

# Village of Stratford, Wisconsin

## APPLICATION FOR PERMIT

**Permit No.** \_\_\_\_\_

Permit Fee \$25.00

Checks shall be payable to:

**Village of Stratford**

Date Paid \_\_\_\_\_

### Utility Construction/Excavation in Public Right-of-Way

Village of Stratford Public Works Department – 213060 Legion St, PO Box 12, Stratford, WI 54484 Phone 715.687.4166 Fax 715.687.4435

**Applicant Information (Utility Owner or contractor, not the property owner the work is being done for)**

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

**Applicant:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Field Contact Person:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**Location of Work: Address(es)** \_\_\_\_\_

**Specific Description/Limits:** \_\_\_\_\_

**Type of Work:**  
(check all that apply)

New Installation

Repair

Replacement – Partial

Replacement – Complete

Abandonment

Open Excavation

Trencher/Plow

Bore

Cased

Other \_\_\_\_\_

Underground

Overhead

Fiber Optic

**Type of Facility:**

Main

Lateral/Service

Depth \_\_\_\_\_

**Size:** \_\_\_\_\_

**Material:** \_\_\_\_\_

Sanitary

Storm

Water

Electric

Gas

Telephone

Cable

Other: \_\_\_\_\_

**Proposed Permanent Structures:**

Pedestal

Panel

Pole

Valve

Hydrant

Other \_\_\_\_\_

**Items to be Disturbed:** Street Surface=  Concrete  Asphalt  Asphalt Overlaid on Concrete  Chip/Slag Seal **Approx. Size** \_\_\_\_\_

Travel Lane

Parking Lane

Alley

Median

Other: \_\_\_\_\_

Curb & Gutter

Driveway

Sidewalk

Curb Ramp

Other: \_\_\_\_\_

Terrace (Public)

Lawn (Private)

Ditch

Tree

Other: \_\_\_\_\_

**Contractor(s): Excavation:** \_\_\_\_\_

**Hard Surface Restoration:** \_\_\_\_\_

**Drawing (must be submitted with Application)** Pages: \_\_\_\_\_

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

By: \_\_\_\_\_

**Construction Schedule: Start Date:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Emergency**

Applicant agrees to be bound by the provisions of State Statutes, Ordinances and the Municipal Code governing public right-of-ways (and municipal property) and by such Permit Provisions and Conditions of Issuance, special conditions, restrictions or regulations as may be imposed by the Director of Public Works or Village Board.

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

Signature of Authorized Representative

(To Be Completed by Village)

Additional Requirements for Applicant:

Street Classification: \_\_\_\_\_

Notify the Department of Public Works a minimum of 48 hours prior to beginning any work within the public right-of-way.

Temporary Erosion Controls Required – Including:  Inlet Protection  Ditch Checks  Other \_\_\_\_\_

Permanent Erosion Controls Required – Including:  Erosion Mat  Sod  Riprap  Other \_\_\_\_\_

Traffic Control Plan per MUTCD Typical Application: \_\_\_\_\_ (TA No. \_\_\_\_\_)

Submit Detailed Traffic Control Plan  Detour Required

These Special Conditions shall apply: \_\_\_\_\_

The Applicant is hereby authorized to do the work as described above subject to full compliance with all provisions/conditions stated herein including provisions on the reverse side and all attachments hereto.

Signature of Authorized Permitting Authority Representative Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

1. The term 'Applicant' shall mean the permit applicant, and all their contractors and agents associated with the work. The Applicant shall be the utility company; or the contractor for water service, sewer lateral or other privately owned facilities.
2. The Applicant agrees to indemnify and hold harmless the Village of Stratford, 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.
3. Each application shall include a drawing/sketch/map clearly indicating project limits, proposed facilities, proposed permanent structures/facilities (ground level and above), dimensions and other pertinent information. The drawing shall include address(es) of proposed work, scale, and a north arrow.
4. This permit is valid between April 15 and December 1 of the current calendar year, unless noted otherwise.
5. The application for permit shall be submitted at least 10 working days prior to the scheduled construction start date. Applications for emergency repairs (work completed without an executed permit) must be submitted on the following working day (after emergency utility repairs are completed).
6. The Village of Stratford will notify the public and affected agencies through distribution of a notice to Police, Fire & Rescue and the media, based upon the information submitted herein by the Applicant, per the discretion of the Department of Public Works.
7. Municipal utility services and driveway access shall not be interrupted without approval of the Department of Public Works and affected property owners.
8. Applicant shall comply with State Statute requirements and contact Diggers Hotline (800/242-8511) prior to any excavation to obtain location of underground facilities (Wis. Statute 182.0175 requires a minimum of 3 working days' notice before you dig). Locating facilities whose owners are not members of the one-call system is the Applicant's responsibility.
9. Work shall start within 10 days of the scheduled start date. Work shall not occur on weekends or holidays (excludes emergency work).
10. Applicant is responsible for providing, maintaining and removal of all temporary traffic control devices, including but not limited to barricades, drums, delineators, signs, flashers, lights, flaggers, etc.. Temporary traffic controls shall comply with the Manual of Uniform Traffic Control Devices (MUTCD) recommendations (current WisDOT accepted revision, w/Wisconsin Supplement).
11. Applicant is responsible for providing, maintaining and removal of all temporary erosion control devices, and accumulated materials.
12. It is the Applicant's responsibility to saw all concrete surfaces, full depth, prior to removal. Saw locations shall be reviewed with the Department of Public Works prior to beginning the work (excluding work initiated under emergency provisions). Edges of surfaces to remain which are damaged through construction of the work shall require additional sawing and removal or repair, per the discretion of the Department of Public Works. (Comply with Village Standards for Repair of Street Pavements)
13. Temporary connections to private water spigots are not allowed without written approval by the owner. Temporary connections to public fire hydrants shall be coordinated with and approved by Stratford Water & Electric.
14. Maintain adequate clearances between proposed utilities and existing municipal utilities, including at least five (5) feet horizontal and three (3) feet vertical from all sanitary sewer, storm sewer and potable water facilities. Maintain a three (3) foot clear zone behind curb head. Provide two (2) feet of clearance parallel to existing drain tile/underdrain and ditch flowlines. Field verify locations and elevations of municipal utilities prior to construction. Potholing locations shall be reviewed with and approved by the Department of Public Works prior to construction.
15. A copy of the permit (complete with plans, special provisions, etc.) shall be displayed on-site during construction.
16. Applicant is responsible for the safety and protection of all workers and the public.
17. Removal and replacement of signs and placement of temporary regulatory signs, if necessary to complete the work shall be done by the contractor.
18. All excavation, trenches, backfilling and compaction shall comply with Village of Stratford Standard Specifications for Public Works Construction, current year. No spoil or erodible materials shall be stored on streets or ditches overnight or during any precipitation event. Backfill material shall be In-Kind (typically native clay, must be suitable). Groundwater and drilling mud must be removed prior to backfilling. Temporary backfill material may be utilized during off season or emergency utility work, however, said materials shall be removed and replaced per the requirements of the Department of Public Works prior to or concurrent with the permanent surface repairs.
19. Applicant shall keep safety equipment (cones, flashers, barricades, fencing, etc.) and cleaning equipment (brooms, shovels, etc.) available on site at all times during construction.
20. Applicant's work shall protect and avoid all impacts to terrace trees. Applicant shall exercise extreme care so as not to damage roots, branches, limbs, trunk, bark, etc. No trees shall be removed without prior written approval from the Department of Public Works. If trees are damaged as a result of the work, the Applicant shall contact the Department of Public Works (on the same/next working day). Repairs and/or replacement of terrace trees shall be performed by the Village of Stratford Department of Public Works. All costs for said repairs and/or replacement shall be the Applicant's responsibility (warranty provisions applicable).
21. Applicant is responsible for cleanliness of the job site during construction and clean-up after construction. The Village reserves the right to bill the Applicant for cleaning affected storm sewers and catch basins, along with street sweeping, as deemed necessary.
22. Hard surfaces such as concrete, asphalt or concrete base overlaid with asphalt pavement, curb and gutter, curb ramps, sidewalks, paths, driveways, etc. shall be repaired in accordance with Village of Stratford standards and to the satisfaction of the Department of Public Works. Repairs shall be done by a pre-qualified contractor (listed on the Village's approved list of hard surface repair contractors). The Department of Public Works will only make repairs if prior arrangements are approved by the Department of Public Works. Work by contractors shall be inspected by the Village. Provide at least three (3) working days' notice for each inspection.
23. Applicant shall install a temporary surface upon completion of backfilling excavations in street pavements. Collector and arterial streets shall be temporarily surfaced with cold-mix asphalt or other approved hard surface materials. Street plates may be required for excavations or potholes in live traffic areas on arterial streets (Plates provided by Applicant, must provide safe passage by the traveling public). Applicant shall maintain temporary surfaces until permanent pavement repairs are completed. Use a temporary hard surface when hot mix asphalt is not available or concrete patching is not possible. All temporary surfaces shall be permanently repaired or temporarily hard surfaced by December 1.
24. Applicant shall be responsible for restoration of all public or private sidewalks, curb ramps, grass turf, terrace treatments and/or landscaping, "in-kind", to the satisfaction of the Department of Public Works and the property owner. Curb ramps/sidewalks if disturbed shall be replaced in compliance with current local, state and federal (ADA) codes.
25. Materials to be used for restoration of surfaces shall comply with current standards for Village of Stratford Public Works projects. Materials and thicknesses shall be replaced "in-kind", however the thicknesses within the repair shall exceed minimum thicknesses as described herein. The minimum thicknesses for street repairs/patches are 8-inch thick concrete on 6-inches of gravel or 3-inches of hot mix asphalt on 9-inches of gravel. Driveways and curb ramps shall meet street repair requirements except concrete shall be at least 6-inches thick. Sidewalks shall be at least 4-inch thick concrete. The Applicant is responsible for repair/replacement/disposal of deficient materials found within the repair area. Pavement markings, joint sealing, crack filling, shouldering, surface sealing, etc. shall be repaired "in-kind" within the repair area or where disturbed by construction.
26. All disturbed areas shall be restored within 30 days after the start of the work.
27. Applicant shall be responsible for the investigation and repair of all utilities damaged as a result of the project, public or private, located or not, including sewer laterals. Repairs shall be done by the utility owner and billed to the Applicant.
28. The permitted facilities shall, if necessary, be adjusted or altered at the expense of the Applicant to allow proposed or future improvements and/or maintenance as may hereafter be ordered. The entire cost of constructing, maintaining and adjusting the permitted facilities shall be the obligation of the Applicant.
29. Work completed or contracted by the Village of Stratford Department of Public Works will be billed to the Applicant at rates established by the Department of Public Works and Village Board for the current year. Inspection by the Department of Public Works will be billed on a time basis (One (1) hour is incidental). Work not specifically identified therein shall be billed on a time and material basis. Invoices unpaid after 30 days are subject to 1.5% interest per month.
30. Failure of Applicant to complete the work to the satisfaction of the Village and pay for all costs associated with the work may impact the Applicant's ability to secure future permits.
31. The Applicant shall warranty all work covered by this permit, including work by others for a period of five (5) years after all repairs are completed. Failure, including settling, cracking, faulting, etc., of the disturbed area or areas abutting/immediate adjacent, shall be repaired at the Applicant's expense to the satisfaction of the Department of Public Works.