



# Village of Pleasant Prairie Department of Public Works (DPW)

## PERMIT TO WORK WITHIN VILLAGE RIGHT-OF-WAYS or VILLAGE EASEMENTS OBSTRUCTION \_\_\_\_ EXCAVATION \_\_\_\_

APPLICANT \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
PLEASE PRINT

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PERSON OR BUSINESS PERFORMING WORK \_\_\_\_\_

Diggers Hotline Ticket Number # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMERGENCY (24 Hr.) PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DAY PHONE \_\_\_\_\_

STREET CITY STATE ZIP FAX \_\_\_\_\_

1. Location \_\_\_\_\_

(Street, property address or legal description, or distance and direction from nearest public street intersection)

2. Nature of Work \_\_\_\_\_

**DESCRIPTION:** Please attach a detailed description and 2 scale drawings of the project and project work including identification of obstructions/structures to be placed and size and depth of excavation.

3. Indicate below items to be affected/disturbed and include information on drawing or plan of work to be done.

- |   |  |
|---|--|
| <input type="checkbox"/> Curb & Gutter                  | <input type="checkbox"/> Street Surface                      |
| <input type="checkbox"/> Trail/Sidewalk                 | <input type="checkbox"/> Trees                               |
| <input type="checkbox"/> Pond/Wetlands                  | <input type="checkbox"/> Public utilities (sewer, water)     |
| <input type="checkbox"/> Traffic Control Devices/Signs  | <input type="checkbox"/> Private utilities (elec, gas, etc.) |
| <input type="checkbox"/> Drainage                       | <input type="checkbox"/> Street Lights/Distribution System   |
| <input type="checkbox"/> Commercial/Industrial Driveway | <input type="checkbox"/> Other _____                         |

4. Method of Installation or construction. (Circle one):

- |   |  |                                   |                                 |
|---|--|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Tunnel           | <input type="checkbox"/> Jack and Bore     | <input type="checkbox"/> Open Cut | <input type="checkbox"/> Plow   |
| <input type="checkbox"/> Suspend on poles | <input type="checkbox"/> Suspend on Towers | <input type="checkbox"/> Cased    | <input type="checkbox"/> Trench |

5. Work to start on or after \_\_\_\_\_ and shall be completely restored by: \_\_\_\_\_

Extension granted by DPW: \_\_\_\_\_ by \_\_\_\_\_  
DATE STAFF

6. Are lane closures or detouring of traffic necessary? \_\_\_\_\_ If yes, state duration and attach detour map.

All detour plans are required as part of this permit and must be pre-approved in writing by the DPW. The DPW shall be notified at least 3 working days in advance of any approved detour being established, changed or discontinued. (262) 694-1403.

The undersigned herewith accepts the terms and conditions of this permit by the Village of Pleasant Prairie as herein contained and agrees to fully comply therewith to the satisfaction of the Village. The undersigned also declares that he/she has read, understands, and will comply with all relevant Village Ordinances and all Right-of-Way Regulations as stated in the following pages.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

All legal requirements shown on attached pages and all "Special Provisions" need to be in compliance with all Special Provisions. The date when work is completed shall be reported in writing via facsimile (262-694-2941) or e-mail to the Village Streets Superintendent (jsteinbrink@plprairiewi.com).

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Insurance Certificate        | Date Received: _____ |
| <input type="checkbox"/> Performance and Payment Bond | Date Received: _____ |

Village Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Village of Pleasant Prairie

### Standard Provisions for Work in the Right-of-Way

#### SAFETY

1. Traffic shall be allowed to pass and to be protected at all times. If it is not possible to allow traffic to pass, a detour must be pre-approved by the DPW. Notification must be three (3) working days prior to commencement.
2. Traffic control devices shall be in accordance to most current MUTCD "Field Manual". When a trail or roadway/drive has been cut, appropriate signage must be kept in place and maintained until restoration is complete.
3. Notification shall be provided to the Village Fire and Rescue Department 24 hours prior to the commencement of construction, upon the morning of construction and when construction has been completed for any fire hydrants that will be obstructed during the construction.
4. Excavations must be shored or sheeted, as required by O.S.H.A., when necessary, to prevent undermining of roadways, trailways, utilities, or for safety reasons. Stock piling of excavated material shall not occur within the public-right-of-way without proper traffic control.
5. Guys shall be free standing and not be attached to any public or private appurtenances without written permission from owner.
6. Flaggers and/or warning lights at night shall be furnished by applicant or agent whenever the work being done creates a hazard either to the traffic using roadway or the personnel engaged in the construction, or when directed to do so by the DPW.

#### OPERATIONS

1. Any permits by the Village that do not conform to the Standard Provisions will prohibit said contractor from being approved for future permits until all Standard Provisions are complete.
2. Permit on Job – Permits or copies (including approved detour plans) shall be kept on the work site while it is in progress and in the custody of the individual in charge, and shall be presented upon request made by any Village official.
3. Any contractors sublet to work on a permit must be pre-qualified by the Village of Pleasant Prairie and are the responsibility of the applicant or agent that applied for the permit
4. Conditions of permit - No person may excavate or obstruct the public right-of-way after the date specified in the permit, unless the person obtains a new permit or signed permit extension before the expiration of the original permit. The permit is valid only for the area of the public right-of-way specified in the permit; no applicant or agent shall do any work outside the area specified in the permit, unless approved by DPW.
5. If the obstruction or excavation of the public right-of-way begins later or ends sooner than the dates specified in the permit, the applicant or agent shall promptly notify the DPW.
6. The applicant or agent shall coordinate project work and installation of facilities in co-locations with other public right-of-way users.

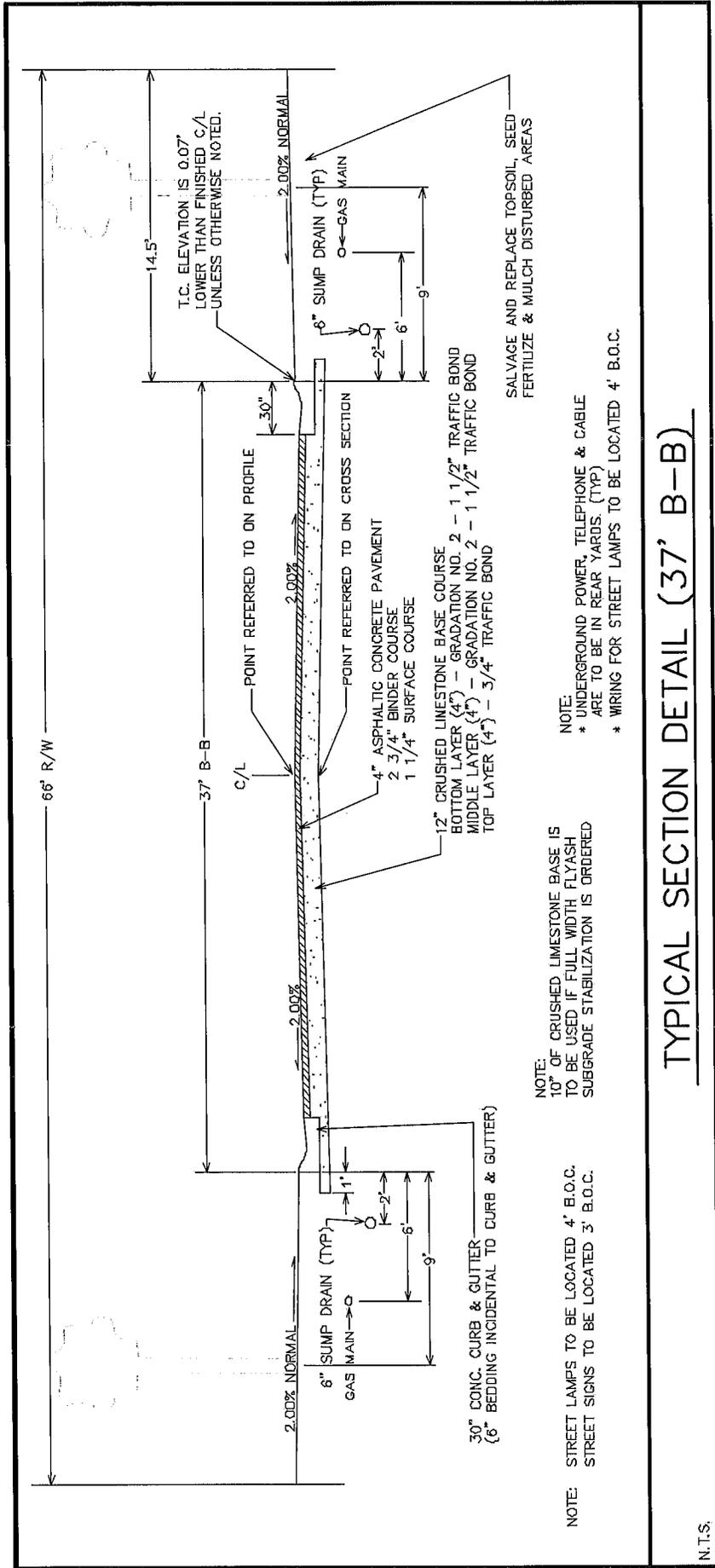
7. The applicant or agent shall replace any destroyed property corners with the services of a Wisconsin Licensed Registered Land Surveyor.
8. Provisions and Specifications – These general provisions, specifications and **Standard Plate #360** shall be considered as forming an integral part of each and every permit issued for operations within Pleasant Prairie. Installation, placement, location, and relocation of equipment and facilities shall comply with all Federal, State, County, and local laws. The work authorized by this permit shall be done at such time and in such manner as shall be consistent with the safety of the public and shall conform to all requirements and standards of the Village. If at any time it shall be found by the Village that the work is not being or has not been properly performed, the applicant or agent, upon being notified by the Village, shall immediately take the necessary steps, at his own expense, to place the work in condition to conform to said requirements or standards.
  - a. Public right-of-way alignment and grade shall be maintained, unless otherwise authorized by the Village.
  - b. Unless otherwise approved by the Village, fiber facilities that cross Village utilities shall be buried in a solid ductile iron pipe no less than five feet on either side of the crossing. The exact horizontal and vertical location of the casing pipe shall be recorded on the “as-built” drawing of the construction plans; copper cable facilities below concrete or bituminous paved roadway surfaces shall be buried no less than three (3) feet deep and no more than four (4) feet deep, and all other copper cable facilities shall be buried no less than 30 inches deep.
  - c. All underground facilities that cross streets or hard surfaced driveways shall be bored. Natural gas lines do not need to be installed in conduit.
  - d. When utilizing trenchless installation methods to cross an area in which a Village utility is located or when directed by the DPW, the applicant or agent shall excavate an observation hole over the Village utility to ensure that the Village utility is not damaged.
  - e. If the project work involves open cut, the applicant or agent shall install visual tracers of either 10-gauge wire or tracer tape at 12 inches over buried facilities. If other construction methods are used, substitute location methods may be used upon approval by the DPW.
  - f. During plowing or trenching of facilities, a warning tape shall be placed at a depth of 12 inches above copper cables with over two hundred (200) pairs and all fiber facilities. A locating wire or conductive shield shall be installed above buried telecommunication facilities, except for di-electric cables.
  - g. Restoration of areas disturbed by facilities will include returning the right-of-way to the same condition that existed before excavation. The right-of-way user is responsible for all of its work done in the public right-of-way, whether by employees, agents, or independent contractors. All levels of restoration include compaction of the materials in lifts placed in the excavation of the sub-grade and aggregate base, plus pavement replacement, in kind. Slurry shall be brought to bottom of the gravel of the approved street section. Compaction shall be accomplished with hand, pneumatic or vibrating compactors as appropriate. Compaction testing may be required as determined by the Village. Restoration of boulevards or parkways shall include a minimum of four (4) inches of topsoil and either sod or seed, mulch, and matting as approved by DPW.
  - h. All landscaped areas will be replaced within two weeks of end of project with a minimum of four inches of screened and pulverized topsoil, seeded and covered with straw and mesh. Ditch lines need to be replaced immediately with erosion control matting. Any other landscaping damaged or excavated shall be replaced in-kind.

- i. All facilities shall be located so as to not interfere with existing and potential future traffic signals and signs.
  - j. All above ground appurtenances shall be located no closer than 10 feet to Village hydrants, waterline valves, manholes, lift stations or catch basins unless approved by the Village, and shall not be installed in front of or within visual sight lines of any Village signs, monuments or amenities for facilities or parks. Minimum offsets from sidewalks and trails shall be two (2) feet unless approved by the Village. (See attachment.)
  - k. Underground facilities shall not be installed between a hydrant and an auxiliary valve. Underground facilities shall not be installed within five (5) feet of hydrants, waterline valves, lift stations, manholes or catch basins where utility easements exist beyond the roadway surface area of the public right-of-way and space is available therein. No utility shall be constructed within four (4) feet of the centerline of a ditch. Where a road ditch exists, utilities will be installed no closer than four feet outside the centerline of the ditch.
  - l. The location and installation of telecommunications facilities shall comply with the National Electric Safety Code, as incorporated by reference in Wisconsin.
9. Execution – The applicant or agent shall use diligence in the execution of the work authorized under this permit in order not to endanger the public or unnecessarily obstruct travel along any road or right of way. Operations shall be so conducted as to permit safe and free travel over the roads and trailways at all times within the limits of the work herein prescribed. The applicant or agent at his own cost shall provide all safety measures for the free movement of traffic.
- The applicant or agent shall notify abutting property owners prior to commencement of any project work that may disrupt the use of and access to the abutting property.**
10. Conformity to Laws – The installation shall be made in conformity with all applicable laws, regulations, and codes covering said installations. All installations shall be made in conformity with regulations of governmental agencies for the protection of the public.
- a. For all fiber installations, the applicant shall furnish a performance and payment bond in the amount to be determined by the Village that is required to ensure adequate and timely completion of repair. This bond or financial guarantee shall remain in effect for two (2) years one (1) year for turf establishment) subsequent to completion of street repair to protect the Village from defects in material, workmanship or non-compliance with Village standards or specifications.
  - b. File with the Village a liability insurance policy or certificate of insurance issued by an insurance company authorized to do business in the State. The policy shall insure the person performing acts described in this section and the Village, listed as an additional insured, in the sum of at least \$1,000,000 for injury to one (1) person, and \$1,000,000 for one (1) accident, and at least \$1,000,000 property damage or in such other amounts as the Board shall determine. The policy shall be kept in effect until the termination of a permit granted pursuant to this section.
  - c. Except for the negligent acts of the Village, its agents and its employees, the applicant or agent shall assume all liability for, and save the Village, its agents and its employees, harmless and defend same at its sole cost and expense from any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing uses by the applicant or agent, including but not limited to the placing, constructing, and reconstructing, maintaining, protecting and use of said facility under this application and permit for construction.
11. Existing Facilities – The utility facility and installations shall not interfere with any existing utility facility in the Village’s right-of-way or easements. It is the responsibility of the applicant to call for timely, necessary locations of existing utilities. (Diggers Hotline Call 1-800-242-8511.)

12. Private Property – The right-of-way permit for construction as issued does not in any way imply an easement or right to enter private property.
13. Quality of Work – Finished surface, base and sub-base of all disturbed surfaces upon completion of work shall be at least equal to or better than current Village specs for similar construction. New surfaces must match existing roads or trail-ways. Hard surfaces shall be replaced within 48 hours upon completion of slurry backfill.
14. Cutting Trees – The permission herein granted does not confer upon the applicant or agent the right to cut, remove, or destroy trees or shrubbery within the legal limits of the right-of-way or easements that are not specifically identified on the plan attached to this permit or relieve applicant or agent from obtaining any consent otherwise required from the owner of the property adjacent thereto. The applicant or agent shall protect the root growth of significant trees and shrubbery within the public right-of-way adjacent thereto.
15. Drainage – All waterways and overland drainage shall remain operative. Proper erosion control shall be established and maintained throughout the construction and restoration. No silted construction water shall be discharged to either the street or to any storm sewer system. No excavation spoils shall be stored in any ditch, swale or other drainage way that may impede or alter the flow of storm water.
16. Groundwater – No groundwater from construction shall be diverted to any sanitary sewers.
17. Pole anchors – Pole anchors, anchors, braces or other construction may be permitted within right-of-way or easements and must be approved on a case-by-case basis.
18. Driving Limitations:
  - a. Driving or parking on Village trails or sidewalks shall not be permitted.
  - b. Vehicles within the right of way area shall utilize their warning flashers at all times.
  - c. Vehicles shall not be parked on trailways or sidewalks.
19. Traction – Vehicles or equipment traversing roads or sidewalk surfaces shall not utilize studded or chained tires, caterpillar traction, or any other form of traction that will result in damage to the surface. The Applicant shall be subject to municipal citations in the event that traction or chained tire equipment has been used on public roadways, curb and gutters, or sidewalks. In addition, the Applicant shall be responsible for the restoration of the surface and base course of any streets, curb and gutter, and/or sidewalks damaged during excavation activities to the satisfaction of the DPW.
20. Clean Up – Street and trailways shall be broomed and collected at the end of each workday and affected rights-of-ways shall be broomed and collected after construction is completed and left in a neat and presentable condition. Any sediment or debris from improvement shall be removed from sanitary or storm sewer systems, including drainage swales and ponds, as needed. DPW crews will broom and collect any debris not collected by the applicant or agent and the expense of the applicant or agent.
21. Trees and Vegetation – Burning operations and/or the use of chemicals to control or destroy trees, brush and other vegetation is prohibited without prior approval from the Fire and Rescue Department.
22. Replacement of Sod – Wherever topsoil and sod are disturbed, they shall be replaced and maintained satisfactorily until the turf is established. Any turf that fails to be established shall be replaced and satisfactorily re-established. Restoration of boulevards, parkways, and terraces shall include a minimum of four (4) inches of topsoil and sod or seed, mulch and matting.

**BITUMINOUS STREET & TRAILWAY RESTORATION**

1. Curb and gutter shall be removed only after saw cutting at existing, nearest joints and replaced according to specifications or Standard Plate.
2. Bituminous pavement area shall be removed only after saw cut. Any damaged edges shall be saw cut prior to patching.
3. Sod shall be removed in boulevards and parkways and shall be replaced with minimum four (4) inches of topsoil and cultured highland (non-peat) sod.
4. Hot mix asphalt courses shall be replaced in kind from May 1<sup>st</sup> until asphalt plants close in the fall. Four (4) inches of concrete shall be used temporarily when asphalt plants are not open.
5. All road markings will be replaced no later than 1-week after asphalt patching.
6. Backfill for all road crossings or right-of-openings shall be slurry. Slurry shall be replaced to the edge of the existing shoulder.
7. Roadway closures in accordance with Appendix B – Traffic Control for street or highway work zones –MUTCD.
8. Compaction in any trench or hole outside of any hard surface shall be 95 percent of Standard Proctor.
9. Public street installation shall be in conformance with the specifications set forth in Village Ordinance No. 01-27 Exhibits, as may be amended from time to time.



NOTE:  
 10" OF CRUSHED LIMESTONE BASE IS TO BE USED IF FULL WIDTH FLYASH SUBGRADE STABILIZATION IS ORDERED

NOTE:  
 \* UNDERGROUND POWER, TELEPHONE & CABLE ARE TO BE IN REAR YARDS. (TYP)  
 \* WIRING FOR STREET LAMPS TO BE LOCATED 4' B.O.C.

NOTE: STREET LAMPS TO BE LOCATED 4' B.O.C.  
 STREET SIGNS TO BE LOCATED 3' B.O.C.

**TYPICAL SECTION DETAIL (37' B-B)**