

**TOWN OF ALBION**  
**ROAD OPENING /ROAD ENCUMBRANCE PERMIT**

**THIS APPLICATION MUST BE SUBMITTED BY THE UTILITY COMPANY.**  
**NO AGENTS MAY APPLY.**

Utility Company \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Parcel #002/0512- \_\_\_\_\_  
Phone number where owner can be reached during the day \_\_\_\_\_  
Road opening location: North/South/East/West side of \_\_\_\_\_  
**Attach a site map of the opening/encumbrance location showing all dimensions.**  
Proposed Opening to be \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long  
Proposed Opening: Check all that apply.  
Road \_\_\_\_\_ Curb \_\_\_\_\_ Gutter \_\_\_\_\_ Sidewalk \_\_\_\_\_ Right-of-way \_\_\_\_\_

**Attach a list of all contractors and contact number for each**

Purpose of Opening: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**APPROVED OPENING DATE**

\_\_\_\_\_  
**MANDATORY COMPLETION DATE**

Permission is hereby granted, pursuant to the approval of the Town Board on the date listed below, for the utility company, \_\_\_\_\_, to make an excavation/encumbrance at the above described location, provided that the utility company abides by all ordinances and regulations as set forth in the Code of the Town of Albion, all policies and requirements as attached, and any additional special request or provision made by the Public Works staff and Town Board.

Special Provisions \_\_\_\_\_  
\_\_\_\_\_

**This permit is void if work is not completed by the above stated completion date and in all cases terminates ninety days from the date of issuance.**

**FEE:**

Road Opening Damage Deposit (returned upon Town Board approval after completion)	\$ 5000.00
<b>Basic Permit Fee</b>	<b>\$ 100.00</b>
Additional _____ square feet x \$ _____ per sq. ft. on roads with surface 3 years old or newer.	\$ _____
<b>TOTAL FEE</b>	<b>\$ _____</b>

\_\_\_\_\_  
**Public Works Authorization**

\_\_\_\_\_  
**Town Board Authorization**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

I acknowledge and agree that \_\_\_\_\_ (utility company) is responsible for any damage to the roadway, shoulder, right-of-way, curb, gutter, and all public structures and property, which occurs during the construction process, up to and including any time period until receiving a final inspection notice from the Albion Town Board. I agree that the damage deposit of \$5000 made will be retained until the Town Board acts to release the deposit. Costs for any damage, solely determined by the Town, will be deducted from the deposit prior to return. I have read and agree to all the terms and conditions in the Road Opening Policies and Requirements as attached.

\_\_\_\_\_  
Utility Company Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Representative

\_\_\_\_\_  
Date

Actual Opening Date \_\_\_\_\_

Actual Closing Date \_\_\_\_\_

Inspection Date \_\_\_\_\_ 1 Yr Inspection Date \_\_\_\_\_

Certification of Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Public Works Signature

\_\_\_\_\_  
Date

Date deposit authorized to be *returned* by Town Board: \_\_\_\_\_

Date deposit authorized to be *held* by Town Board: \_\_\_\_\_

Reasons \_\_\_\_\_

\_\_\_\_\_

Date deposit returned by Clerk/Treasurer: \_\_\_\_\_

**TOWN OF ALBION**

**LIABILITY AGREEMENT**

The applications for the permit provided for in the preceding subsection shall state the purpose for which the permit is desired and the proposed location, and shall contain an agreement that the applicant shall pay all damages to persons or property, public or private, caused by the applicant, his agents, employees or servants in the doing or erection of the work for which the permit is granted. Any applicant may be required, as a condition to the granting of a permit, at the discretion of the Public Works personnel or Town Official, to file an undertaking, in such amount as the Public Works personnel or Town Official shall determine, to leave the road and right-of-way in as good condition as the same was in when the permitted activity was commenced, keep the place where the excavation is made properly guarded by day and lighted by night and to save the Town harmless from any damages, costs and charges that may accrue from the applicant's use of such street or sidewalk by reason of such permitted activity.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

## Town of Albion

### ROAD OPENING /ENCUMBRANCE POLICIES AND REQUIREMENTS

1. The Road Opening/Encumbrance Permit shall be prominently displayed on the work site during the entire term of work through completion.
2. The Utility Company must call Diggers Hot Line (1-800-242-8511) prior to any opening, for marking of the work area.
3. The entire work area must be properly guarded by day, barricaded, and lighted by night during the entire term of work through completion.
4. All work must take place in the non-emergency time window for the operation of construction-related equipment from 7:00 a.m. to 7:00 p.m. from Monday through Friday.  
**In case of emergency:**
  - (a) The property owner/Utility Company must notify the Public Works staff at (608)884-2283 or ((608)501-4764 from Monday through Thursday, 7:00 a.m. to 3:00 p.m.
  - (b) Outside the Public Works hours listed above, the property owner must notify a Town Board member or call (608)501-4764
5. All bituminous and concrete surface openings must be saw cut. All saw cuts must be crack- sealed at completion.
6. All material unsuitable for backfill and compaction must be removed from site.
7. Only granular backfill suitable for compaction is permitted.
8. All backfill shall be free from lumps or stones larger than 3" in diameter and any foreign material.
9. All backfilling shall be done in 8" lifts and be thoroughly compacted by mechanical means before the next lift is deposited into the trench, or at depths and intervals determined by Public Works personnel.
10. The final 6" lift shall be a compacted base course of ¾" crushed stone.
11. The Utility Company must contact the Public Works Staff (608)501-4764 when ready to close. Inspection will be done while closure takes place.
12. A temporary patch shall be placed the same day as closure.
13. During the months of May through September, a 4" permanent hot mix patch (for bituminous surfaced roads), shall be in place and compacted within 4 working days of backfilling.
14. For concrete surface roads, curb, and gutter, the pavement patch shall be reinforced concrete having the same thickness as the existing road, but no less than 6".
15. During the winter months, or when hot mix is unavailable due to plant closure, a temporary blacktop patch consisting of 3" cold mix may be placed over the 6" compacted base course.
16. As soon as possible, but no later than May 15<sup>th</sup>, the temporary patch shall be replaced by a permanent surface as described in Item 12 and 13. If this requirement is not completed by May 15<sup>th</sup>, or the 4 day deadline, the utility company shall forfeit the \$5,000 deposit.
17. The property owner shall guarantee the repair against settling and cracking for 1 year from the date of closure.
18. Road repairs found to be unsatisfactory by the Public Works staff or other Town official shall be repaired and billed to the applicant.
19. All costs incurred by the Town for repairs of roads will be assessed to the improved property if not paid by the property owner within ten days of the date of the Town's invoice.
20. Utility Companies with a history of non-compliance with the policies and requirements of the road opening/encumbrance permit process may be denied future permits.
21. If any work is started before obtaining permits, fees will double.
22. Any utility box(s) installed in the road right of way shall be installed with a marker. The Town of Albion is NOT RESPONSIBLE for any damage caused to utility boxes that do not have a marker.