



VILLAGE OF HARTLAND

210 Cottonwood Avenue | Hartland, WI 53029 | 262-367-2714

STREET USE/RIGHT OF WAY USE PERMIT

This permit is granted on conditions that the Permittee will obey all Sections of the Village of Hartland Code of Ordinances and all specifications, rules, and requirements of the Department of Public Works pertaining to this permit and as noted on the back of this form. Allow up to two days for processing before beginning work.

FEES

Permit fee: \$150.00 Refundable deposit: \$2000.00 Payable to: Village of Hartland

Permits will not be issued until both the permit fee and deposit are received.

Deposit will be refunded after work is completed and inspected by the Village in accordance with Village payment processes.

CONTACT INFORMATION

Location of work: Address: _____ Lot Number: _____

Requestor's name: _____

Phone numbers: Mobile: _____ Office: _____

Address: _____

Email: _____

Contractor: _____

Contact person: _____

Phone numbers: Mobile: _____ Office: _____

Address: _____

Email: _____

Deposit refund* will be mailed to ___ Requestor ___ Contractor at the address above.

***Refunds will not be released until project has passed inspection. Call 262-367-4750 for inspection.**

SUMMARY OF WORK

Please provide a brief summary of work and attach drawings.

OFFICE USE ONLY

Fee: _____ Deposit: _____ Date: _____ Receipt: _____

Permit number: _____ Permit expires in _____ days. Deposit released: ___Yes ___No

SPECIFICATIONS, RULES, AND REQUIREMENTS

BARRICADING: Any person installing, excavating, constructing, grading, filling, storing material, occupying a public right-of-way, or public place or doing any other repairing or improving in any public right-of-way or public place shall provide adequate barricades, lights and such other protective devices as may be necessary to warn the public of the condition of the area and to prevent injury to any person or property.

OCCUPYING STREET: Materials occupying street shall be kept at least ten feet (10') away from any tree, valve box, manhole or catch basin. Materials and equipment shall be kept at least ten feet (10') away from fire hydrants, fifteen (15') away from crosswalks and in accordance with restrictions of the Code of Ordinances.

DRAINAGE: Gutters and drainage ditches shall be kept open at all times and shall be restored to their original condition.

BLOCKING ROADWAY: The blocking of the entire roadway is not permitted.

REVOCAION OF PERMIT: The Director of Public Works or his representative reserves the right to revoke this permit at any time, if in their judgement, it is to the best interest of the Village of Hartland.

DAMAGE TO STREET: Any damage to street surfacing as a result of the proposed work shall be repaired by saw cutting and removing the existing damaged pavement which shall be replaced in kind.

TRAFFIC CONTROL: Traffic control for all work within the Village right-of-way shall be in accordance with the State of Wisconsin Manual on Uniform Traffic Control Devices.

All barricades/channelizing devices used during nighttime operations shall be equipped with steady burn warning lights. All construction signing shall be equipped with flashing warning lights.

Through traffic shall be maintained over at least one (1) lane at all times during the construction operations allowed under this permit. A flag person is required during the period during which one lane operation exists. Multi-lane roadways shall be required to have at least one (1) lane in each direction open to through traffic at all times. During non-working hours, all normal traffic lanes must be open to through traffic.

If a road closure is granted, the applicant shall be responsible for posting a marked detour route and maintaining all signs and traffic control devices. All signs posted shall be in accordance with the State of Wisconsin Manual on Uniform Traffic Control Devices. Prior to posting the detour, the applicant shall submit the proposed route to the Village of Hartland Department of Public Works for review and approval.

When a road closure is granted, the applicant shall be responsible for notifying all necessary authorities – police department, fire department, schools and bus companies, newspapers, and so on – a minimum of ten (10) days prior to commencing operations so that their operations may be altered if necessary.

BACKFILL MATERIALS: Slurry backfill is required in all excavation within the pavement and shoulder areas to within five (5) feet of the edge of pavement or back of curb and under all sidewalk and paths.

The excavated material may be placed back in all other areas if it does not contain wood, roots, concrete or asphalt. The material shall be placed in lifts not to exceed twelve (12) inches in depth. Each lift shall be mechanically compacted prior to the placement of any subsequent lift(s).

PAVEMENT PLACEMENT: No open cut in street allowed. Excavator must contact DPW at (262)367-2714 or (262)367-4750 prior to opening street.

All pavements, curb and gutter, and sidewalk/paths shall be full depth saw cut prior to removal. Existing asphaltic concrete pavements shall be restored with asphaltic concrete pavement to match the thickness of the existing pavement, with a minimum thickness of three and one-half inches. The asphalt shall be placed in two lifts and compacted. No patch limits in wheel paths.

A butt joint shall be ground into the pavement at each end of the project limits to ensure a smooth transition to the repaired sections (s).

All damaged, settled, or removed sections of concrete curb and gutter and sidewalk shall be replaced in accordance with Village specifications. At the beginning and every 50' of the sections to be replaced, ½ inch expansion joint material shall be used. Until the warmer weather allows for concrete replacement, all concrete features shall be temporarily replaced and maintained to match the existing concrete sidewalk and curb and maintained until replaced. Call for inspection prior to pour.

All existing pavement markings that are disturbed by the construction, operations shall be restored or replaced in kind.

Sidewalk excavation during the cold months must be temporarily patched with concrete mix and maintained by the requesting utility. No undermining of the sidewalk.

TRAFFIC SIGNS: All roadway signs that are disturbed must be put back in the same location and in the same condition that existed prior to construction activities. Any damaged or missing signs that existed prior to construction must be replaced to the satisfaction of the Department of Public Works.

Temporary stop signs will be placed by the Department of Public Works.

RESTORATION: All existing drainage patterns must be maintained and restored if disturbed by construction operations.

All grassed areas disturbed shall be restored with a minimum of three (3) inches of topsoil, fertilizer, and seed.

Erosion mat will be required until the grass areas can be repaired in Spring.

Silt fence or straw bales, ditch checks will be required.

SEWER AND WATER UTILITIES: Utility being installed shall not be located within five (5) feet horizontally from a sewer manhole, water valve box, curb stop box, storm inlet/catch basin or fire hydrant.

Shallow storm sewer is present, use caution when excavating or boring.

Maintain ten (10) foot clearance around fire hydrants at all times during construction.

MISCELLANEOUS ITEMS: The applicant shall obtain all required State, County, and Municipal erosion control permits.

The applicant shall ensure that proper erosion control measures are implemented at all times before, during, and after construction activities until all disturbed areas have achieved sustained growth.

The contractor shall contact Diggers Hotline for utility locates at least 72 hours prior to excavation.

Bore required, maintain a minimum depth of 3 feet. Gas service shall be a minimum of ten (10) feet from any tree.

Access to private drives shall be maintained at all times. A copy of this approval, along with plans, specifications and special provisions, shall be available on the job site. Any trenching, tunneling or excavating shall be performed in accordance with all Federal, State and local regulations.

All disturbed areas shall be restored to their present condition or better.

The contractor shall clean mud and other debris from the street on a daily basis. Brooming/sweeping is required on a regular basis throughout the project and at the completion of work.

Concrete curb & gutter or sidewalk will need replacement in late Spring, if needed. No work during snow removal operations.

OTHER:

GUARANTEE: (Damage of Village Property) The Permittee guarantees that he/she shall reimburse the Village of Hartland for all damages to any Village property resulting from his/her work operations and to hold the Village of Hartland harmless in case of any accident or on account of any damages, arising through the issuance of this permit, regardless of whether such damage or accident is done by himself, herself or their agents, employees or subcontractors.

THE ACCEPTANCE OF THIS PERMIT BY THE PERMITTEE CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED.

Director of Public Works

Date