

**CITY OF PORTAGE, WISCONSIN
APPLICATION FOR UTILITY CONSTRUCTION IN CITY RIGHT-OF-WAY**

1. **APPLICANT INFORMATION** Date of Application _____
Company _____ Address _____
Contact Person _____
Phone _____ Fax _____
2. **CONTRACTOR INFORMATION**
Contractor to Perform Work _____
Contact Person _____
Phone _____
3. **PROPOSED WORK**
A. **SCHEDULE** Estimated Start Date _____ Estimated Completion Date _____
- B. **ADDRESS(ES) OR LOCATIONS OF PROPOSED WORK**

- C. **TYPE OF FACILITY** (Check all boxes that apply)
 Water Hydrant Sanitary Sewer Storm Sewer Utility Service Connection
 NGas Electric Telecommunications CATV Sewer and/or Water Lateral
 Fiber Optic Other _____
- D. **PURPOSE** (Check all boxes that apply)
 Install Repair Replace Abandon Other _____
- E. **LIMITS OF WORK** (Check boxes that apply)
 Driving Lane Parking Lane Terrace Sidewalk Easement/Greenway
 Other _____
- F. **TRENCH TYPE AND/OR BORE** (Attach dimensional sketch)
 Asphalt (Open Cut) Concrete (Open Cut) Green Space (Open Cut)
 Bore
4. **APPLICATION CHECKLIST** (The following items are required)
 Call Diggers Hotline at 800-242-8511.
 No permits between 11/30 and 4/1, unless an emergency.
 Attach dimensioned sketch identifying the proposed work area and improvements.
 Identify location of proposed boring(s).
 Identify any proposed new surface structures or abandonment and removal of structures.
 Certificate of Insurance, per Ordinance with City named as additional insured (\$500,000 per person, \$500,000 property damage, \$500,000 per incident).
 Read and comply with Portage Standard Specifications, General Permit Provisions and Conditions of Issuance.
 Indemnity Bond in the amount of the cost of the project (minimum \$5,000) or \$1,000 cash deposit.
 Application fee of \$150 attached.
 Cash deposit of \$1,000 attached or provide bond above.
5. **REQUIRED INSPECTIONS**
 Traffic Control
 Initial Excavation
 Backfill Compaction
 Inspection Upon Completion
 Follow-up Inspection After All Restoration Is Fully Established

For Office Use Only

Approval of Work Completed: _____
P.W. Superintendent _____ Date _____

Deposit Returned: _____
Treasurer _____ Date _____

6. SPECIAL CONDITIONS

In consideration of being permitted for utility construction, the permittee hereby agrees that it will faithfully comply with the terms of the permit as issued by the City of Portage including the General Permit Provisions and Conditions of Issuance and any Special Provisions; that it will comply with all applicable statutes, ordinances, rules and regulations of the State of Wisconsin and the City of Portage; that it will indemnify, defend and hold the City of Portage harmless from any and all claims, liability, loss, damage or expense incurred by the City of Portage on account of any injury or death of any person or any damage to property caused by or resulting from activity or work performed under this permit, and that it hereby agrees to purchase comprehensive public liability insurance showing the City of Portage as an additional insured and shall provide thirty (30) days written notice to the City upon cancellation or material change in the policy with renewal certificates provided to the City for three (3) years from the date of completion of work hereunder; that it will at all times keep the place where such excavation or construction is made properly guarded by day and lighted by night; that it will leave the street, sidewalk, alley, or terrace in as good or better condition than existed when the work was commenced; that all restoration of the street, sidewalk, alley or terrace affected by acting upon this permit shall be completed within fifteen (15) calendar days of the closing of the excavation; the permittee shall guarantee their work and shall maintain it for twelve (12) months following the date of completion and acceptance by the City; that if this project requires a detour, it will provide the City Engineer seventy-two (72) hours notice prior to commencement of; that it agrees this permit may be voided by the City Engineer if the work is not started within a reasonable length of time after the above-stated starting date; and that it will comply with City Standard Specifications, General Ordinances, Erosion and Stormwater Runoff Control, as well as State and Federal Rules and Regulations, as may apply.

Date of Application _____
Signature of Authorized Permittee Representative _____
Please Print Name and Title of Authorized Permittee Representative _____

Please contact the following City staff members if you need assistance completing this application.

Technical		
Public Works Superintendent	Kim Standke	(608)742-8486
City Forester	Tim Raimer	(608)742-2178
Water Superintendent	Kevin Bortz	(608)742-4727
City Engineer	Bob Redelings	(608)742-2176
Administrative		
Public Works Secretary	Tammy O'Leary	(608)742-2176
City Administrator	Shawn Murphy	(608)742-2176

Submit completed application to:

City of Portage
Attn: Tammy O'Leary
115 West Pleasant Street
Portage, WI 53901

Reviewed by: _____ Date: _____
P.W. Superintendent

Approved by: _____ Date: _____
City Engineer

CITY OF PORTAGE

GENERAL PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

1.0 General Conditions

1.1 Indemnification

All necessary precautions shall be taken to guard the public effectively from accidents of damage to persons or property through the period of the work. Each person making such opening shall be held liable for all damages, including costs incurred by the City in defending any action brought against it for damages, as well as cost of any appeal, that may result from the neglect by such person or his/her employees of any necessary precaution against injury or damage to persons, vehicles or property of any kind.

The permittee is responsible for safety at all times, and specifically will comply with Federal, State, and Local regulations which may apply.

1.2 Standard Specifications

All methods and materials shall as a minimum conform to the current City of Portage Standard Specifications on file with the City Engineer and last revised 2/9/2006.

1.3 Traffic Control

Traffic control shall be provided by the Contractor in accordance with part VI of the MUTCD, latest revision. All construction scheduled shall commence on schedule and be completed no later than the completion date listed on the permit application. When the construction does not commence on schedule, the Contractor is required to notify Police, Fire, and the Street Superintendent, in writing prior to the scheduled start date on the proposed revised schedule. The MUTCD is the Manual on Uniform Traffic Control Devices, published by the Federal Highway Administration.

Unless otherwise approved, a minimum of one (1) lane of traffic in each direction shall be provided. Every effort shall be made on the part of the permittee to provide reasonable access to all properties adjacent to his/her project. In the event traffic is limited to less than one (1) lane in each direction, a flagman or temporary traffic control signal shall be provided so as to safely cycle traffic in each direction past the work area. In the event that automatic traffic signal service is being disrupted by the construction, the permittee shall coordinate police assistance. The permittee shall perform the work in such a manner so as not to endanger the safety of workmen or passersby. It shall be the responsibility of the permittee to prevent traffic backup during construction operation.

The City Engineer and/or the Street Superintendent reserves the right to specify additional signage, barricades, warning lights and/or other traffic control devices that they deem appropriate in some situations.

1.4 Notifications, Construction Scheduling, and Loss of Service

After receiving the appropriate permit, the Contractor shall notify the City Engineer, Police Department, and Fire Department, in writing by personal delivery, email, or US Postal Mail delivery such that the notification is at least delivered 48 hours in advance of ANY street closing. All construction scheduled shall commence on schedule and be completed no later than the completion date listed on the permit application. When the construction does not commence on schedule, the Contractor is required to notify Police, Fire, and the Street Superintendent, in writing prior to the scheduled start date on the proposed revised schedule.

It shall be the duty of the permittee to notify the City Engineer/Street Superintendent and all public and private individuals, firms, and corporations affected by the work to be done at least one (1) business day before such work is to commence and two (2) business days prior to any required inspections. The Street Superintendent shall also be notified at least four (4) hours prior to backfilling and/or restoring the surface unless the excavation is an emergency excavation as identified in paragraph 10.0.

When the operations will result in the loss of any utility service to private properties, the private properties shall be notified in writing or by personal contact at least twelve (12) hours prior to the loss of service, unless the operations are part of an emergency excavation or other right-of-way construction project as defined in paragraph 10.0.

1.5 Open Excavations

See Section 6.0 for Winter Operations requirements.

All open trenches shall be backfilled each day and if not, shall be steel plated at the end of each work day. Every opening and excavation shall be enclosed with sufficient barriers, signing, and such other traffic control devices in accordance with Section VI of the Manual of Uniform Traffic Devices. Sufficient warning lights shall be kept on from sunset to sunrise. Except by special permission from the Street Superintendent, no trench shall be excavated more than two hundred fifty (250) feet in advance of

pipe or conduit or wire laying, nor left unfilled more than five hundred (500) feet from where pipe or conduit or wire has been laid.

All joint trench construction by cooperating public utility companies shall be permitted by the public utility company doing the work and that company shall be solely responsible for compliance with all permit provisions.

1.6 Road Closings

The Contractor shall notify the City Engineer, City Street Superintendent, Police Department, and Fire Department in writing, by personal delivery, email, or US Postal Mail delivery such that the notification is at least delivered 48 hours in advance of ANY street closing.

1.7 Erosion Control

Best management practices are required for all construction sites to minimize the transportation of sediment from any construction site. Comply with the City Ordinance Relative to Storm Water Management in all respects. Comply with all state and federal regulations whenever more restrictive than local ordinances and regulations. The City Engineer and/or Street Superintendent reserves the right to specify additional erosion control measures as they deem necessary.

1.8 Miscellaneous

Overhead utility repair is exempt from this permitting process unless street closures and/or lane closures are involved. It should also be noted that overhead utility repair is acceptable during the winter season if there is no surface or sub-surface construction and/or repairs associated with it.

2.0 Street Openings and Boring

Street openings Removal of existing pavement shall be to neat, straight lines. The permittee shall make a final saw cut in the existing pavement after backfilling. Excavations shall be kept to the minimum possible and acceptable for the convenience and safe performance of the work and in accordance with all applicable codes and regulations.

If the pavement is damaged during excavation beyond the original saw cut lines, it shall be saw cut again along neat, straight lines. The finished saw cut shall leave a regular rectangular section for pavement replacement. Should the street opening occur within adjacent or close to an existing patch or require more than one (1) opening within a short distance, the permittee shall identify and locate the existing patches or additional openings on the permit application form. Pavement replacement areas with the long dimension in the direction of travel shall have the long dimensions parallel with the curb line or the direction of travel. Pavement replacement areas in concrete pavements shall be parallel with or at right angles to the direction of travel. The City Engineer and/or Street Superintendent may order the permittee to remove and replace up to one (1) full lane width of pavement along the patched or excavated area. The City Engineer and/or Street Superintendent, on the basis of an on-site inspection, may delineate the boundaries of the pavement replacement area.

Backfill material shall be left below the original surface to allow for 12 inches of aggregate base course (DOT Gradation 2), plus the thickness of the required pavement structure. If paving will not occur as part of the immediate street restoration operation, the balance of the opening to the original surface elevation shall be backfilled with compacted gravel base course material until the paving is restored.

Bituminous pavement shall be placed to the full depth of the existing pavement or three and one-half (3-1/2) inches, whichever is greater. To the greatest degree possible, bituminous pavement shall be placed with a paving machine. Paving contractor shall be approved by the City Engineer and/or Street Superintendent. Bituminous pavement shall be placed in a maximum of a two-inch base layer and a one and one-half (1-1/2) inch top layer, with each layer compacted to maximum density and shall consist of Wisconsin Department of Transportation Pavement Type E-1 for all local streets and collectors. Consult with the City Engineer for pavement design in arterials and county trunk highways. The finished surface shall be smooth and free of surface irregularities and shall match the existing pavement and any castings or street appurtenances. Allowable deviations shall be no more than one-quarter (1/4) inch as measured with a ten (10) foot straight edge.

Special care shall be taken with concrete pavement to produce a vertical face on the existing concrete at the point of the saw cut to insure a full depth of concrete at the joint. Concrete pavement shall be placed to the full depth of the existing pavement or eight (8) inches, whichever is greater. Concrete used shall not contain calcium chloride. The surface shall be given a light broom finish. The edges shall be tooled to prevent spalling at the saw cut edge. The surface shall be evenly and completely sealed with a white-pigmented curing compound. The surface shall be protected from traffic for a minimum of three (3) days. Tie bars shall be installed when directed by the City Engineer.

3.0 Sidewalk and Driveway Approaches

Sidewalk repairs shall be whole squares and will be replaced with 4" thick sidewalk to match the widths existing in all areas except driveways where the thickness shall be 6". In all cases, the sidewalk shall be poured over a minimum of 3" aggregate base course and generally comply with the Portage Standard Specifications. Driveway approaches when disturbed by utility construction shall be replaced completely and shall be 6" thick in all cases over a minimum of 8" gravel base course.

4.0 Right-of-Way Terrace and Greenspace

Greenspace in medians, terraces, easements and other grassed and/or landscaped areas shall be replaced in kind but no less than a minimum of 6" topsoil, fertilizer, seed, and straw mulch, in accordance with the Portage Standard Specifications. The Contractor is

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responsible for watering for a minimum of 30 days or until the grass is well established which is defined as 90% coverage, whichever is longer. When sod is required, the contractor is responsible for watering for 1 month and meeting with the owner to discuss watering, care and feeding through the growing year to help ensure that permanent growth is established. All sod will be placed over a minimum of 4" fertilized topsoil. Comply in all respects with the applicable Portage Standard Specifications.

5.0- Miscellaneous Restoration

5.1 Survey Monumentation

The permittee is responsible for contacting the County Surveyor and determining what, if any, land survey monumentation might be located within or near the anticipated right-of-way construction. All land survey monumentation shall be located and faithfully protected by the permittee, utilizing the services of a Registered Land Surveyor. Whenever land survey monumentation is disturbed, the County Surveyor should be contacted to re-establish those monuments at the expense of the permittee.

5.2 Retaining Walls and Special Landscaping Features

Retaining walls and special landscaping features shall be replaced in kind and consistent with the Portage Standard Specifications.

5.3 Existing Signs

Existing signs when disturbed shall be replaced properly where previously located. Regulatory, directional, and warning signs shall not be removed or relocated without coordination with the City Street Superintendent.

5.4 Trees and Shrubs

Whenever utility construction is closer than the perimeter of the tree canopy, the Contractor is required to coordinate with the City Forester to minimize the impact of the construction activities. When required, tree replacement is the responsibility of the Contractor and the species must be selected from the City approved list.

5.5 Exemptions

The City of Portage is exempt from this Permitting process and is only responsible for meeting state and federal requirements as may apply during new construction, repair and/or maintenance of all City facilities within the right-of-way.

6.0 Winter Conditions

In all excavations during winter months when it is not possible to replace the removed pavement with a like material, the excavation shall be temporarily resurfaced with a minimum of three (3) inches of cold mix bituminous material. This temporary wearing surface shall be compacted and rolled smooth. These temporary wearing surfaces shall be removed and replaced with material as specified above but not later than the following June 1st, unless other special conditions are approved in writing.

Flowable fill or slurry shall be used for all backfill in winter conditions to achieve the required compaction. Provide a minimum of 12" compacted gravel base course and the temporary pavement patch as outlined above. Comply with applicable Portage Standard Specifications in all other respects.

7.0 Abandoned Facilities

All abandoned facilities on the surface shall be removed from the right-of-way at the time of the project which results in the abandonment. Subsurface facilities in some cases may be abandoned in place, but in all cases those facilities must be described in detail with the locations and type of material documented. The City Engineer and/or City Street Superintendent shall have the authority to require removal of subsurface abandoned facilities when deemed necessary.

8.0 Emergency Situations and/or Other Work Done without a Permit

Emergency situations -- all contractors and public utility companies shall immediately notify the City by verbal notice on an emergency phone number provided by the City or to the Street Superintendent's cell phone number which is 608-697-5670, regarding any event for that utility company's facilities that it considers to be an emergency. The public utility's contractor may proceed to take whatever actions are necessary to respond to the emergency. Within two (2) business days the public utility company shall apply for the necessary permits and otherwise fully comply with the requirements herein.

Non-emergency situations -- Except in an emergency, any person who, without first having obtained the necessary permit, who excavates a right-of-way and/or proceeds with a construction project within the right-of-way must subsequently obtain a permit by paying double the permit application fee and also pay for the City's expenses as applicable to correct any damage and/or coordinate the completion of any required repair, all in compliance with the requirements herein.

9.0 Substandard Work and/or Reimbursement of City Costs for Coordination and/or Proper Completion of Work

9.1 Substandard Work.

In the event that surface restoration does not comply with the specifications of this section, the City may order the work redone and/or contract for the rework and charge all costs associated with the rework to the permit holder.

9.2 City Cost Reimbursement

The City of Portage shall invoice the time and materials for the City Staff and their consultants to resolve disputes, follow-up on complaints, complete substandard work, and/or any other work necessary to properly complete a utility construction project within the City right-of-way that does not meet City standards.

10.0 Inspection

Required inspections shall be checked on the permit form. The City reserves the right to make supplementary inspections at any time for any reason. When the work under any permit hereunder is begun and completed, the permittee shall notify the Department. The permittee shall make the work site available to the City and their consultants for inspection at all reasonable times during the execution of and upon completion of the work. At the time of inspection the City may order the immediate cessation of any work which poses a threat to the life, health, safety or well being of the public. The City may issue an order to the permittee for any work that does not conform to the applicable standards and conditions. The order shall state that failure to correct the violation be cause for revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the City that the violation has been corrected. If such proof has not been presented within the required time, the City may revoke the permit.

11.0 Guarantee

All work covered by this permit shall be guaranteed for a period of one (1) year from the date of completion and/or final inspection and acceptance by the City, if applicable.