a licensed contractor
  - Slurry Backfill
  - Charges will happen for turning water on OR off
  - Pictures of damage need to be submitted
18. Damage to any public utility within ROW must be replaced within 5 calendar days to Village specifications. Damage to a water main shall be repaired immediately and no longer than 24 hours after damage occurs. Damage to a water lateral shall be repaired within 48 hours after damage occurs. Any lead lateral damaged will need to be replaced in its entirety. If repairs are not completed within the permitted timeframe, the Village reserves the right to solicit bids or repair utility and invoice costs directly to contractor for that utility damage as well as for any future utility damage on the project.

## RESTORATION REQUIREMENTS

19. Softscape restoration requirements:
- 4" of screened topsoil minimum, seed, and fertilizer
  - Hydro mulch or biodegradable erosion matting
  - No straw is permitted
  - Submittals for seed and erosion mat shall be provided for approval prior to the start of softscape restoration.
20. Hardscape restoration requirements:
- Any sidewalk panel excavation or potholing requires a full panel replacement. Any driveway apron excavation or potholing requires a full apron panel replacement. Any concrete roadway excavation or potholing requires a full concrete panel replacement.
  - Hot mix asphalt must be used for all asphalt roadway restoration. Concrete must be used for all concrete roadway restoration. The composition and depths of roadway restoration will be determined by Village staff on a case-by-case basis.
  - Follow Village Specifications and details
21. Temporary Hardscape restoration requirements:
- Temporary hardscape restoration shall be completed as soon as excavation and structure installation work has been completed, unless permanent hardscape restoration can be completed instead.
  - Temporary restoration for sidewalks will be the use of 1-1/4" stone in place of concrete.
  - Temporary restoration for roadways will be the use of 4" thick cold patch asphalt in place of hot mix asphalt or concrete.
  - Temporary hardscape restoration areas must be monitored on a weekly basis, with

sweeping of loose stones or material, and repairs to any rough surfaces or potholes.

22. All permanent hardscape restoration must be completed within four weeks of the start of excavation work for a site or within two weeks after the completion of utility installation work for a site, whichever is shorter. All softscape restoration must be completed within five weeks of the start of excavation work for a site, or within three weeks of the completion of utility installation work for a site, whichever is shorter. If there is outstanding restoration work that exceeds these limits at the end of any calendar month, all excavation and installation work will be shut down until this restoration work has been completed.

#### **ALLOWED WORK SCHEDULE**

23. No excavation, drilling or boring work is allowed on Saturdays or on Friday afternoons. Utility structure placement (provided no excavation is required), restoration work and site maintenance are allowed on Saturdays. No work is allowed on Sundays or Holidays.
24. Excavation work may take place from April 1<sup>st</sup> to November 1<sup>st</sup>. All hardscape restoration must be completed by October 31<sup>st</sup> of any given year.

**In addition to these requirements, Contractor shall follow Village Specifications, and shall contact Village staff with any questions.**