

CITY OF TOMAHAWK

APPLICATION AND PERMIT FOR STREET AND ALLEY EXCAVATION

No. _____

Date: _____

Application is hereby made for a Permit to excavate at _____ Street

for the purpose of _____

This permit is granted upon the express condition that the Permittee agrees to comply with all rules and regulations established by the City and will hold the City harmless from all damages, costs, and charges that may accrue from the permitted excavation. The Permittee understands all excavation and associated disruption shall be confined within the City right-of-way. The Permittee shall make good any settlements resulting from said excavation for a period of one year, and shall be liable for all damages resulting from failure to do so. The Permittee agrees to furnish and maintain appropriate traffic warning devices during the work. Appropriate traffic warning devices shall be as designed within the Manual of Uniform Traffic Control, or as specified by the City, or as otherwise indicated in the Special Conditions below. A One Thousand Dollar deposit is required before starting street and alley excavation. Failure to provide such devices will be reason for the City to provide the same at the expense of the Permittee.

The Permittee shall not commence work until all utilities have been notified in compliance with Section 66.047 and 182.0175 Wis. Statute. Three working days should be allowed for field locates to be made. The Permittee shall contact Diggers Hotline (1-800-242-8511 and the Tomahawk Police Department if the road is to be closed. The temporary street repair must have a minimum of 12" compacted road gravel.

PERMITTEE

Authorization _____

Director of Public Works

BILL TO:

Name: _____ Opening Size _____ Date Completed: _____

Address: _____ Total Cost _____

Signature: _____

Special Conditions: _____

SUPPLEMENTAL CONDITIONS FOR PRIVATE UTILITY PERMITTING

DEFINITIONS

City Utilities: Water, Sanitary Sewer and Storm Sewer Mains, Leads, Services, Laterals and related structures

City Staff: City, DPW, or Utility Staff or City Consultant Staff

Proposed Utility: Any private linear utility that is proposed, including but not limited to: water, sanitary, storm, electric, gas and communications utility not owned by the City, another Municipality, Lincoln County or the State of Wisconsin

Proposed Utility Structure: any private utility structure that is proposed, including but not limited to: hydrants, valves, manholes, poles, vaults, or other above or underground structures.

Penetration: Any excavation or ground disturbing activity, including borings, wells, grounding rods, poles or posts

Site: Any distinct portion of the project area where work is completed at one time. This may be as large as a street block, or as small as a single excavation, depending on the timing and operations involved with the work.

GENERAL UTILITY PROJECT PERMITTING

1. Any utility project that exceeds 1 mile in cumulative corridor length or 1 square mile in total area of City impact (not area of disturbance) shall be permitted incrementally, by distinct project permit areas (DPPAs). A DPPA shall not exceed 1 square mile in size of City impact. Each DPPA will be permitted and approved separately, and the City will make the determination of how many DPPAs can be permitted and active at one time.
2. The proposed utility owner or contractor must provide plans for utility work within each DPPA, showing enough design information for City staff to determine if the proposed utility locations and design can meet the utility separation requirements provided below. These plans will be reviewed by City staff and either approved or returned with comments to be addressed for resubmittal.
3. City staff will release a DPPA for construction once the initial utility design has been approved and there is capacity for additional DPPAs. City staff will not release a new DPPA until an active DPPA has been closed out.
4. As part of the closeout process for each DPPA, the proposed utility owner or contractor must provide as-builts of the utilities installed, that accurately show the utilities as installed.
5. Utility owner or contractor will need to provide an electronic shapefile as-built of the entire utility project once all DPPAs have been completed in order to close out the project.
6. Permit fees for each DPPA will be based on time and effort required by City staff for permitting, approvals, inspection and administration of the DPPA.

PERMITTED UTILITY SEPARATION REQUIREMENTS

7. The permitted utility work shall maintain 5-foot horizontal separation between proposed utility or utility structures and existing underground City utilities, including hydrants. Due to some sections of right-of-way within the City containing a large amount of existing utilities, this requirement may be lessened to a minimum

of 3-foot separation distance.

8. The permitted utility work shall maintain 3-foot minimum vertical separation from proposed utility or utility structure to any other City utility.
9. The permitted utility work shall maintain 1-foot minimum separation when bypassing curb stops and signs.
10. All road crossings, starting 3-feet before back of curb and extending under roadway to 3-feet past back of opposite curb shall be 3-foot minimum depth.
11. For any proposed utility crossings that cannot maintain a clearance of 3 vertical foot over existing water, sewer or storm mains, water services, sewer laterals or storm leads or laterals, the City requires potholing prior to construction or televising of the existing City utility after construction. This work will be done at the expense of the contractor.
12. For all proposed utility structures that include penetrations greater than 4' in depth, existing water service and sanitary laterals shall be potholed or located prior to structure installation.
13. For all proposed utility structures that included penetrations greater than 3' in depth, existing storm laterals shall be potholed or located prior to structure installation or repaired if encountered during installation.
14. Proposed utility structures may be located within the City right-of-way (ROW). -Structures located in sidewalk panels will need to be placed in the center of the panel (parallel to the roadway) with the edge of the structure flush with the back edge of the panel (relative to the roadway). If there is an existing obstruction at the back of the sidewalk (vertical curb, fence, etc.), the structure can be shifted forward enough to account for the subsurface dimensions of the structure. Structures shall not be located in driveways.
15. Proposed utility structures cannot be located over existing City utilities.
16. Any deviation from the above Utility Separation Requirements due to constraining circumstances would need to be approved by City staff on a case-by-case basis.

UTILITY DAMAGE

17. Any damage to any existing utilities must be reported to the appropriate utility contact and also to City staff immediately. Contractor shall follow standard communication protocols for damage to gas utilities and notify City staff once emergency and gas utility services have been notified.
18. Damage to any public utility within ROW must be repaired or replaced within the timeframe required by the corresponding utility. Damage to a sewer or water main or lateral shall be repaired immediately. Permitted work will stop until repair has been started or scheduled to the satisfaction of the City. If repairs are not completed within the permitted timeframe, the City reserves the right to repair utility and invoice costs directly to contractor for that utility damage as well as for any future utility damage on the project.

RESTORATION REQUIREMENTS

19. Softscape restoration requirements:
 - i. 4" of screened topsoil minimum, seed, and fertilizer
 - ii. Hydro mulch or biodegradable erosion matting
 - iii. No straw is permitted
 - iv. Submittals for seed and erosion mat shall be provided for approval prior to the start of softscape restoration.

20. Hardscape restoration requirements:

- i. Any sidewalk panel excavation (or potholing) requires a full panel replacement. Any driveway apron excavation (or potholing) requires a full apron panel replacement. Any concrete roadway excavation (or potholing) requires a full concrete panel replacement. Review of all panel replacements shall be completed with City Staff prior to replacement.
- ii. Any asphalt excavation (or potholing) shall be restored with a rectangular patch that extends a minimum of 6 inches beyond the excavation limits in any direction (i.e., a 12" diameter pothole would require a 2' x 2' restoration patch). Multiple patches near each other within a given section of roadway will require a full continuous patch.
- iii. Hot mix asphalt must be used for all asphalt roadway restoration. Concrete must be used for all concrete roadway restoration. The composition and depths of roadway restoration will be determined in the sole discretion of City staff on a case-by-case basis.
- iv. Stone backfill is allowed around proposed linear utilities up to 1' above, and around proposed utility structures, up to 6" around. Above stone backfill, cementitious/granular backfill is required up to the stone base.
- v. 4" of 1¼-inch stone is required for sidewalk base; 15" of 1¼-inch stone is required for asphalt or concrete road base.
- vi. 4" of concrete is required for residential sidewalk panels; 6" of concrete is required for driveway panels and aprons; 8" of concrete is required for industrial driveway panels and aprons.

21. Temporary Hardscape restoration requirements:

- i. Temporary hardscape restoration shall be completed as soon as excavation and structure installation work has been completed unless permanent hardscape restoration can be completed instead.
- ii. Temporary restoration for sidewalks will be the use of 2" thick cold patch in place of concrete.
- iii. Temporary restoration for roadways will be the use of 4" thick cold patch asphalt in place of hot mix asphalt or concrete.
- iv. Temporary hardscape restoration areas must be monitored on a weekly basis, with sweeping of loose stones or material, and repairs to any rough surfaces or potholes.

22. All permanent hardscape restoration must be completed within four weeks of the start of excavation work for a site or within two weeks after the completion of utility installation work for a site, whichever is shorter. All softscape restoration must be completed within five weeks of the start of excavation work for a site, or within three weeks of the completion of utility installation work for a site, whichever is shorter. If there is outstanding restoration work that exceeds these limits at the end of any calendar month, all excavation and installation work will be shut down until this restoration work has been completed.

ALLOWED WORK SCHEDULE

23. In general, normal work hours of 7:00 AM – 7:00 PM are allowed Monday through Friday. The City of Tomahawk has numerous special events throughout the course of the year, including the Fall Ride. These events attract large gatherings of people whereby traveling safely is of utmost importance. Review of work near special event sites may involve adjusting schedules of when work can be performed. No work is allowed on weekends, holidays, or special events without prior approval from the City.

24. Excavation work may take place from the Spring thaw until the ground freezes again in Winter. The City will determine these dates each year based on weather conditions. All hardscape restoration must be completed by October 31st of any given year.

In addition to these requirements, Contractor shall follow City Specifications, and shall contact City staff with any questions.