

**STREET OPENING AND RIGHT OF WAY
OPENING PERMIT FOR
CITY OF DELAFIELD, WISCONSIN**

REQUESTED BY: _____
(Name and Address)

PERMISSION IS HEREBY REQUESTED TO EXCAVATE IN: (Check One) STREET RIGHT OF WAY
ADDRESS OF OPENING _____ PAVEMENT TYPE _____

EXCAVATION FOR THE PURPOSE OF _____

APPROX. OPENING SIZE _____ FT. X _____ FT. TOTAL SQUARE FEET: _____

SKETCH REQUIRED? YES NO (If opening exceeds 20 sq. ft. or 30 ft. in length, sketch required - 3 copies)

ACTUAL OPENING SIZE _____ FT. X _____ FT. TOTAL SQUARE FEET: _____

CITY INSPECTION BY _____ DATE _____

NAME OF CONTRACTOR _____ PHONE _____

NAME OF PAVING CONTRACTOR _____ PHONE _____

NAME OF OWNER _____ PHONE _____

PERMIT (CASH BOND). See schedule below.

EROSION CONTROL PERMIT REQUIRED? YES NO

ALL RESTORATION WORK SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR AFTER COMPLETION AND OFFICIAL ACCEPTANCE IN WRITING OF SAME. IF THE REPAIR IS STILL IN COMPLIANCE AFTER THE ONE-YEAR GUARANTEE PERIOD, THE DEPOSIT MAY BE REFUNDED PER SEC. 8.03 (4) (b) and (c). PUBLIC UTILITIES ARE EXEMPT FROM DEPOSITS AND PERMIT FEES ACCORDING TO SEC. 8.03 (4) (d) AND SEC. 8.03 (13) (d).

DEPOSIT AND INSPECTION FEE SCHEDULE:

Permit Fee	\$ 75.00
Letter of Credit/Cash Deposit	\$1,000.00 minimum, or \$5.00 per square foot (whichever is larger).
	All invoices by the City and/or Engineer that are billed to applicant must be paid in full before the Letter of Credit/Cash Deposit will be released.
Charge per Utility Pole	\$ 75.00
Forfeiture for Damages per Sec. 8.03(9)	

For multiple excavations within the current calendar year, an applicant, may in lieu of the above, provide an annual deposit of \$10,000. Such deposit shall at all times be maintained at \$10,000.00.

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CHARGES:
 CASH DEPOSIT/LTR OF CREDIT: _____ PERMIT FEE _____ TOTAL _____
 DEPOSIT: _____ LESS CHARGES _____ REFUND OR AMOUNT DUE _____
 ITEMIZATION OF CHARGES:

***EACH EXCAVATION WILL REQUIRE A SEPARATE APPLICATION

_____ CERTIFICATE OF INSURANCE PROVIDED TO CITY (CHECK DATE PROVIDED). NO APPLICATION ISSUED WITHOUT SAID CERTIFICATE BEING ON FILE IN PROPER AMOUNT: Personal Injury: Property: One Person, One Accident (\$1,000,000), (\$1,000,000), (\$500,000). City shall be notified at least 10 days prior to cancellation or expiration of insurance.

PRESENT THIS APPLICATION AT THE CITY CLERK'S OFFICE AND PAY PROPER FEES. SEE EXCERPT FROM ORDINANCE 503 FOR METHOD OF DOING WORK.

PERMIT GRANTED (DATE) _____

DEPT OF PUBLIC WORKS - AUTHORIZED PERSON

ADMINISTRATION - AUTHORIZED PERSON

THIS PERMIT VALID FOR 60 DAYS FROM DATE OF ISSUANCE UNLESS TIME EXTENSION IS GRANTED BY SUPERINTENDENT OF PUBLIC WORKS.

_____ EXTENSION GRANTED TO (DATE) _____ REASON: _____

SIGNED: _____

REGULATIONS GOVERNING STREET OPENING AND RIGHT-OF-WAY
OPENING PERMITS IN THE CITY OF DELAFIELD (REV 03/02)

Notice required from the applicant shall be as follows: Applicant shall notify all public and private individuals, firms and corporations affected by the work at least 3 working days before such work is to start. Applicant shall notify the Superintendent of Public Works at least 3 working days prior to commencement of work and again at least 24 hours prior to backfilling and/or restoring the surface.

1. Emergency Work (Amend.#503) When an immediate excavation is necessary for the protection of public or private property, health, or safety, and City offices are closed, the same shall be reported to the Police Department, which shall grant permission to make the necessary excavation upon condition that an application be made in the manner herein provided within 1 working day.

2. Removal of New Pavement Whenever it is necessary to remove street or alley pavement for installation of new facilities within 5 years of the construction of the pavement, the applicant shall pay and forfeit as damages to the City the charges listed in chapter 8.03(9) of the Municipal Code. Such charges are in addition to the restoration costs incurred by the applicant.

3. Maximum Street Opening (Amend.#503) Not more than 450 lineal feet of trench shall be opened at one time, subject to approval by the Superintendent of the Department of Public Works. All public and private drives must be kept accessible. If driveway access will be affected, the permittee or contractor shall coordinate with the Public Works Department and affected property owners.

4. Time Limit for Completion of Work (Amend.#503) No trench excavation shall remain open (without trench backfilled and asphalt repaired) in excess of 3 calendar days, unless permission is obtained from the Superintendent prior to the 3rd day. For each day or fraction thereof the excavation remains open in excess of 3 days, the applicant shall pay to the City \$100.00.

5. Method of Doing Work (Amend.#503) The following procedures shall be observed in all street excavations:

(a) **Personnel Allowed to Perform Work** Asphalt patching must be performed by a bona fide paving company that is approved by the City. Others may take out the permit, but they must identify which paving company will perform the work at the time they apply for the permit.

(b) **Safety** Any contractor excavating a trench or performing any utility or other work, must provide flag persons and other traffic controls to ensure public safety.

(c) **Excavating** The trench shall be saw cut and shall be excavated to a sufficient width and depth to permit the repair or installation of the utility, using special care to avoid damaging existing conduits or pipes. All work shall be done to conform to all applicable federal, state, and local safety standards. All refuse and excess excavated material shall be removed from the street limits as the work progresses and shall not be deposited on the site.

(d) **Erosion Control** Applicable State and City Regulations shall apply. A separate City Erosion Control Permit (including plans and bond) will be required, depending on the scope of the project. Any material tracked or deposited on any public roadway must be removed immediately.

(e) **Maintenance of Hard Surface Opening** (Amend.#s305 and 503)

(1) **General** The applicant shall backfill the openings with slurry immediately upon completion of the underground work. After 24 hours, slurry will be removed to the depth of the existing asphalt, and the opening will be topped with not less than 3-1/2 inches of bituminous concrete, in accordance with City street cross section standards. Open gravel trenches are not permitted, unless specifically authorized by the Superintendent of the Department of Public Works.

(2) **Asphalt Placement Procedures** See the attached exhibit for details.

- The contractor will contact the City Engineer's office and the Superintendent of Public Works in writing a minimum of 24 hours prior to backfilling and asphalt patching for on site inspection to guarantee conformance with City requirements.

- Perform a full-depth sawcut outside the cut made to construct the original trench, as determined by the City Engineer or Department of Public Works.

**REGULATIONS GOVERNING STREET OPENING AND RIGHT-OF-WAY
OPENING PERMITS IN THE CITY OF DELAFIELD (REV 03/02) (CONTINUED)**

- Remove slurry and other materials to at least the depth of the original asphalt. Compact the base material prior to placing asphalt.
- Place the binder layer of asphalt at the depth of the original binder layer, or to a greater depth if required by City standards. (The binder layer is to provide additional support for the surface layer.)
- Place the surface layer of asphalt at the depth of the original surface layer (or a minimum of 1-1/2 inches). As an option, the contractor may use binder material for the surface layer, with the approval of the Superintendent of Public Works. Asphalt surfaces adjacent to manholes and valve boxes must be 1/2 inch higher than the rim to prevent subsequent damage from snowplows.
- The contractor will use hot mix for asphalt patches when it is available. Winter mix will only be permitted for temporary patches when asphalt plants are closed. Winter mix is considered temporary and must be removed and replaced (as previously specified, within 30 calendar days) when hot mix becomes available.
- Compact the individual layers of asphalt with a vibratory compactor to attain density level specified by the City. Use of plate compactors is permissible only around valves, manholes, etc. The City may require the contractor to take density readings on the asphalt patch. If the results do not meet City standards, the City was not notified to inspect the installation, or there are questions and concerns regarding construction, the City may require the contractor to core the patch to ensure compliance or replace the patch, all at the contractor's expense.

(3) **Final Restoration** The final restoration shall consist of the following steps in restoring the pavement and impacted area to equal or better than original condition.

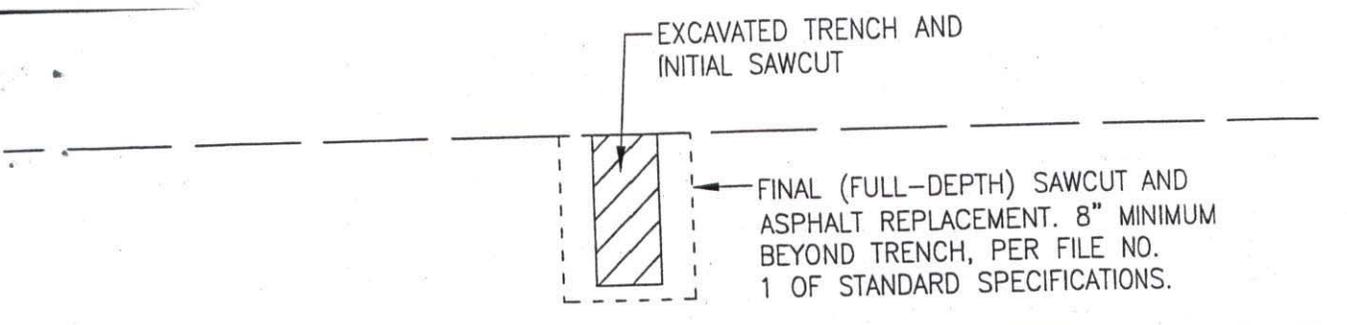
(a) **Restoration of Openings in Other Than Hard Surface Areas** All surfaces or sub-surfaces of areas other than hard surface areas as may be disturbed in any street ROW excavation shall be replaced in substantially the same condition as it was prior to such disturbance. All work including restoration must be completed within 30 calendar days of the date of issuance of the permit unless extended in writing by the City.

(b) **Backfilling** Backfilling shall be done with due care in a workmanlike manner according to approved methods so as to prevent the settling of the facility. In all streets, alleys, sidewalks, or other public ways, whether improved or unimproved, all excavated material shall be removed and the trench shall be completely backfilled with slurry meeting the following specifications: The materials shall be placed in a cement mixer truck and thoroughly mixed, 1,350 lbs. sand, 775 lbs. #1 stone (1"), 1,150 lbs. #2 stone (2"), 25 gals. (+0 to -0.5 gal.) water per cubic yard. No additional water will be allowed. The above weights are damp weights. Just prior to placing the slurry, the mixer shall be run at mixing speed for one full minute to ensure an even mixture.

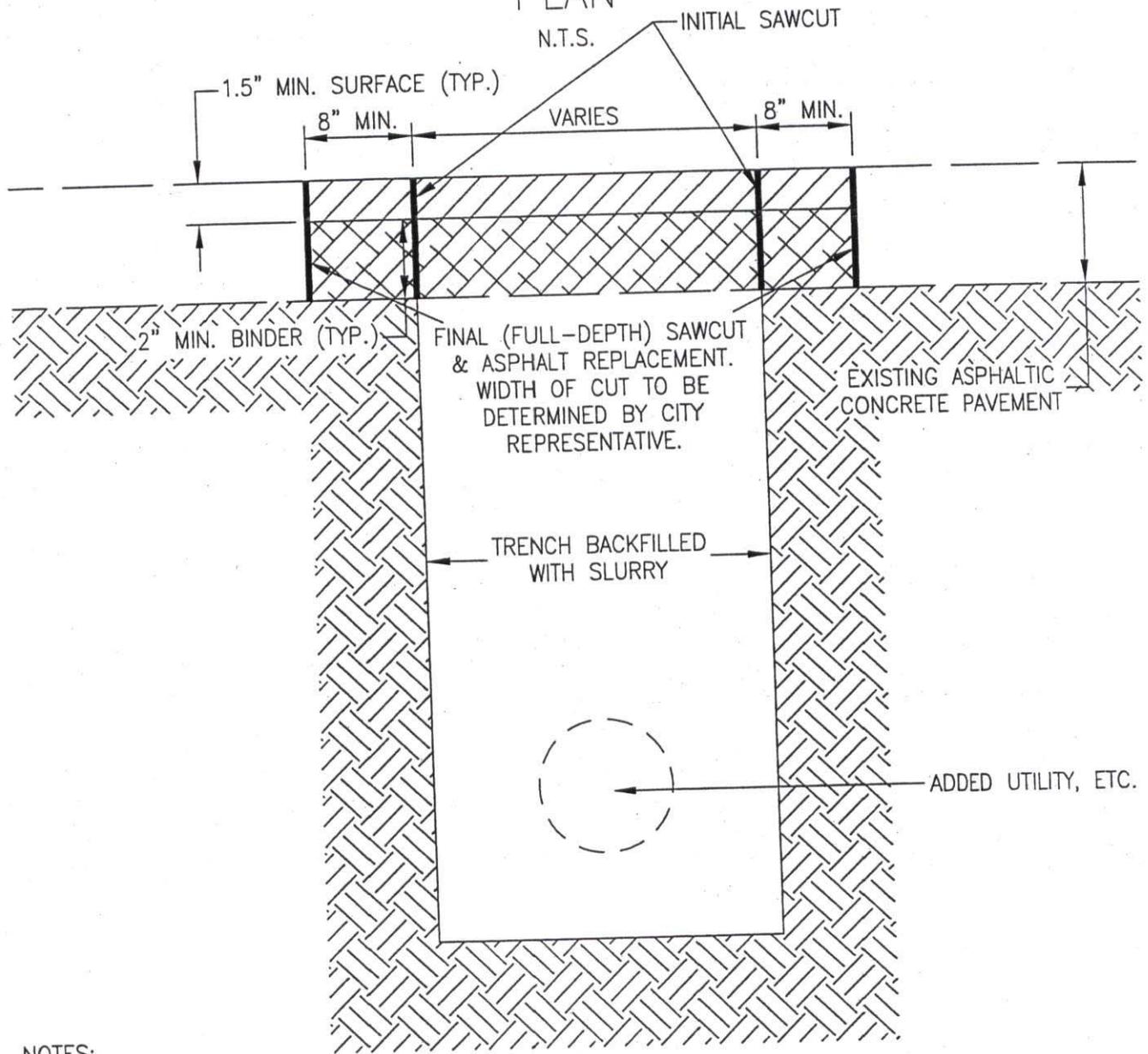
(f) **Traffic Control Devices** (Amend.#503) The applicant shall provide and maintain proper barricades, signs, and flagmen at all locations where construction and maintenance work interferes with normal pedestrian or vehicular traffic use of the street or walkways, etc. All markings and signing provided for traffic control and safety purposes shall conform to the standards and specifications of the current issue of the Wisconsin Manual of Traffic Control Devices, as may be applicable. The permittee or contractor must submit a basic traffic control plan for approval by the Superintendent of Public Works.

(g) **City's Right to Restore Surface** (Amend.#503) If the applicant should fail to restore the surface of the street or any area within the ROW or construction area to its specified condition within 7 calendar days of being notified to do so, without written approval for extension, the Superintendent, if he deems it advisable, shall have the right to do all the work and items necessary to restore the construction site. The applicant shall be liable for the actual cost thereof plus 25% of such cost for general overhead and administrative expenses. The cost of said work shall be deducted from the cash deposit or bond, where applicable, or billed directly to the public utility company involved. Should the cost of repairs exceed the cash or bond limits held, the additional amount shall be billed to the applicant. No additional permits of any kind shall be issued to the applicant until such invoices are paid in full.

(h) **Guarantee** (Amend.#503) It shall be the duty of the applicant to guarantee and maintain the site of the excavation for 1 year after restoring it to its original condition and official acceptance of the project.



PLAN



ELEVATION

N.T.S.

NOTES:

1. ASPHALTIC CONCRETE PAVEMENT TO BE PLACED IN 2 LIFTS TO EQUAL OR EXCEED ORIGINAL PAVEMENT THICKNESS

2. LIFTS OF ASPHALTIC CONCRETE PAVEMENT NOT TO EXCEED 3 INCHES IN DEPTH

PROJ. NO. 1998.378
 DATE NOVEMBER 2, 2001

TYPICAL STREET PATCH
 DELAFIELD
 STREET OPENING PERMIT

DRAWING NO.
 1998.378

