

CITY OF PORTAGE, WISCONSIN
APPLICATION FOR CONSTRUCTION IN/OR ADJOINING THE 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 _____
*Permit Expiration Date _____
**Permit is valid for 30 days unless otherwise provided (per Section 66-54(d) of the Code of Ordinance)*
- B. ADDRESS(ES) OR LOCATIONS OF PROPOSED WORK:** _____

- C. TYPE OF WORK:** *(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 ☐ Driveway ☐ Sidewalk ☐ Fence
☐ 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
☐ Adjoining Right of Way ☐ Other _____
- F. TRENCH TYPE AND/OR BORE:** *(For Utility Installation Only)*
☐ 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). *(For Utility Installation Only)*
☐ 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. *If payment is made by check, attach a photo copy of the check on the back of the permit.
5. **PROJECT/CONSTRUCTION CHECKLIST - REQUIRED INSPECTIONS: (Sewer, Water, Sidewalks, Driveway Aprons)**
☐ Traffic Control ☐ Initial Excavation ☐ Backfill Compaction ☐ Field Inspection required during Construction
☐ Follow-up Inspection After All Restoration Is Fully Established

For Office Use Only:

Approval of Work Completed:

P.W. Superintendent/Engineering Tech./DPW

Date

Deposit Returned:

Treasurer

Date

6. SPECIAL CONDITIONS

In consideration of being permitted for utility construction in/or adjoining the right of way, the permit holder hereby agrees that it will faithfully comply with the terms of the permit as issued by the City of Portage, Section 66-54 of the City's Code of Ordinances, 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; 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 permit holder 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. This permit is valid for 30 days unless otherwise provided per section 66-54(d) of the City of Portage Code of Ordinances. If not completed within 30 days, the City shall retain the cash deposit and a new permit will need to be obtained. **AT THE COMPLETION OF A PROJECT, ALL UTILITY FLAGS FROM DIGGERS HOTLINE TICKETS SHALL BE REMOVED AND DISPOSED OF AT THE CONTRATOR'S EXPENSE.**

Date of Application _____

Signature of Authorized Permit holder Representative _____

Please Print Name and Title of Authorized Permit holder Representative _____

Please contact the following City Staff for inspections:

Technical:	Public Works Superintendent (Sewers)	Kevin Richards	(608)742-8486, ext. 126
	Engineering Department (Field Inspection)	Aaron Eparvier	(608)742-2176, ext. 110
Administrative:	Public Works Administrative Assistant (Permits)	Marie Treleven	(608)742-2176, ext. 106
	DPW (Permits)	Phil Livingston	(608)742-2176, ext. 104

Submit completed application to: City of Portage Attn: Marie Treleven 115 West Pleasant Street, Portage, WI 53901

Reviewed by: _____ Date: _____
P.W. Superintendent or Engineering Tech.

Approved by: _____ Date: _____
DPW

The following page to be given to applicant/contractor

-----NOTICE TO CONTRACTOR-----

*Permit Expiration Date _____

*Permit is valid for 30 days unless otherwise provided (per Section 66-54(d) of the Code of Ordinance)

The Owner/Contractor must call to schedule these required inspections:

- Sewer Lateral work in the R.O.W. shall be inspected by the Engineering Department
- Water Lateral work in the R.O.W. shall be inspected by the Engineering Department
- Sidewalk – forms need to be checked prior to pour
- Curb Modification – forms and widths to be confirmed prior to pour
- Asphalt Patch Work – depths need to be confirmed prior to paving
- Driveway Apron - forms and widths to be confirmed prior to pour

The Owner/Contractor must call to schedule a final restoration inspection prior to the return of the bond or \$1,000 deposit. If not completed within 30 days, the City shall retain the cash deposit and a new permit will need to be obtained.

This also includes all utility flags from diggers hotline tickets be removed and disposed of.

(If none of the above apply, please dismiss this notice)

Call the City Engineering Technician for inspections from 8:00 – 4:30, Monday-Friday
Phone: 608-742-2176, ext 110

Please provide address, type of inspection and name of contractor.

If any questions, we can have an on-site meeting prior to construction.



Application Fee: \$150 (1220)

Deposit: \$1000 (2405)

Amt Paid: _____

Date: _____

Receipt #: _____