

Engineering Department
N112W17001 Mequon Road
PO Box 337
Germantown, WI 53022
engineering@germantownwi.gov



Permit No.	_____
Date Issued:	_____
FEE:	_____

VILLAGE OF GERMANTOWN
APPLICATION FOR PERMIT FOR STREET EXCAVATION
IN THE **RIGHT-OF-WAY** (January 2024)

Applicant: _____

Applicant Email: _____

Address: _____

Location of Work: _____

Project Description: _____

Contractor: _____

Address: _____

Phone No.: _____ 24 Hour Contact Phone No.: _____

Plans Prepared By: _____ Copy Enclosed: Yes No

Estimated Construction Date: _____ Estimated Restoration Date: _____

The undersigned understands and agrees that the granting of this permit is subject to the applicant's full compliance with all applicable Village ordinances, rules, regulations, State Statutes, and administrative rules. Applicant shall comply with all permit provisions and conditions as attached to this form and any additional special provisions.

APPLICANT REPRESENTATIVE

By: _____

Date: _____

PERMIT APPROVAL

By: _____

Date: _____

RECORD OF INSPECTION

Date Notified: _____

Date Inspected: _____

Inspected By: _____

Comments: _____

PERMIT PROVISIONS AND CONDITIONS:

1. The Applicant further agrees to indemnify and save harmless the Village of Germantown, its employees, and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of 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.
2. The permitted facilities shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of construction and maintaining the permitted facilities shall be the obligation of the Applicant unless a contract for such costs has been executed.
3. The Applicant shall notify the Engineering Department at engineering@germantownwi.gov or 262-250-4721, at least two (2) business days prior to starting any work.
4. No open cutting for a crossing will be allowed where the pavement is too narrow to always maintain one-way traffic unless the Village of Germantown has granted permission for a detour. Wherever the pavement is opened, the spoil shall be hauled away, and the trench shall be backfilled with coarse aggregate slurry. The pavement removed for a road crossing shall be replaced as per the Village of Germantown specifications.
5. When one-way traffic or a detour is used, the Applicant shall provide and maintain all necessary signs, barricades, flagmen and lights required according to the *Manual on Uniform Traffic Control Devices*. A plan must be submitted for any proposed detour. When a detour is allowed, police, fire, school, and local newspapers shall be notified by the Applicant prior to the work being started.
6. The Applicant shall be responsible for restoring the roadway and the adjacent right-of-way to its original condition. For work performed between April 15th and November 1st, permanent restoration of each project segment shall be completed **within two (2) weeks** of completion of work. Permanent restoration of pavement may be approved by the Village Engineer beyond November 1st based on plant availability and temperatures. For work performed between November 1st and April 15th, temporary cold patching and erosion control matting restoration shall be installed **within two (2) weeks** of completion of work, with permanent pavement and restoration to be completed no later than May 25th. Concrete at a minimum depth of 2" may be used in lieu of temporary cold patch at the discretion of the Village Engineer. The failure of the Applicant to make prompt and satisfactory restorations of the roadway and adjacent right-of-way may cause the Village to arrange for restoration by others at the Applicant's expense.
7. Access to all private drives and public street intersections shall be maintained, and all disturbed areas shall be completely restored to the satisfaction of the Village of Germantown or its representative. If watering is required, it shall be the responsibility of the Applicant. All disturbed lawn areas shall be replaced with a minimum 4" of topsoil with seed and mulch. Driveways shall be replaced in kind.
8. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Industry, Labor and Human Relations, and any applicable local regulations.
9. Any route that crosses multiple parcels or is longer than 200' within the right-of-way must be staked prior to calling diggers hotline. Once work is complete all locate flags must be removed. When crossing village owned utilities, they must be potholed to a depth of 2' below new utility installation depth or other approved method of verification to ensure no conflict between utilities.
10. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
11. Upon completion of the work the Applicant shall file a written notice with the Permitting Authority.

12. A guarantee letter will be provided by the Applicant for one year from the date of acceptance by the Village of Germantown.
13. Comply with Section 8.06 *Street Excavations* of the Village Municipal Code.
14. A fee of \$500 shall be required per Mun. Ord. Sec. 8.06(2) for each excavation in paved or improved streets, or a fee of \$200 for each excavation within the right-of-way but outside the limits of the pavement. A fee of \$150 for excavating in the road right of way but outside paved or improved streets shall be paid by gas and electric utilities only.
15. Applicant shall file with the Village Clerk a certificate of general liability and property damage insurance per Mun. Ord. 8.06(5).
16. Applicant shall submit to the Public Works department with this Application a surety in the form of a performance bond or check in the amount of \$1,500 payable to the Village of Germantown, to be returned upon satisfactory final inspection.
17. Curb & Gutter removal and replacement shall be the responsibility of the Applicant where specified by Village Engineer.
18. Submit a plan showing road cut location(s). Allow two (2) business days for plan review. Permits shall not be issued prior to acceptance of plans.
19. A copy of the State of Wisconsin Dept. of Transportation Highway Excavation Permit will be submitted to the Village Engineer, if applicable.
20. Any field changes that are deemed necessary by the Village will be at the expense of the Applicant.
21. PENALTIES. Persons who violate the terms of this permit or who neglect to receive an approved permit before beginning street excavation in the right-of-way shall be penalized as provided in Section 25.04 of the Municipal Code.
22. EXPIRATION. Permits shall remain valid for 90 days from the date of issuance, after which the permit expires.

- _____ Permit Fee Submitted
- _____ Insurance Form Submitted
- _____ Performance Bond Submitted
- _____ Guarantee of one-year Submitted
- _____ Copies of Additional Permits Required Submitted
- _____ Plans Submitted

OTHER SPECIAL PROVISIONS:

BY: _____ Title: _____