

TOWN OF AZTALAN
APPLICATION & PERMIT FOR EXCAVATION AND/OR
PERFORMANCE OF WORK WITHIN PUBLIC RIGHT-OF-WAY

Permit No. _____

Company Name of Applicant (unless individual)	Business Phone #	
Address	Contact Person	Contact Phone #
Address and Description of Work		
Utility Project # (if available)	Estimated Start Date	Estimated End Date

The undersigned hereby applies to the Town of Aztalan for the following permit (check one):

- | | |
|---|--|
| ☐ Gas Line Installation | ☐ Electric, Telephone, Cable Installation |
| ☐ Excavation: Streets (pavement) | ☐ Excavation: Streets (not in road) |
| ☐ Pole Set | |

Fee Amount: \$ _____

See Attachment A: Schedule of Fees below to determine fee amount.

Permit Conditions

1. This document shall serve as both the application and the permit for the work.
2. This application and permit are applicable to the area as depicted on the map provided by Applicant, cross-referenced by the utility project number, and attached hereto. The Applicant must provide all information as required by **Ordinance No. 02-2023**. Issuance of the permit shall constitute permission to install and maintain the facility as depicted on the map or plans submitted by Applicant, which permission shall not require renewal, and shall continue indefinitely.
3. Applicant acknowledges the Town reserves the right, upon reasonable notice, to require removal of any facility installed within its right of way should it become necessary to employ the right of way area for Town purposes in the public interest.
4. Three (3) days prior to the start of work, Applicant shall notify the Town Highway Supervisor and adjoining property owners of the anticipated start and completion dates and the hours of operation. Notification of property owners shall be made by means of knocking on the door and if no one is home leaving a door hanger with appropriate contact information and a general description of the work to be performed.
5. Restoration of the ROW shall occur within 14 days of the work being completed unless otherwise approved by the Town Highway Supervisor.
6. All other conditions are outlined in Attachment B, attached hereto and incorporated herein by reference to this application and permit.

By signing this permit application, the applicant, his assigns, or successors agree to the foregoing as well as the additional provisions listed below.

Applicant Signature

Date

Additional Provisions: _____

Approved by:

Date

Date

Office Use Only

Fees Paid

Permit Fee \$ _____

Street Deposit: \$ _____

Other: \$ _____

Total Paid: \$ _____

Receipt #: _____

Road Deposit Inspection

Requested by: _____
Name

Date

Approved by: _____
Name

Date

ATTACHMENT A: SCHEDULE OF FEES

Permit fee. There shall be a fee imposed and collected for the review of the proposed installation of any line, service or equipment in the Town right-of-way for the transmission of gas, electrical service, telephone service or cable service, and for inspection, as follows:

1. For overhead electrical, cable or telephone service: \$300 per plan review (with each plan set being a maximum of 10 drawing sheets).
2. For underground gas, electrical, cable or television service excavation, with the term "excavation" meaning any location where pipe is placed, whether by open cut or directional drill or other method: \$300 per excavation for up to 100 linear feet; \$0.30 per excavation linear foot for each linear foot beyond the first 100 feet.

ATTACHMENT B: ADDITIONAL CONDITIONS

1. The permit is subject to the Applicant, prior to commencing construction, submitting to and receiving approval from the Town Highway Supervisor particular scale drawings and plans (scale 1"=20' unless otherwise agreed) which describe: (a.) all dimensions of any facilities that will be located above ground; (b.) all existing utilities, curbs, sidewalks, trees, hydrants, roadway pavement, and such other information as the Town Highway Supervisor may require; (c.) photo-renderings showing before and after installation conditions; (d.) updated information concerning the estimated construction starting date and full restoration date; and (e.) a complete and accurate description of any landscaping that will be done in association with the installation, including particular species of plantings, the size of the plants at the time of installation, and a planting schedule. The Town Highway Supervisor may seek guidance from the Town Board, and other Town staff as the Town Highway Supervisor deems appropriate, to ensure compliance with applicable laws and the requirements and conditions described herein. Compliance with the approved plans is required.
2. When above-ground installations are proposed, in order to minimize safety risks, all construction and work within the Right of Way shall be subject to compliance with the following standards:
 - a. There must be a four-foot clearance between the above-ground installation and any street signpost, traffic signal, street light pole or any other utility pole.
 - b. At street intersections, the above-ground installation must be placed outside of the vision clearance corner as defined by AASHTO.
 - c. At driveways, the above-ground installation must be placed outside of a twenty-five-foot vision clearance triangle extended to the back-of-curb line, unless the Applicant submits data from a traffic engineer demonstrating that a smaller distance will provide the same safety protections as twenty-five feet, to the satisfaction of the Town Highway Supervisor.
 - d. Above-ground installations shall not be located where they will conflict with planned future street widening/re-building projects. In addition, if the facilities interfere with future street widening/re-building projects, Applicant's facilities shall be moved by the Applicant, at Applicant's cost.
 - e. Above-ground installations shall not be located where they will conflict with planned future municipal utility projects. In addition, if the facilities interfere with future utility projects, Applicant's facilities shall be moved by the Applicant, at Applicant's cost.
 - f. The Town would consider installation of underground vaults in lieu of above-ground installations, on a case-by-case-basis.
3. No open cutting for a crossing will be allowed where the pavement is too narrow to maintain one-way traffic at all times, unless the Town Highway Supervisor has granted permission for a detour. Wherever the pavement is opened, the spoil shall be hauled away and the trench shall be backfilled with sand or gravel and compacted in layers. The pavement removed for a road crossing shall be replaced as per the Town Highway Supervisor specifications.
4. When one-way traffic or a detour is used, the Applicant shall provide ALL NECESSARY SIGNS, FLAGMEN AND LIGHTS required according to the Manual on Uniform Traffic Control Devices.

5. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Town Highway Supervisor. Access to all private drives and public street intersections shall be maintained, and all disturbed areas completely restored.
6. Any trenching, tunneling or excavating shall be performed in accordance with the requirements of OSHA and the applicable Wisconsin State Administrative Code requirements, and any applicable local regulations.
7. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
8. Upon completion of the work the Applicant shall file a written notice with the Town Highway Supervisor.
9. The Applicant agrees to indemnify and hold harmless the Town of Aztalan and each and every of the Town's elected and appointed officials, officers, employees, agents, contractors and representatives from any and all costs and expenses (including reasonable attorney fees) arising out of any and all claims by any person(s) for damages arising out of or related to the work performed by the Applicant pursuant to this Permit.
10. The Applicant agrees to abide by and comply with all applicable federal, State of Wisconsin, County of Jefferson, and Town of Aztalan codes, statutes, ordinances, regulations, and other lawful orders.
11. Except for the grant of the attached Permit pursuant to the Town's Ordinances, this action by the Town shall not constitute nor be construed as a grant of any permit, license, franchise or permission otherwise required under federal, state or local law. In the event the plans must be revised to comply with such applicable laws, a new Permit application is required.