

Village of East Troy

2015 Energy Drive East Troy, WI 53120

Office: 262-642-6255 Fax: 262-642-6259

Website: easttroywi.gov

Permit #: _____



APPLICATION/PERMIT TO WORK IN PUBLIC RIGHT OF WAY

THIS PERMIT MUST BE KEPT ON THE WORK SITE. DO NOT CONCEAL ANY WORK UNTIL IT HAS BEEN APPROVED BY THE INSPECTOR

The Village of East Troy, Digger's Hotline (1-800-242-8511) and all other affected utilities must be contacted a minimum of three days prior to digging.

APPLICANT CHECKLIST:

_____ Fee: \$100.00 (100-44900) _____ Completed Permit _____ Construction Plans _____ Proof of Insurance
(drawings required) (see coverage requirements on page 2)

IF DETERMINED NECESSARY:

_____ \$10,000 Bond, 1 year term from date of bond or _____ Cash Deposit \$

PERMITEE INFORMATION

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

CONTRACTOR INFORMATION

Name _____ Phone _____

Emergency Contact _____ 24 Hour Phone _____

Address _____

WORK INFORMATION

Date work to begin: _____ Date work to be completed: _____

for the purpose of _____

at (Address or location of proposed work) _____

Will this project involve - Directional Boring _____ Excavation _____

By acceptance of this permit, the Owner and Contractor, jointly and severally, agree that the work covered by this permit shall be performed in strict accordance with State law and all the provisions of [Section 423-6](#) of the Village's Municipal Code, and that the applicant will pay all damages to persons or property, public or private, including any costs incurred by the Village in defending any action brought against it for damages, as well as the cost of any appeal, that may result from the conduct of the applicant, his agents, contractors, subcontractors or employees in connection with the excavation.

Signature of Applicant _____ **Date** _____

Print Name _____ **Email** _____

Staff Use Only

Approved By: _____ **Date:** _____

Date Filed: _____ Fee Received: _____ Cash Deposit/Bond Required: Yes or No If Yes, Date Received: _____

Copies filed with: DPW, BI, PD, Fire Dept _____ Approved permit sent to applicant with copy of code 423-6 _____

NOTIFICATION OF STREET CLOSING

Any time a street or alley is closed to the public, with the permission of the Village, the contractor shall notify the Public Works Director 262-642-6255 and describe the location of the street closing and the length of time the street will be closed. The office will send copies of this application with the required drawings to the Police Department and Emergency Services notifying them of the street closing. The contractor shall contact the Public Works Department when the street may be reopened to the public.

INSURANCE

The applicant shall also be required to submit a certificate of insurance indicating public liability insurance with a solvent insurance company in the sum of at least \$1,000,000 for injury to one person and \$1,000,000 for one occurrence and \$5,000,000 umbrella policy and workers' compensation and/or employer's liability insurance for all employees employed at the site of the excavation. The applicant shall require each and every subcontractor to obtain and maintain similar policies with the same limits as those stipulated in this subsection.

CONDITIONS FOR UTILITY MAINTENANCE PERMIT

1. No open cuts are allowed in any street within this project area. Open cuts are allowed in the grass right of way only. All open areas shall be back filled and compacted the same business day if at all possible and all openings shall remain barricaded with lighted barricades until final restoration is completed. All barricades shall be checked weekly to insure they are working and properly placed until final restoration is completed.
2. Flag persons shall be provided as needed and warranted.
3. Warning signs shall be used during the period contractors are on site.
4. All gravel street shoulders shall be replaced with a minimum of 12 inches in depth of road gravel.
5. If a street opening is required due to an emergency this office must be notified prior to work being completed if at all possible or within the first business day after the event.
6. Any street opening within right of way will be slurry back filled and cold patched. Permanent patching shall be completed on or before June 1 of the same year.
7. Any damage to sidewalk shall be repaired as soon as possible after work is completed- provide frost protection as required to insure walk is replaced during this construction season if at all possible. If side walk cannot be replaced due to frozen conditions it must be replaced ASAP, but not later than May 15, and insure pedestrian traffic is directed away from construction area to a safe walking area. Walk way shall be marked and maintained during winter conditions to provide a safe walk way for pedestrians

Please call the office at (262)642-6255, x1475 when work begins, **prior to pouring concrete for inspection AND** when work has been completed. A re-inspection date must be set with this office within one (1) year of after completion of project. No work may commence until Street Opening Permit fee and Certificate of Insurance (including the Village of East Troy as an additionally insured) are received. If you have any questions contact this office at (262)642-6255, x1475.

ALL applications MUST be submitted with a self-addressed, stamped envelope, fax number or email for return of approved permit. Permits will not be approved without this information.

Any work to be completed along county or state road ways will require a state/county permit