



**TOWN OF PHELPS**  
4495 Town Hall Rd, PO Box 157,  
Phelps, Wisconsin 54554  
townclerk@phelpswi.gov

PERMIT NUMBER: \_\_\_\_\_

**APPLICATION/PERMIT TO CONSTRUCT, OPERATE AND  
MAINTAIN UTILITIES WITHIN HIGHWAY/TOWN ROAD RIGHT-  
OF-WAY OR ON OR ACROSS TOWN OWNED PROPERTY**

Applicant/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Plans Prepared By: \_\_\_\_\_  
Preparer's Phone: \_\_\_\_\_

**LOCATION INFORMATION**

Town of Phelps Highway(s)/Town Road, or  
Property Parcel/Fire Number:

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

\_\_\_\_ 1/4 of the \_\_\_\_ 1/4 Sec \_\_\_\_ T \_\_\_\_ N R \_\_\_\_ E

**ADDITIONAL INFORMATION**

Annual Service Connection Permit? \_\_\_\_ Yes \_\_\_\_ No

Utility Work Order # \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK (Check and fill out all that apply)**

UTILITY TYPE: \_\_\_\_ Electric \_\_\_\_ Gas/Petroleum \_\_\_\_ Communications \_\_\_\_ Water \_\_\_\_ Sanitary Sewer \_\_\_\_ Private Line  
\_\_\_\_ Transmission \_\_\_\_ Distribution \_\_\_\_ Service Facility Size/Capacity: \_\_\_\_\_  
(diameter, #fibers, psi, Kv, etc.)

ORIENTATION: \_\_\_\_ Overhead \_\_\_\_ Underground \_\_\_\_ Parallel to hwy centerline \_\_\_\_ Hwy crossing \_\_\_\_ Bridge attachment \_\_\_\_ Tunnel

WORK TYPE: \_\_\_\_ New construction \_\_\_\_ Improve/repair existing \_\_\_\_ Maintenance \_\_\_\_ Removal \_\_\_\_ Abandon in place

CONSTRUCTION METHOD(S): \_\_\_\_ Plow \_\_\_\_ Trench \_\_\_\_ Bore \_\_\_\_ Suspend on poles/towers \_\_\_\_ Open cut hwy \_\_\_\_ Cased  
\_\_\_\_ Tree cutting/removal \_\_\_\_ Chemical treatment of trees/brush Erosion Control Designation: \_\_\_\_ Major \_\_\_\_ Minor

Provide additional narrative if needed: \_\_\_\_\_

NAME AND PHONE NUMBER OF UTILITY REPRESENTATIVE RESPONSIBLE FOR CONSTRUCTION:

Estimated Starting Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of issuance in effect at the time of this application, and with any special provisions listed attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

BY: \_\_\_\_\_  
Signature of Applicant Authorized Representative Title Date

\_\_\_\_\_  
Typed/Printed Name of Person Signing Above Authorized Applicant Representative Telephone Number

**DO NOT WRITE BELOW THIS LINE**

**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 of issuance in effect on the date of this approval, and with any special provisions attached hereto.

Supplemental Provisions Attached: \_\_\_\_ Yes \_\_\_\_ No

BY: \_\_\_\_\_  
Signature of Authorized Representative for Town Title Date Approved

**PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE**

Pursuant to s. 86.07(2), 86.16 and 182.017, Wisconsin Statutes, this permit is granted to allow performance of the specific work described herein. The following standard provisions and any special provisions included 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 trenches, 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.

### **SPECIAL REQUIREMENTS**

1. Boring - the Utility Company shall have bore pits located outside the Clear Zone and shall not interfere with highway drainage. The depth of bury for underground facilities within the Right-Of-Way shall be a minimum of 24 inches below the bottom of the ditch line. The depth of bury for underground facilities crossing the highway shall be a minimum of 30 inches below the bottom of ditch line. The Right-Of-Way shall be restored to its previous condition.
2. Appurtenant facilities such as pedestals, manholes, vents, drains, rigid markers, valve and regulator pits, etc., should be located outside of the clear zone and near or at the Right-Of-Way line. Manholes, valve, pits, etc., should be installed so that their uppermost surfaces are flush with the adjacent undisturbed surface.
3. Traffic Control - All work zone traffic control will be in accordance with the Wisconsin Manual on Uniform Traffic Control Devices.
4. Erosion Control - The Utility Company shall use the appropriate erosion control Best Management Practices (BMPs) to contain soil directly at the site to prevent disturbed soil from getting into nearby waterways and wetlands. All appropriate erosion control devices shall be in place prior to starting construction activities. Temporary seeding shall be used as necessary after rough grading and before completion of the project. The Utility Company shall ensure that erosion control BMPs used to protect restored areas remain in place until replacement vegetation achieves sustained growth. The Utility Company shall take all precautions necessary to prevent mud, dirt, or other debris from being deposited on the shoulder or pavement of all access roads or highways. Any materials deposited on the shoulder or pavement shall be removed immediately.
5. Right-Of-Way Restoration - Upon completion of the work, all disturbed areas shall be restored. All disturbed sites will require a seed mixture that includes a quick sprouting variety with fertilizer and mulch.
6. Notifications/ Contacts- Utility Company is required to notify this department at least three (3) days prior to work being performed and within ten (10) days upon completion.