

**PERMIT TO CONSTRUCT, MAINTAIN OR REPAIR UTILITIES ON HIGHWAY RIGHT-OF-WAY  
OR PUBLIC PROPERTY**

City of Hartford, 109 N. Main Street, WI 53027 – Phone: (262) 673-8263

City of Hartford \_\_\_\_\_

**PERMITTING AUTHORITY      PERMIT NUMBER**

**REQUEST by APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Extension: \_\_\_\_\_ Office Fax: \_\_\_\_\_

**Work Location**

Address: \_\_\_\_\_

Limits: \_\_\_\_\_

**Plans Prepared by**

: \_\_\_\_\_

**Copy Enclosed:**     Yes

**Facility Type (check all that apply) and Description**

- Communications     Electric     Gas/Oil     Water     Sewer     Casing  
 Conduit     Other: \_\_\_\_\_

**Facility Orientation (check all that apply)**

- Underground     Overhead     Crossing     Parallel to right-of-way  
 OSOW high clearance route     Structure Attachment

**Proposed Work Methods (check all that apply)**

- Trench     Plow     Place fill     Rock Blasting     Place cable in conduit  
 Open cut pavement     Hand/mechanical excavation     Directional Bore with Conduit

**Estimated Work Start Date:** \_\_\_\_\_ **Work Finish/Restoration Date:** \_\_\_\_\_

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions set forth by the City of Hartford.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of authorized Utility Representative/Title

**PERMIT APPROVAL BY PERMITTING AUTHORITY**

The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.

**Other Special Provisions: Sanitary/Storm Laterals Cannot be located in the permitted area. See attached permit conditions.**

By: \_\_\_\_\_ Title: City Engineer Date: \_\_\_\_\_  
Signature

## PERMIT PROVISIONS AND CONDITION OF ISSUANCE

Pursuant to Wisconsin Statutes, this permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern:

1. The Applicant agrees to indemnify and hold harmless the Permitting Authority, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the 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 constructing and maintaining the permitted facilities shall be the obligation of the Applicant unless a contract for such costs has been executed.
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 Permitting Authority 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 Permitting Authority 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." When a detour is allowed, local newspapers shall be notified by the Applicant in advance of the work being started.
5. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Permitting Authority or its representative. 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 requirements of OSHA and the Wisconsin Department of Industry, Labor and Human Relations, 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 Permitting Authority.
9. All utilities shall be located within three feet of the right-of-way limits unless specific dimensions are shown on the attached sketch.
10. All marked utilities shall be potholed to confirm location and depth.
11. Applicant will notify the City of Hartford Engineering Dept. 48-hours in advance of mobilizing to the work site at (262) 673-8263 or email [jgriffin@ci.hartford.wi.us](mailto:jgriffin@ci.hartford.wi.us)

12. Concrete pavement repairs shall be performed in accordance with Section 416 of the STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
13. Sidewalk, curb & gutter, and driveway repairs shall be completed in accordance with the City of Hartford, WI construction specifications. When replacing sidewalk, the contractor shall verify ADA accessibility and complete the repair accordingly.
14. If the applicant has chosen to install the proposed utility by horizontal directional drilling which may result in damage to other utilities and public and private property. The City of Hartford expects the Utility Owner, Designer and Contractor to anticipate and plan for construction conflicts in the work area that may affect safety of the workers, the public, property, and the environment. The contractor shall prioritize the investigation, repair or compensation for damages resulting from the work.
15. Contractor is solely responsible for locating all water and sewer laterals and acknowledges that the sanitary sewer laterals are not always oriented perpendicular the sanitary sewer centerline.
16. Pursuant to § 182.0175(2m)(bm), Wis. Stats., the City is providing notice that no laterals connected to sewer or water facilities will be located by the City and that, to the extent that records are readily available, any existing maps, drawings, diagrams or other records are available upon request to the City of Hartford Engineering Department. If, upon request from the Contractor, City has no available records, the City will notify the Contractor.
17. Permittee shall televise all sanitary and storm sewer and related laterals within 30 days of project completion and provide hardcopy and digital record of the data to the City of Hartford Engineering Department.