



City of Marshfield, Wisconsin

APPLICATION FOR PERMIT (2019)

Utility Construction/Excavation in Public Right-of-Way

City of Marshfield Public Works Department – Engineering Division, 207 W. 6th St., Marshfield, WI 54449 Phone: 715.486.2034 FAX: 715.384.7831

Permit No. _____ S.D. W.W.

Permit Fees: _____ Date Paid _____

\$35.00 Single Location Date Billed _____

\$70 Multiple Locations, Mainlines, etc.

+ \$20 Traffic Control Review

+\$50 Emergency or Late Submission

Checks payable to City of Marshfield

Applicant Information (Utility Owner or contractor, not the property owner the work is being done for) Date: _____
Applicant: _____ Authorized Representative: _____
Address: _____ Title: _____
Email Address: _____
Field Contact Person: _____ Phone No: _____
Cell Phone No: _____

Location of Work: Address(es) _____ Crossing R/W Parallel to R/W
Specific Description/Limits: _____ Quadrant of Intersection: _____
Type of Work: (check all that apply)
 New Installation Open Excavation Underground
 Repair Trencher Overhead
 Replacement – Partial (within R/W) Plow Other
 Replacement – Complete (beyond R/W) Bore
 Abandonment Cased/Duct
Type of Facility: Sanitary Storm Water Electric Gas Telephone Cable Fiber Optic Other
 Main Lateral/Service Size _____ Material: _____ Depth: _____
Proposed Permanent Structures: Valve Hydrant Pole Pedestal Handhole Panel Other: _____
Items to be Disturbed: Street Surface = Concrete Asphalt Asphalt Overlaid on Concrete Chip/Slag Seal Patch Size _____
 Travel Lane Parking Lane Alley Median Curb & Gutter Driveway
 Sidewalk Curb Ramp Terrace (Public) Lawn (Private) Ditch Tree
Contractor(s): Excavation: _____ Hard Surface Restoration: _____
Drawing (must be submitted with Application) Pages: _____ Date: _____ By: _____
Construction Schedule: Start Date: _____ Completion Date: _____ Emergency

Applicant agrees to be bound by the provisions of State Statutes, Ordinances and the Municipal Code governing public right-of-ways (and municipal property) and by such Permit Provisions and Conditions of Issuance, special conditions, restrictions or regulations as may be imposed by the Director of Public Works, City Engineer or Board of Public Works.

By: _____ Date: _____
Signature of Authorized Representative

(To Be Completed by City)
Additional Requirements for Applicant: Street Classification: _____
 Record video of underground/overhead route/areas to be impacted/occupied; provide indexed digital files to the City Engineer prior to starting work.
 Additional traffic control required Traffic Control Plan/Detail Detour Plan
 Notify the City Engineer a minimum of 48 hours prior to beginning any work within the public right-of-way.
 Restoration via City DPW – Street Division/City Contractor (Reconstruction/Overlay/Mill-In-Place/Ditching project)
 Coordinate with City DPW – Street Division/City Contractor: _____
 Caution: Existing 'drained subbase' and pipe underdrain located _____ below curb head and _____ behind/in front of curb face/gutter, _____ (Must bore below/repair if damaged)
 Caution: Existing ditch drain tile located 12" below flowline(s) of existing ditches, _____ (Do not disturb/repair if damaged)
 Special Conditions Apply – see attached letter/email for additional requirements.
 These Special Conditions shall apply: _____

The Applicant is hereby authorized to do the work as described above subject to full compliance with all provisions /conditions stated herein including provisions on the reverse side and all attachments hereto.
Date: _____
Title: Assistant City Engineer
Signature of Authorized Permitting Authority Representative Pre-Approval Granted

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PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

1. The term 'Applicant' shall mean the permit applicant, and all their contractors and agents associated with the work. The Applicant shall be the utility company; or the contractor for water service, sewer lateral or other privately owned facilities.
2. The Applicant agrees to indemnify and hold harmless the City of Marshfield, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
3. Each application shall include a drawing/sketch/map clearly indicating project limits, proposed facilities, proposed permanent structures/facilities (ground level and above), dimensions and other pertinent information. The drawing shall include address(es) of proposed work, scale, and a north arrow.
4. This permit is valid between April 15 and December 1 of the current calendar year, unless noted otherwise (Per Municipal Code 13.33(3) and Policy 5.310). Any permit issued is revocable.
5. The application for permit shall be submitted at least 10 working days prior to the scheduled construction start date. Applications for emergency repairs (work completed without an executed permit) must be submitted on the following working day (after emergency utility repairs are completed).
6. Permit fees shall be as listed on the application (page 1 of 2), per type of project: Single Location (i.e. service line, valve/hydrant, leak repair, etc.); or multiple locations (i.e. more than one single location work type, mainlines, etc.). Additional surcharges shall be added to the permit fee for traffic control review (i.e. street and/or lane closure on streets classified as Collector, Minor Arterial or Principal Arterial); Emergency; and Late Submission (permits submitted after work started).
7. Municipal utility services and driveway access shall not be interrupted without approval of the City Engineer and affected property owners.
8. Applicant shall comply with State Statute requirements and contact Diggers Hotline (800/242-8511) prior to any excavation to obtain location of underground facilities (Wis. Statute 182.0175 requires a minimum of 3 working days notice before you dig). Locating facilities whose owners are not members of the one-call system is the Applicant's responsibility.
9. Work shall start within 10 days of the scheduled start date. Non-Emergency work shall not occur on weekends or holidays.
10. Applicant shall notify adjacent property owners at least 72 hours prior to starting work. Said notice (letter, door hanger, etc.) shall include applicant's business name, address, phone number and a contact person's name and cell phone number. Notify emergency services for all work requiring road closure.
11. Applicant is responsible for providing, maintaining and removal of all temporary traffic control devices, including but not limited to barricades, drums, delineators, signs, flashers, lights, flaggers, etc. Temporary traffic controls shall comply with the Manual of Uniform Traffic Control Devices (MUTCD) recommendations (current WisDOT accepted revision, w/Wisconsin Supplement), and the Work Zone Safety Handbook (current edition, as published by the Transportation Information Center – LTAP, University of Wisconsin, Madison, WI). Advanced warning and work zone traffic control are required for all projects, however additional traffic control is required for streets classified as Collector, Minor Arterial and Primary Arterial (submit Traffic Control Plan and/or Detour Plan for City Engineer's review).
12. Applicant is responsible for providing, maintaining and removal of all temporary erosion control devices, (inlet protection, rock bag ditch checks/culvert pipe checks, etc.) and for removal of sediments and accumulated materials.
13. It is the Applicants responsibility to saw all hard surfaces, full depth. Saw locations shall be marked by the City Engineer prior to beginning surface repair work. Edges of surfaces to remain which are damaged through construction of the work shall require additional sawing and removal or repair, per the discretion of the City Engineer. (Comply with City Standards for Repair of Street Pavements)
14. Temporary connections to private water spigots are not allowed without written approval by the owner. Temporary connections to public fire hydrants shall be coordinated with and approved by Marshfield Utilities.
15. Maintain adequate clearances between proposed utilities and existing municipal utilities, including at least five (5) feet horizontal and three (3) feet vertical from all sanitary sewer, storm sewer and potable water facilities. Maintain a three (3) foot clear zone behind curb head. Provide two (2) feet of clearance parallel to existing drain tile/pipe underdrain and ditch flowlines. Field verify locations and elevations of municipal utilities prior to construction. Potholing locations shall be reviewed with and approved by the City Engineer prior to construction.
16. A copy of the permit (complete with plans, special provisions, etc.) shall be displayed on-site during construction.
17. Applicant is responsible for the safety and protection of all workers and the public.
18. Removal and replacement of signs and placement of temporary regulatory signs, if necessary to complete the work shall be done by the City of Marshfield Public Works Department – Street Division.
19. All excavation, trenches, backfilling and compaction shall comply with City of Marshfield Standard Specifications for Public Works Construction, current year. No spoil or erodible materials shall be stored on streets or ditches overnight or during any precipitation event. Backfill material shall be In-Kind (typically native clay, must be suitable). Groundwater and drilling mud must be removed prior to backfilling. Temporary backfill material may be utilized during off season or emergency utility work, however, said materials shall be removed and replaced per the requirements of the City Engineer prior to or concurrent with the permanent surface repairs.
20. Applicant shall keep safety equipment (cones, flashers, barricades, fencing, etc.) and cleaning equipment (brooms, shovels, etc.) available on site at all times during construction.
21. Applicant's work shall protect and avoid all impacts to terrace trees. Applicant shall exercise extreme care so as not to damage roots, branches, limbs, trunk, bark, etc. No trees shall be removed without prior written approval from the City Engineer. If trees are damaged as a result of the work, the Applicant shall contact the City Engineer (on the same/next working day). Repairs and/or replacement of terrace trees shall be performed by the City of Marshfield Public Works Department - Street Division. All costs for said repairs and/or replacement shall be the Applicant's responsibility (warranty provisions applicable).
22. Applicant is responsible for cleanliness of the jobsite during construction and clean-up after construction. The City reserves the right to bill the Applicant for cleaning affected storm sewers and catch basins, along with street sweeping, as deemed necessary.
23. Hard surfaces such as concrete, asphalt, or concrete base overlaid with asphalt pavement, curb and gutter, curb ramps, sidewalks, paths, driveways, etc. shall be repaired in accordance with City of Marshfield standards and to the satisfaction of the City Engineer. Repairs shall be done by a prequalified contractor. The City's Public Works – Street Division will only make repairs if prior arrangements are approved by the City Engineer and Street Superintendent. Hard surface (street, driveway, sidewalk, etc.) repair work by contractors shall be inspected by the City Engineer.
24. Applicant shall install a temporary surface upon completion of backfilling excavations in street pavements. Collector and arterial streets shall be temporarily surfaced with cold-mix asphalt or other approved hard surface materials. Street plates may be required for excavations or potholes in live traffic areas on arterial streets (Plates provided by Applicant, must provide safe passage by the traveling public). Applicant shall maintain temporary surfaces until permanent pavement repairs are completed. Use a temporary hard surface when hot mix asphalt is not available or concrete patching is not possible. All temporary surfaces shall be permanently repaired or temporarily hard surfaced by December 1.
25. Applicant shall be responsible for restoration of all public or private sidewalks, driveways, curb ramps, grass turf, terrace treatments and/or landscaping, "in-kind", to the satisfaction of the City Engineer and the property owner. Curb ramps/sidewalks if disturbed shall be replaced in compliance with current local, state and federal (ADA) codes. Permanent structures (poles, handholes, peds, etc.) not allowed in public sidewalks.
26. Materials to be used for restoration of hard surfaces shall comply with current City of Marshfield – Street Repair Standards. Materials and thicknesses shall be replaced "in-kind", however the thicknesses within the repair shall exceed minimum thicknesses as described herein. The minimum thicknesses for street repairs/patches are 8-inch thick concrete on 6-inches of gravel; or 3-inches of hot mix asphalt on 9-inches of gravel. Driveways and curb ramps shall meet street repair requirements except concrete shall be at least 6-inches thick. Sidewalks shall be at least 4-inch thick concrete. The Applicant is responsible for repair/replacement/disposal of deficient materials found within the repair area. Pavement markings, joint sealing, crackfilling, shouldering, surface sealing, etc. shall be repaired "in-kind" within the repair area or where disturbed by construction. Charges will be assessed for these items of work which are not completed.
27. Applicant shall be responsible for complete restoration of damaged, disturbed or impacted turf areas, including terraces, lawns and ditches, to the satisfaction of the City Engineer and the maintainer of said turf area(s). Manhole covers, valve boxes, hand-holes, etc. shall be adjusted/set flush with finished ground. Above ground/permanent markers are not allowed unless approved by the City Engineer.
28. All disturbed areas shall be restored within 30 days after the start of the work.
29. Applicant shall be responsible for the investigation and repair of all utilities damaged as a result of the permitted project, public or private, located or not, including sewer laterals. Repairs shall be done by the utility owner and billed to the Applicant.
30. Applicant shall be responsible for inspection costs by City personnel and/or designated representatives (typical for street and/or sidewalk repairs); however 1-hour is incidental to the permit. Inspection services shall be charged at \$60 per hour.
31. Additional 'Actual' costs may also apply for special projects (i.e. very large, complex, high impact to streets/sidewalks, and where workmanship is poor/careless or generates complaints). A 5% administrative fee shall be added to 'Actual' costs.
32. The permitted facilities shall, if necessary, be adjusted or altered at the expense of the Applicant to allow proposed or future improvements and/or maintenance as may hereafter be ordered. The entire cost of constructing, maintaining and adjusting the permitted facilities shall be the obligation of the Applicant.
33. Work completed by the City of Marshfield Public Works Department – Street Division will be billed to the Applicant at rates established by the Board of Public Works (Street Surface Replacement Costs) for the current year.
34. Failure of Applicant to complete the work to the satisfaction of the City and pay for all costs associated with the work may impact the Applicants ability to secure future permits.
35. The Applicant shall warranty all work covered by this permit, including work by others for a period of five (5) years after all repairs are completed. Failure, including settling, cracking, faulting, etc., of the disturbed area or areas abutting/immediate adjacent, shall be repaired at the Applicants expense to the satisfaction of the City Engineer.