

# Village of Pardeeville

## APPLICATION FOR UTILITY CONSTRUCTION IN Village RIGHT-OF-WAY

### 1. APPLICANT INFORMATION

Date of Application \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Contact Person \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_

### 2. CONTRACTOR INFORMATION

Contractor to Perform Work \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_

### 3. PROPOSED WORK

A. **SCHEDULE** Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_  
\*Permit Expiration Date \_\_\_\_\_

\*Permit is valid for 30 days unless otherwise approved by the Administrator/DPW

### B. ADDRESS(ES) OR LOCATIONS OF PROPOSED WORK

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

### C. TYPE OF FACILITY

(Check all boxes that apply)

Water  Hydrant  Sanitary Sewer  Storm Sewer  Utility Service Connection  N Gas  
 Electric  Telecommunications  CATV  Sewer and/or Water Lateral  Fiber Optic  
 Other \_\_\_\_\_

D. **PURPOSE** (Check all boxes that apply)  Install  Repair  Replace  Abandon  
 Other \_\_\_\_\_

### E. LIMITS OF WORK (Check boxes that apply)

Driving Lane  Parking Lane  Terrace  Sidewalk  Easement/Greenway  
 Other \_\_\_\_\_

### F. TRENCH TYPE AND/OR BORE (Attach dimensional sketch)

Asphalt (Open Cut)  Concrete (Open Cut)  Green Space (Open Cut)  Bore

**4. APPLICATION CHECKLIST (The following items are required)**

- Call Diggers Hotline at 800-242-8511.
- No permits between 11/30 and 4/1, unless authorized by the Administrator/DPW
- Attach dimensioned sketch identifying the proposed work area and improvements.
- Identify location of proposed boring(s).
- Identify any proposed new surface structures or abandonment and removal of structures.
- Certificate of Insurance, per Ordinance with Village named as additional insured (\$500,000 per person, \$500,000 property damage, \$500,000 per incident).
- Read and comply with Village of Pardeeville Standard Specifications, General Permit Provisions and Conditions of Issuance.
- Indemnity Bond in the amount of the cost of the project (minimum \$5,000) or \$1,000 cash deposit.
- Application fee of \$150 attached.
- \*Cash deposit of \$1,000 attached or provide bond above.

\*If payment is made by check, attach a photo copy of the check on the back of the permit.

**5. PROJECT/CONSTRUCTION CHECKLIST –**

**REQUIRED INSPECTIONS (Sewer, Water, Sidewalks, Driveway Aprons)**

- Traffic Control
- Initial Excavation
- Backfill Compaction
- Field Inspection required during construction
- Follow-up Inspection After All Restoration Is Fully Established

**6. SPECIAL CONDITIONS**

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In consideration of being permitted for utility construction, the permit holder hereby agrees that it will faithfully comply with the terms of the permit as issued by the Village of Pardeeville, including the General Permit Provisions and Conditions of Issuance and any Special Provisions; that it will comply with all applicable statutes, ordinances, rules and regulations of the State of Wisconsin and the Village of Pardeeville; that it will indemnify, defend and hold the Village of Pardeeville harmless from any and all claims, liability, loss, damage or expense incurred by the Village of Pardeeville on account of any injury or death of any person or any damage to property caused by or resulting from activity or work performed under this permit, and that it hereby agrees to purchase comprehensive public liability insurance showing the Village of Pardeeville as an additional insured and shall provide thirty (30) days written notice to the Village upon cancellation or material change in the policy; that it will at all times keep the place where such excavation or construction is made properly guarded by day and lighted by night; that it will leave the street, sidewalk, alley, or terrace in as good or better condition than existed when the work was commenced; that all restoration of the street, sidewalk, alley or terrace affected by acting upon this permit shall be completed within fifteen (15) calendar days of the closing of the excavation; the permit holder shall guarantee

their work and shall maintain it for twelve (12) months following the date of completion and acceptance by the Village; that if this project requires a detour, it will provide the Village Director of Public Works (DPW) seventy-two (72) hours' notice prior to commencement of; that it agrees this permit may be voided by the DPW if the work is not started within a reasonable length of time after the above-stated starting date; and that it will comply with Village Standard Specifications, General Ordinances, Erosion and Stormwater Runoff Control, as well as State and Federal Rules and Regulations, as may apply. This permit is valid for 30 days unless authorized otherwise. If not completed within 30 days, the Village shall retain the cash deposit and a new permit will need to be obtained. AT THE COMPLETION OF A PROJECT, ALL UTILITY FLAGS FROM DIGGERS HOTLINE TICKETS SHALL BE REMOVED AND DISPOSED OF AT THE CONTRATOR'S EXPENSE.

Date of Application \_\_\_\_\_  
Signature of Authorized Permit holder Representative \_\_\_\_\_  
Please Print Name and Title of Authorized Permit holder Representative \_\_\_\_\_  
\_\_\_\_\_

Please contact the following Village Staff for inspections:

Village Administrator/Director of Public Works: Erin Salmon, 608-429-3121

Clerk/Treasurer/Zoning Administrator: Jennifer Becker, 608-429-3121

Submit completed application to:

Village of Pardeeville Attn: Jennifer Becker 114 Lake Street; PO Box 217 Pardeeville, WI 53954

**For Office Use Only**

Permit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Approval of Work Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Director of Public Works

Date Deposit Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk/Treasurer

-----End of Application-----

-----NOTICE TO CONTRACTOR-----

***(Give this sheet to the person applying for the application)***

\*Permit Expiration Date \_\_\_\_\_

\*Permit is valid for 30 days unless  
authorized otherwise

The Owner/Contractor must call to schedule these required inspections:

- Sewer Lateral work in the R.O.W. shall be inspected by the DPW/Dept of Public Works - Water Lateral work in the R.O.W. shall be inspected by the DPW/Dept of Public Works - Sidewalk – forms need to be checked prior to pour - Curb Modification – forms and widths to be confirmed prior to pour - Asphalt Patch Work – depths need to be confirmed prior to paving - Driveway Apron - forms and widths to be confirmed prior to pour

The Owner/Contractor must call to schedule a final restoration inspection **prior** to the return of the \$1,000 deposit. If not completed within 30 days, the Village shall retain the cash deposit and a new permit will need to be obtained. This also includes all utility flags from diggers hotline tickets be removed and disposed of.

(If none of the above apply, please dismiss this notice)

Call the Village for inspections from 7:30 – 3:30, Monday-Friday Phone: 608-429-3121

Contact: Erin Salmon, Administrator/Director of Public Works

Please provide address, type of inspection and name of contractor.

If any questions, we can have an on-site meeting prior to construction.