Town of Medina
634 Hwy 19
PO Box 37
Marshall, WI 53559
Phone: (608) 655-3030
Email: clerk@townofmedina.org

**www.townofmedina.org**
**PUBLIC WORKS**          *($250.00 Non-refundable Permit Fee)*

**PERMIT TO CONSTRUCT, MAINTAIN OR REPAIR UTILITIES WITHIN HIGHWAY RIGHT OF WAY**

**REQUEST BY APPLICANT**

Permit issued to _____

Address _____

_____

Permit requested by _____

Highway/Street Identification
In _____

Address/Cross Street:
_____

Sec. _____ R_____ E

Date: _____

Plan Ref. # _____

Office Phone _____ Mobile Phone _____ Fax # _____ E-mail Address _____

Type of Utility Installation: _____

Plans Prepared By _____          Plan Enclosed _____ Yes _____ No

Utility Location is          _____ to cross right of way          _____ parallel to right of way
                            _____ overhead                       _____ underground

Proposed Method of Installation

UNDER ROADWAY          OTHER LOCATIONS

_____ jack & bore        _____ tunnel          _____ suspend on poles          _____ cased
_____ open cut           _____ jack & bore     _____ suspend on towers         _____ trench
                           _____ open cut        _____ plow

Estimated Starting Date _____          Estimated Restoration Date _____

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, any special provisions listed below or attached hereto, and any and all plans, details or notes attached hereto and made a part thereof.

BY _____          TITLE _____
     Signature of Authorized Utility Representative

                                             DATE _____

………………………………………………………………………………………………………………………………………

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: _____

_____

_____

BY _____          TITLE _____

 Signature of Authorized Town Representative

_____          DATE _____

**TOWN OF MEDINA – RIGHT OF WAY PERMIT**
**PERMIT PROVISIONS AND CONDITIONS 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 the appropriate slurry backfill.   The pavement removed for a road crossing shall be replaced as per the Permitting Authority specifications.  Generally replaced in kind to the original depth.

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, if ordered.

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 the requirements of OSHA and the Wisconsin Department of Commerce 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.

NOTE:  Submit one set of plans with the permit request.