

## REQUIREMENTS FOR UTILITY AND TRANSMISSION LINE PERMIT

The following are the requirements of the Permit to Construct Communication, Fiber Optic, Cable and Underground Utility Service in the street right of way (ROW) and public utility easements; and excavation in the Village of Suamico street right of way including the roadway.

### PERMIT APPLICATION

1. A utility permit is required to install underground or overhead utility systems in the public street right of way, public property, and public utility easements in the Village/ and shall be obtained by application to the Department of Public Works on the forms provided by the Village. The application shall include the planned location(s) of all utility work or excavation, type of project, and other information as required. The utility permit shall apply to video, telecommunications, gas, electric, and other utility systems; and is applicable to a project which extends one or more street blocks, and to a new residential or commercial utility service. A permit is not required for routine utility maintenance work.

### GENERAL PERMIT REQUIREMENTS

1. The Utility Permit must be signed by the applicant and the utility installation contractor.
2. Operations and safety precautions pertinent to any trenching, tunneling, or excavation activities shall comply with all applicable regulations and codes, including the Wisconsin Department of Commerce and OSHA as applicable.
3. The contractor shall comply with the insurance requirements of the State of Wisconsin and shall provide a certificate of insurance naming the Village as a named insured prior to start of the work.
4. A warranty agreement is required for the project and must be signed and returned prior to start of work.
5. A certificate of completion must be provided to the Village upon completion of the project, and when approved by the Village begins the warranty period as of the date the certificate is date stamped as received by the Village. The Village will perform a project inspection as part of the completion certificate validation and confirm the date of start of warranty.
6. The utility permit application fee and the estimate of engineering services costs must be paid before the permit shall take effect. The permit fee and costs are presented in the fee schedule.
7. A copy of the approved permit shall be maintained on the project site.

### ENGINEERING REQUIREMENTS

1. Provide two (2) sets of engineering plans with the permit application. One set will be returned with the utility permit. The engineering plans shall include the following information:
  - a. Planned location and depth of all proposed cable, fiber optic lines, structures, cabinets and access boxes. Dimension all utilities and structures to the street right of way, easements, and property boundaries.
  - b. Show all excavations and bore pits required for the project. Any excavations to be added after issuance of the permit must be identified to the Village immediately.
  - c. Private property boundaries, street right of way, street centerlines, and other location information must be shown on the plans.
  - d. Show existing utilities including sewer and water piping, manholes, laterals for sewer and water, storm water inlets, and other utilities including telephone and electrical power lines on the engineering plans. Construction record drawings are available from the Village for the sewer and water piping.
  - e. All private easements to be used for utility placement must be shown on the plans and a copy of the easements provided.
  - f. Site restoration including topsoil, seeding, straw mulch, and daily watering must be specified.
  - g. Above grade utility cabinets and other above grade facilities are to be located on private property easements or on public utility easements outside the street right of way to the maximum extent possible. Above grade structures are not be located within the street right of way due to sidewalk locations and safety concerns, unless no other locations are possible.

- h. Landscaping of all above grade structures must be provided and approved by the Village if within the right of way, and approved by the property owner if located on a private easement. The intent is to shield cabinets from view.
2. If electrical supply is required, an electrical permit application to the Building Inspector.
3. All applicable requirements of the Village Construction Site Erosion Control Ordinance shall be shown on the plans prior to beginning any work.
4. Incorporated by reference is the Brown County Accomodation Policy Nos. 96.01 thru 96.64, pages 1-56, dated January 2008.
5. Record drawings of the construction work shall be provided to the Village which shall include the following:
  - a. Final drawings of the work including final location and depth of the installed piping or conduits.
  - b. A copy of erosion control inspection reports.
  - c. Certificate of completion of the work.

#### INSPECTION OF THE WORK

1. The permittee shall provide routine inspection of the project work to ensure compliance with this permit.
2. The permittee shall perform the weekly site erosion control inspections, including immediately after a 0.50 inch rainfall, and provide the site inspection reports to the Village on a timely basis.
3. If erosion controls are not effective, inspection reports are not submitted in a timely manner, or maintenance is needed and not performed, the Village shall inspect the project site and issue an inspection report to the permittee requiring compliance within 24 hours. The Village inspection cost will be invoiced to the permittee and the permittee agrees to pay these costs.

#### STREET AND ROADWAY EXCAVATION

1. Excavations occurring within an existing asphalt or concrete surface shall be saw cut full depth prior to removal. Excavations occurring within the limits of existing or proposed pavements, driveways, parking areas and sidewalks shall be backfilled in 12-inch layers with WDOT highway design manual approved and mechanically compacted to obtain 95% standard proctor density or compact to original conditions, whichever is greater. All surplus excavation material shall be disposed of the permittee. Excavations shall be closed by the end of the workday. Excavations within an existing asphalt or concrete street surface shall be restored as follows:
  - d. Asphalt streets - Replace to original depth with bituminous concrete binder and surface material (see standard details).
  - e. Concrete streets - Replace to original depth with concrete pavement installed by a (Village/City) pre-qualified contractor (see standard details).
  - f. Curb & Gutter – Work to be performed by a Village pre-qualified contractor per standard detail.
  - g. Driveways & Sidewalks – Work to be performed by a Village pre-qualified contractor, per standard detail.
  - h. 6-inch Cored Potholes – Repair using infrared technology on asphalt streets and filling with Grade B concrete on concrete streets is required.

During periods when bituminous concrete material is not available the permittee shall request permission to utilize cold mix asphalt material. When requested and approved by the Village the applicant may use cold mix as a temporary patch until the final repairs are made. Consideration in granting this approval includes the availability of hot mix asphalt and the number of repairs to be made. The permittee shall be responsible for maintaining the cold mix until the final repair is completed.

2. Surface tolerances for street repairs shall meet the standard for new construction. This is, the finished surface of the street repair, when tested with a ten (10) foot straightedge parallel to the centerline or perpendicular across joints, will show variations measured from the testing face of the straightedge to the surface of the street repair which do not exceed one-quarter (1/4) inch. The intent of this provision is to insure the quality of the repair. In the event discrepancies are identified in relation to the 14 inch requirement or other quality factors during the five-year warranty period,

reasonable consideration of the condition of the surrounding street will be made in determining compliance with the conditions of the permit.

#### WARRANTY REQUIREMENTS

1. A "Five Year Warranty Agreement" is required stating that the permittee shall be responsible for maintenance and repair costs of any open cut trench or pavement failure over a 5-year period after project completion. The five year warranty shall also apply to sidewalk and curb construction. A one year warranty shall be required for any landscaping or lawn repairs.
2. The Village may require the applicant to video televise any existing underground municipal utilities adjacent to the applicants work to confirm that no damage was incurred to the municipal utilities.

## UTILITY PERMIT FEE SCHEDULE

The following fee schedule applies to permits issued for utility construction in the municipal street right-of-way or utility easements within the municipality.

<b>PERMIT APPLICATIONS</b>	<b>FEE</b>
Permit Application Fee (1)	\$250
Permit for Single Family Residence	\$50
<b>WORK TO BE PERFORMED</b>	
Road/Street Boring Permit (per boring)	\$375
Road/Street Excavation (per excavation) (2)	\$750
Excavation in Right of Way (per boring pit, etc).	\$75
<b>ENGINEERING SERVICES PROVIDED BY VILLAGE</b>	
Engineering Services for Permit and Compliance	Determined based on project scope.

The cost of Village engineering services is in addition to the permit application fee and are considered non-permit costs. The engineering services may vary for each project depending on the scope of the project. These services will be estimated and included with the initial permit application. The engineering services may include the following tasks:

- Research of documents/plans and printing cost
- Technical assistance during design
- Plan technical review for ordinance compliance
- Engineering meetings
- Inspection of the work for ordinance compliance
- Erosion control compliance inspections
- Final inspection for completion and warranty

The estimated engineering services cost will be included and invoiced with the permit application fee. The engineering services are considered non-permit costs and are billed at cost plus overhead.

If additional Village engineering and services such as non-compliance inspections for erosion control or construction related problems, these inspection and administrative costs will be invoiced to the Permittee as incurred.

- (1) Applies to any utility project including potholing. This fee does not apply to a single residential service project.
- (2) Applies to open cut of a roadway or street. Each open cut is a \$750 fee and a 5-year warranty agreement is also required.
- (3) Applies to electrical, natural gas or other utility service to single or two family residences.