

VILLAGE OF SAUK CITY  
726 WATER STREET  
SAUK CITY, WI 53583

Application for Permit _____
Fee <u>\$500.00</u>
Agreement to hold harmless _____
Written description of work, including sketch designating area to be trenched

**APPLICATION FOR PERMIT  
EXCAVATIONS & STREET OPENINGS**

**PERMIT FOR THE INSTALLATION OF UNDERGROUND UTILITIES WITHIN STREETS,  
ALLEYS, RIGHT-OF-WAYS OR EASEMENTS CONTROLLED BY THE VILLAGE OF  
SAUK CITY**

_____ Permittee's Name	_____ Proposed Work Description
_____ Permittee's Address	_____ Contact Person/Phone Number
_____ Name of Contractor	_____ Address & Zip Code
_____ Start Date	_____ Completion Date
_____ Location of Project	

The proposed work has been reviewed by the Village of Sauk City ("The Village"). A bond or other form of surety has been posted with the Village as required by Sect.281-9. A permit therefore is granted, subject to the following conditions and any attached hereto:

1. The Village will aid but the permittee is ultimately responsible for locating all other utilities. The Village does not guarantee the location of other utilities of any kind. Other utilities shall include, by way of example, but not be limited to, telephone, cables, CATV cables and gas mains. In the event that the installation allowed by this permit, at any time in the future, impedes or interferes with the widening or maintaining of the street or impedes or interferes with any other utility, as that utility exists at the time of this permit is issued, as that utility may later be changed, or as that utility may be in need of repair or replacement, the Village retains the right to require permittee to move or alter the installation otherwise allowed by this permit.
2. The permittee, by applying for and receiving a permit, shall be deemed to have agreed to be responsible for and save the Village harmless from any and all claims, resulting from damage, injury, or expense on account of injury to person or property caused by the permittee in the prosecution of the work done under such permit.
3. The Permittee is responsible for contacting Diggers Hotline at least 3 business days prior to beginning work.

4. Trenches shall be excavated to a sufficient width to permit laying the main and placing the backfill in a satisfactory manner, using care to avoid damage to conduits, pipes, trees, plantings and other improvements which may be encountered. The work shall be done in accordance with reasonable suggestions made from time to time by the Director of Public Works/Utilities. The permittee shall do all work necessary to support and protect facilities and shall repair all damage that may result from this work.
5. All obstruction, openings and other hazards shall be suitably guarded with barricades and lights to protect the public. No street or walk shall be blocked unless special permission in writing is granted as a condition of this permit. No driveway shall be blocked unless permission is granted by an occupant of the property served by the private driveway. In case permission is granted to block a street, the permittee shall notify the Village 24 hours prior to actually blocking the street.
6. The applicant shall provide proof of liability, casualty and property insurance prior to beginning work.
7. All damages to roadways or sidewalks shall be permanently repaired with like adjacent materials. All concrete street and concrete base repairs shall require the installation of 12" #6 or 24" epoxy coated tie bars in accordance with WDOT Highway Specifications, Section 415.7.9 and space at 3 feet on-center. Trenches through roadways shall be backfilled with slurry backfill or clean aggregate material compacted every 18". Tree banks and boulevards shall be restored to the satisfaction of the adjacent property owner. Restorations shall be guaranteed for a 2 year period.
8. Attach drawing or plan set of proposed work to be performed.
9. Permittee shall comply with all State laws and regulations and any Village ordinance that may be applicable to the work performed.

OTHER CONDITIONS:

\_\_\_\_\_  
Director of Public/Utilities

\_\_\_\_\_  
Date

ARTICLE III  
**Excavations and Openings**<sup>1</sup>

**§ 281-6. Permit required.**

No person shall, without first obtaining a permit from the Village Administrator's office, make any opening in any street, alley, sidewalk or any public way within the Village. The permit shall be void after 45 days unless work has commenced.

**§ 281-7. Application for permit.**

Application for a permit shall be made on a form supplied by the Village Administrator. All applications must be approved by the Public Works and Utility Director. The application shall be accompanied by a signed agreement to save the Village harmless from any liability arising from the work or activity covered by the permit, the fee provided in § 281-3 below and a written description of the work, including a sketch designating the trench location.

**§ 281-8. Fee.**

The permit fee shall be as provided in the Village's Fee Schedule.

**§ 281-9. Insurance.**

A certificate of insurance is required evidencing that the applicant has in force and will maintain during the term of the permit public liability insurance of not less than \$100,000 for any one person, \$300,000 for any one accident and \$50,000 for property damage.

**§ 281-10. Requirements and procedures.**

- A. Frozen ground. No openings in the streets, alleys, sidewalks or public ways shall be permitted between November 15 and March 1 except where it is determined by the Public Works and Utility Director to be an emergency excavation.
- B. Protection of public.
  - (1) Every opening and excavation shall be enclosed with sufficient barriers, signs and such other traffic control devices as may be required by the Public Works and Utility Director and in accordance with Section VI of the Manual of Uniform Traffic Control Devices. All machinery and equipment shall be locked or otherwise effectively safeguarded from unauthorized use when not being used by the permittee, his agents or employees. Except by special permission from Public Works and Utility Director, no trench shall be excavated more than 150 feet in advance of pipe or conduit laying nor left unfilled more than 300 feet from where pipe or conduit has been laid.

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1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

- (2) All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property through the period of the work. Each person making such opening shall be held liable for all damages, including costs incurred by the Village in defending any action brought against it for damages, as well as costs of any appeal, that may result from the neglect by such person or his/her employees of any necessary precaution against injury or damage to persons, vehicles or property of any kind.
- (3) Unless otherwise approved, a minimum of one lane of traffic in each direction shall be provided. Every effort shall be made on the part of the permittee to provide reasonable access to all properties adjacent to his/her project. In the event traffic is limited to less than one lane in each direction, a flagman or temporary traffic control signal shall be provided so as to safely cycle traffic in each direction past the work area.
- (4) The permittee shall perform the work in such a manner so as not to disrupt the flow of traffic in the area or endanger the safety of workmen or passersby. It shall be the responsibility of the permittee to prevent traffic backup during construction operation. The permittee shall notify the Public Works and Utility Director 24 hours prior to commencement of excavation of the location and extent of the excavation, unless the excavation is an emergency excavation as identified in § 281-11.
- (5) When the operations will result in the loss of any utility service to private properties, the private properties shall be notified in writing or by personal contact at least 12 hours prior to the loss of service, unless the operations are part of an emergency excavation as defined in § 281-11.

C. Pavement removal.

- (1) Removal of existing pavement shall be to neat, straight lines. The permittee shall make a final saw cut in the existing pavement after backfilling. Excavations shall be kept to the minimum possible and acceptable for the convenience and safe performance of his/her work and in accordance with all applicable codes and regulations.
- (2) If the pavement is damaged during excavation beyond the original saw cut lines, it shall be saw cut again along neat, straight lines. The finished saw cut shall leave a regular rectangular section for pavement replacement. Should the street opening occur within, adjacent or close to an existing patch or require more than one opening within a short distance, the permittee shall identify and locate the existing patches or additional openings on the permit application form. The Public Works and Utility Director shall, on the basis of an on-site inspection, approximate the boundaries of the pavement replacement area.
- (3) Pavement replacement areas with the long dimension in the direction of travel shall have the long dimensions parallel with the curblines or the direction of travel. Pavement replacement areas in concrete pavements shall be parallel with or at right angles to the direction of travel.

- (4) The Public Works and Utility Director may order the permittee to remove and replace up to one full lane width of pavement along the patched or excavated area. Special care shall be taken with concrete pavement to produce a vertical face on the existing concrete at the point of the saw cut to ensure a full depth of concrete at the joint.

D. Excavation.

- (1) Prior to starting excavation work, the contractor shall first contact the Diggers' Hotline to determine the location of underground facilities.
- (2) All excavated material shall be piled in a manner such that pedestrian and motor traffic is not unnecessarily disrupted. Gutters shall be kept clear or other satisfactory provisions made for street drainage, and natural watercourses shall not be obstructed.
- (3) Excavated material to be used for backfilling of the trench must be so handled and placed as to be of as little inconvenience as practical to public travel and adjoining tenants.

E. Backfilling.

- (1) All backfill material shall be free from cinders, ashes, refuse, vegetable or organic matter, boulders, rocks or stones greater than eight inches in their greatest dimension, frozen lumps or other material which, in the opinion of the Public Works and Utility Director, is unsuitable.
- (2) In refilling the excavation, if there is not sufficient material excavated suitable for refilling, the deficiency shall be made up with trucked-in material, approved prior to use by the Public Works and Utility Director.
- (3) Wherever an excavation crosses an existing utility, pipe or other structure, backfill shall be carefully compacted in stages from the bottom of the excavation. Any sanitary sewer, storm sewer, water, telephone, natural gas or other service shall not be interrupted by the permittee. It shall be the permittee's responsibility to have the various utilities located and mark their facilities prior to excavation.
- (4) Mechanical compaction shall be used on all materials used for trench backfill. Each layer (12 inches maximum) shall be uniformly compacted to a dry density of at least 95% of the maximum dry density as determined by the Modified Proctor Test (ASTM-1557). Compaction or consolidation by flooding shall not be permitted.
- (5) All excavations shall be subject to testing by the Village. Backfilled material not achieving the above compaction requirements shall be removed and recompacted by the permittee. The cost of any retesting shall be paid by the permittee.
- (6) When the sides of the trench will not be standard perpendicular, sheathing and braces shall be used to prevent caving. No timber, bracing, lagging, sheathing or other lumber shall be left in any trench. At no time shall any street pavements be permitted to overhang the excavation.

- F. Notice. It shall be the duty of the permittee to notify the Public Works and Utility Director and all public and private individuals, firms and corporations affected by the work to be done at least one business day before such work is to commence. The Public Works and Utility Director shall also be notified at least four hours prior to backfilling and/or restoring the surface.
- G. Pavement replacement.
- (1) Backfill material shall be left below the original surface to allow for 12 inches of three-inch crushed stone and four inches of three-quarter-inch crushed stone, plus the thickness of the required pavement structure. If paving will not occur as part of the initial street restoration operation, the balance of the opening to the original surface elevation shall be backfilled with compacted three-quarter-inch crushed stone.
  - (2) Bituminous pavement shall be placed the full depth of the existing pavement or 3 1/2 inches, whichever is greater. Bituminous pavement shall be placed in a maximum of a two-inch base layer and a top layer of 1 1/2 inches, with each layer compacted to maximum density, and shall consist of Wisconsin Department of Transportation Pavement Type E-1. The finished surface shall be smooth and free of surface irregularities and shall match the existing pavement and any castings or street appurtenances. Allowable deviations shall be no more than 1/4 inch as measured with a ten-foot straight edge.
  - (3) Concrete pavement shall be placed to the full depth of the existing pavement or seven inches, whichever is greater. Concrete used shall not contain calcium chloride. The surface shall be given a light broom finish. The edges shall be tooled to prevent spalling at the saw-cut edge. The surface shall be evenly and completely sealed with a white-pigmented curing compound. The surface shall be protected from traffic for a minimum of three days. Tie bars shall be installed as directed by Public Works and Utility Director.
  - (4) In emergency excavations during winter months when it is not possible to replace the removed pavement with a like material, the excavation shall be temporarily resurfaced with a minimum of three inches of cold mix bituminous material. This temporary wearing surface shall be compacted and rolled smooth. These temporary wearing surfaces shall be removed and replaced with material as specified above by not later than the following June 1 except as provided above. Permanent pavements shall be replaced within 60 days of the date of the permit.

**§ 281-11. Emergency excavations.**

In the event of an emergency, any person owning or controlling any sewer, conduit or utility in or under any street may take immediate proper emergency measures to remedy dangerous conditions for the protection of property, life, health or safety without obtaining an excavation permit, provided that such person shall apply for an excavation permit not later than the end of the next succeeding business day and shall not make any permanent repairs without first obtaining an excavation permit.