



2155 Holmgren Way, Ashwaubenon, WI 54304  
P: 920.492.2308 | F: 920.492.2326  
[ashwaubenon.gov](http://ashwaubenon.gov)

## Application/Permit to Construct, Maintain and Operate Utility Facilities within Village Right-Of-Way

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### PERMIT FEE

A Permit Fee is required when submitting this application to install facilities. Please note appropriate fee for size of project as listed on Application.

### RESTORATION BOND

The Applicant shall furnish a surety bond in the amount of \$10,000.00 as security for the completion of all site restoration after utility installation is complete. The bond will cover any projects completed by the applicant in the Village during the calendar year. Applicants exempt under Stat. 66.045 (6) are not required to furnish a restoration bond.

### INSURANCE

The Applicant shall provide the following liability insurance while working in the Village of Ashwaubenon. A copy of the insurance certificate shall be provided with the permit application.

General Aggregate: \$1,000,000.00

Products/Completed Operations Aggregate: \$1,000,000.00

Personal and Advertising Injury Limit: \$500,000.00, an each occurrence limit of \$500,000.00

Fire Damage Limit: \$50,000.00, any one fire

Medical Expense Limit: \$5,000.00, any one person

Motor Vehicle Liability Policy: \$500,000.00, combined single limit

Umbrella Liability Insurance: \$1,000,000.00

The Village of Ashwaubenon shall be named as additional insured for any permitted work.  
A 30-day Notice of Cancellation shall be provided for the insurance policy.

### AS-BUILTS

An electronic copy of all as-builts shall be sent to the Village at the following E-Mail Addresses: [brickert@ashwaubenon.gov](mailto:brickert@ashwaubenon.gov) or [sbirr@ashwaubenon.gov](mailto:sbirr@ashwaubenon.gov). The Applicant shall contact the Village of Ashwaubenon Public Works Department, GIS Department, at [froberg@ashwaubenon.gov](mailto:froberg@ashwaubenon.gov) to determine the acceptable file format for all as-built drawings.

## SPECIAL PROVISIONS

The following Special Provisions shall be included as part of the Village of Ashwaubenon Right-of Way Permit. Failure to follow the Special Provisions will be subject to enforcement under Sections 19-2-74 to 19-2-97 of the Village of Ashwaubenon Municipal Code:

- 1) A drawing showing the proposed utility work shall be submitted with the permit application, including equipment/material being installed.
- 2) Right-of-Way permit valid only in same calendar year in which it was approved/issued, unless pre-approved by the Village.
- 3) The Applicant is responsible for contacting and coordinating utility locates through Digger's Hotline.
- 4) The Applicant shall notify the properties affected by the permitted work through delivery of door hangers or letters three (3) working days, not including Saturday, Sunday or holidays, prior to commencing work.
- 5) All operations shall be performed without obstructing or closing all or any part of any Village arterial roadway unless specifically **approved by the Village**. A traffic control plan will be required.
- 6) Work zone signing and barricading shall be in accordance with Part VI of the Manual on Uniform Traffic Control Devices (MUTCD).
- 7) Erosion control measures shall be in place prior to the start of any work in the right-of-way. The erosion control measures shall comply with the Wisconsin Department of Natural Resources Technical Standards and the Village erosion control ordinance (Section 5-9-770).
- 8) Operations and safety precautions pertinent to any trenching, tunneling, or excavation activities shall comply with the requirements of all applicable regulations and codes, but not limited to those of the Wisconsin Department of Workforce Development or OSHA standards.
- 9) The permitted utility work shall maintain a minimum three (3) foot horizontal and vertical clearance from all sewers, water mains, and related Village facilities. Storm sewer laterals shall be televised following work completion. Provide video to the Village.
- 10) On rural roadways, new utilities will be restricted from being located in a roadway-signing zone consisting of 6 to 12 feet from the edge of pavement. On urban streets, the restricted signing zone is located from the back-of-curb to a distance of 8 feet. Exemptions to this provision may be granted pending the submittal of information indicating all other available right-of-way is occupied.
- 11) All facilities located in the Village right-of-way, both above and below ground, including the roadway pavement, curb and gutter, ditches, culverts, slopes, signs, traffic signals, etc., damaged or disturbed by the permitted work shall be restored promptly. Damage to any portion of an asphalt travel lane will require replacement with **hot-mix asphalt** per Village standards. Replacement of concrete pavement will be reviewed and approved by the Village prior to the start of the permitted work. Cored potholes done in the sidewalk as part of the permitted work will require full concrete sidewalk panel (5' x 5') replacement. **Re-installation of core in sidewalk is NOT allowed**, unless approved by the Village. Disturbed turf areas shall be restored with topsoil, seed and mulch as a minimum. If the disturbed area is within a ditch, mulch shall be replaced with erosion matting. If restoration is not carried out in a timely manner, the Village may issue a notice setting forth a time-certain, by which the restoration must be completed. If the applicant fails to complete all restoration within the time established, the Village will arrange directly for all necessary restorations, and all costs associated with such restorations shall be paid from the applicant's **restoration bond**.



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**APPLICATION**  
Permit # \_\_\_\_\_

**Application/Permit to Construct, Maintain and Operate  
Utility Facilities within Village Right-Of-Way**

**Location of Proposed Work**

\_\_\_\_\_

**Applicant**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Local Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Plans Prepared By**

Name \_\_\_\_\_ Local Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Utility Rep. Responsible for Construction**

Name \_\_\_\_\_ Local Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Description of Proposed Work (Check all that apply)**

*Type of Utility Work:*

Electric Gas Telephone Cable TV Water Sanitary Sewer Other: \_\_\_\_\_

*Size of Utility Work AND Corresponding Fee:*

Small Utility Project (0' - 500' of roadway) \$100.00

Medium Utility Project (501' - 1500' of roadway) \$200.00

Large Utility Project (1501' - 3000' of roadway) \$300.00

*(Greater than 3000' requires separate permit applications. Review with Village)*

*Utility Orientation:*

Overhead Underground Bored Trenched Open-Cut Pavement Other: \_\_\_\_\_

**Estimated Starting Date** \_\_\_\_\_

**Estimated Restoration Date** \_\_\_\_\_

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of Sections 19-2-74 to 19-2-97 of the Village of Ashwaubenon Municipal Code (Street Excavation) in effect at the time of this application, and with any special provisions attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof. Failure to apply for permit or to follow provisions will be subject to enforcement under Sections 19-2-74 to 19-2-97 of the Village of Ashwaubenon Municipal Code.

**By** \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name of Authorized Representative)

**Date** \_\_\_\_\_

**Title** \_\_\_\_\_

**Village Approval**

**By** \_\_\_\_\_

**Date** \_\_\_\_\_

**Permit will expire on December 31,** \_\_\_\_\_

**Village of Ashwaubenon Comments/Notes**

\_\_\_\_\_  
\_\_\_\_\_



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**COMPLETION  
CERTIFICATE**  
Permit # \_\_\_\_\_

**Application/Permit to Construct, Maintain and Operate  
Utility Facilities within Village Right-Of-Way**

**Location of Work**

\_\_\_\_\_

**Description of Work Completed**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company/Contact**

Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Local Phone \_\_\_\_\_ Fax \_\_\_\_\_

**As-Builts**

An electronic copy, in a preapproved digital format, of all as-builts has emailed to the Village at the following  
E-Mail Address: [froberg@ashwaubenon.gov](mailto:froberg@ashwaubenon.gov) Date \_\_\_\_\_

The work requested under the above mentioned right-of-way permit has been completed. The Village can now inspect the work site to insure proper restoration of the affected Village right-of-way has been completed.

**By:** \_\_\_\_\_ (Signature of Authorized Representative) \_\_\_\_\_ (Printed Name of Authorized Representative)

**Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Mail, fax or email this certificate to the address listed below upon completion of the restoration of the permitted work.

Mail to: Village of Ashwaubenon  
Attn: Steve Birr, Village Engineer  
Brian Rickert, P.W. Director  
2155 Holmgren Way  
Green Bay, WI 54304  
Telephone: (920) 492-2308  
Fax: (920) 492-2326  
Email: [sbirr@ashwaubenon.gov](mailto:sbirr@ashwaubenon.gov)  
[brickert@ashwaubenon.gov](mailto:brickert@ashwaubenon.gov)