



# RIGHT-OF-WAY PERMIT APPLICATION

1303 Lynn Avenue  
Altoona, WI 54720  
Phone: (715)839-6092  
Fax: (715)839-1800

Place an X in front of all activities you are applying for.

Fee

- Construct, Maintain or Repair Utilities Within Public Right-Of-Way
- Construct, Relocate, or Modify Driveway \$100.00
- Other Work Within the Public Right-Of-Way
- Irrigation/Underground Sprinkling System Permit \$25.00

### OWNER INFORMATION (PROPERTY OWNER OR OWNER OF THE UTILITY)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

### EXCAVATING/GRADING CONTRACTOR INFORMATION (IF KNOWN AT THIS TIME)

Contact Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_ Y  N

Plans Prepared By \_\_\_\_\_ Plan Enclosed

### WORK LOCATION

Address (If same as in applicant info, write "same").

- Street (Traveled Area)
- Driveway
- Median (Paved)
- Sidewalk
- Boulevard
- Terrace
- Alley
- Other

If "Other", please describe: \_\_\_\_\_

### TYPE OF FACILITY

- Gas Pipe
- Electric Cable
- Telephone Line
- Other
- Cable T.V.
- Water
- Sanitary Sewer
- Storm Sewer
- Wells/Monitoring
- Driveway (Check Below)
  - New
  - Relocation
  - Modification

If "Other", please describe: \_\_\_\_\_

### METHOD OF INSTALLATION

- Tunnel
- Jack & Bore
- Open Cut
- Suspend on Poles
- Trench
- Plow
- Cased
- Other

If "Other", please describe: \_\_\_\_\_

**EMERGENCY EXCAVATION?** Y  N  **WILL THE WORK DISTURB ANY PORTION OF A CITY STREET, SIDEWALK, OR CURB & GUTTER?** Y  N

**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 hereof.

By \_\_\_\_\_ Title \_\_\_\_\_  
(Signature of Applicant) Date \_\_\_\_\_

### CITY USE ONLY

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

**SPECIAL PROVISIONS:** Y  N   
Special Provisions are attached to this permit.

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

**PERMIT NO.**

## GENERAL PROVISIONS AND CONDITIONS OF ISSUANCE

Pursuant to Wisconsin Statutes and City Code of Ordinances s. 12.16, this permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern:

### General

1. The Applicant agrees to indemnify and hold harmless the City of Altoona, 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/Owner to permit alteration, improvement, or maintenance of the street 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 City has granted permission for a detour. Wherever the pavement is opened, the excavation shall be backfilled with approved materials and mechanically compacted in twelve-inch (12") layers, and shall be left flush with the existing surface. The pavement removed for a road crossing shall be replaced as per the City specifications, and shall be done so **within seven (7) calendar days of removal.**
4. The Applicant/Owner shall attach a sketch which accurately depicts the proposed construction or reconstruction within the dedicated portion of the public street right-of-way, including the dimensions thereof, and a statement describing the type of construction material to be used.
5. All bituminous and concrete pavement shall be saw cut. All surface material and unsuitable excavated material shall be removed from the site. Excavated material shall be placed to permit the free flow of surface water along the gutter.
6. Inlet protection consistent with DNR technical standards shall be required where excavated or imported material is placed upon City streets or in areas where migration of material to an inlet is likely.
7. The City reserves the right to require mechanical sweeping of the streets.
8. 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." If the excavation requires closing the street **a Traffic Control Plan must accompany this application.** Detour routes are to be approved by the department before permission is granted. All barricades and detour signs shall be furnished and maintained by the Permittee.
9. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Director of Public Works. Access to all private drives and public street intersections shall be maintained and all disturbed areas completely restored.
10. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of OSHA, the Wisconsin Department of Commerce, and any applicable local regulations.
11. Items constructed within the public right-of-way, such as curb & gutter, sidewalk, etc., shall conform to the City of Altoona Standard General Conditions and Specifications for Street and Utility Construction.
12. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
13. Upon completion of the work, the Applicant shall file a written notice with the City.
14. The Applicant shall guarantee the backfilling and compaction for two (2) years. If settlement or failure occurs, repairs shall be made at the Applicant's expense.
15. DIGGER'S HOTLINE (1-800-242-8511) shall be notified of the proposed excavation a minimum of three (3) days prior to the start of work.

### Driveway Permit

16. The Applicant/Owner agrees this permit is for the bonafide purpose of securing and gaining the access to the above-described property and not for the purpose of parking, servicing vehicles, advertising, storage, merchandising of goods, or any other purpose.

17. This application and permit along with the agreements contained herein shall be binding upon the heirs, beneficiaries, successors, and assigns of the Applicant/Owner.
18. The Applicant/Owner hereby acknowledges and agrees the City shall not be responsible for the removal or clearing of snow, ice, debris, or windrows of such or similar material placed or deposited thereon by the City during snowplowing or street cleaning operations.
19. The Applicant/Owner hereby acknowledges and agrees that if the Driveway Permit is granted, the Applicant/Owner does not, directly or indirectly, acquire an interest in real estate in the location, size, shape, elevation, existence or other aspect of the driveway located within the City right-of-way.
20. Attached is a copy of the tax listing or deed that established the Applicants ownership of the property to be serviced by the driveway.
21. The Applicant/Owner hereby acknowledges and agrees that the City reserves the right to make changes, additions, repair relocations or other modifications deemed necessary to the driveway within the dedicated portion of the public street right-of-way at any time and for any purpose, without compensating the Applicant/Owner for damages that may occur to the driveway, the land or business/es served by such driveway.

#### Irrigation/Underground Sprinkling System Permit

22. The Applicant/Owner hereby acknowledges that installation of the underground irrigation/sprinkler system within the public right-of-way is done so at his or her own risk. The City shall not be held responsible for any damage caused by conflicts with future installation of other permitted right-of-way activities.

**SPECIAL PROVISIONS AND CONDITIONS OF ISSUANCE**
