

## APPLICATION FOR WORK IN TOWN RIGHT-OF-WAY

### REVIEW AND APPROVAL PROCESS

Prior to the approval and commencement of any ROW work in the Town, a utility must provide the following at least 2 weeks in advance of projected work start date:

1. **Completed application and signed indemnification statement**
2. **Fees, payable to Town of Schley:**  
Base Permit \$50 PLUS  
Tier 1 Fee: \$50 for drop lines & small utility repairs under 50 feet OR  
Tier 2 Fee: \$1.00 per linear foot for projects exceeding 50 feet, maximum of \$500
3. **Proof of current year insurance coverage** (if not already on file)
4. **Map and description** of all proposed work locations in the Town
5. **Notification** to the administrator/clerk and affected residents at least 24 hours in advance of each project
6. **Neighbor outreach** when property on or adjacent to the work route may be affected by construction or excavation.

**New or relocated utility lines that will remain  
above-ground require Town Board review.**

Any such project must submit all required items at least 2 weeks prior to the next Town Board meeting. The Schley Town Board meets the 2<sup>nd</sup> Monday of every month.

The Town Clerk will check for payment of fee, current certificate of insurance, timely submittal and indemnification form. The Town Chairman will review for project location/specifics and will inspect the work upon completion.

**Town mailing address:**

Town of Schley Clerk  
W1981 Heineman Rd.  
Merrill, WI 54452

**For questions, please contact:**

- Town Chairman: Tim Klimek, 715-921-2543
- Town Clerk: schleyclerk@gmail.com

## APPLICATION FOR WORK IN TOWN RIGHT-OF-WAY

### SECTION 1 *(completed by applicant)*

Date Work to Commence: \_\_\_\_\_ Application Date: \_\_\_\_\_

Applicant/Utility Name: \_\_\_\_\_

Applicant/Utility Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Evening/Alternate: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Work Location(s) in Town of Schley\*:

**Affected Resident(s) Contacted? YES / NO; If YES, when?** \_\_\_\_\_

Name of Contact for Questions: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**\*Please include a drawing** and description of the work/site(s) proposed. Completed application must be received by the Clerk at least 2 weeks prior to work start date. Town Board approval is required for new or relocated utility lines that will remain above-around. Please contact the Town Clerk at [schleyclerk@gmail.com](mailto:schleyclerk@gmail.com) to be scheduled for Town Board review.

**Permit Requirements.** Applicant shall:

- Comply with Schley Town ordinance O-2024-9-9-R.
- Contact the Town Clerk ([schleyclerk@gmail.com](mailto:schleyclerk@gmail.com)) at least 24 hours before work begins.
- Bury all cable a minimum of 36 inches by drilling under the roadway.
- Not cut the road surface.
- Return the ROW to its original condition.
- Permit is valid for 60 days from the date of approval. Extensions may be granted for good cause.

### SECTION 2 *Approval (completed by Town)*

Application complete	YES
Certificate of Insurance filed	YES
Statement of Indemnification signed	YES
Fees Received:	YES
\$ 50 base permit	Check #:
\$ 50 for projects under 50 feet	
\$ 1.00 fee per linear foot for projects exceeding 50 feet	

\_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL:  
by Town Clerk \_\_\_\_\_ Date: \_\_\_\_\_

by Town Chairman \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 3 *Satisfactory completion of project*

Inspected by Town Chairman \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION FOR WORK IN TOWN RIGHT-OF-WAY

### STATEMENT OF INDEMNIFICATION

Pursuant to Town of Schley Ordinance O-2024-9-9-R Sec. 2.1, before a permit for excavating or opening any street or public way may be issued, the applicant must sign the following statement of release and indemnification.

I (we) represent that, as representative(s) of the entity requesting a permit to do work within the right-of-way of the public road(s):

**Name of Company**

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I (we) hereby release the Town of Schley and its agents, employees and officers from all liability for accidents and damage caused by any of the work covered by my permit, and that I (we) will fill up and place in good and safe condition all excavations and openings made in the road, and will replace and restore the pavement over any opening I (we) may make as near as can be to the state and condition in which I (we) found it, and keep and maintain the same in such condition, normal wear and tear excepted, to the satisfaction of the Town Board for a period of two (2) years, and that I (we) will pay all fines imposed upon me (us) for any violation of any rule, regulation or ordinance governing road openings or drain laying adopted by the Town Board and will repair any damage done to existing improvements during the progress of the excavation in accordance with the ordinances, rules and regulations of the Town. Such statement shall also guarantee that if the Town shall elect to make the street repair, the person opening the street will pay all costs of making such repair and of maintaining the same for one year.

I (we) shall be responsible therefore for two (2) years from the date of the completion of the work and shall file a written guarantee or surety bond to that effect with the Town.

I (we) agree that whenever the Town Board shall find that any such work has become defective within two (2) years of the date of completion, it shall give written notice thereof to the contractor or to his surety stating the defect, the work to be done, the cost thereof and the period of time deemed by the Town Board to be reasonably necessary to complete said work. After receipt of such notice, the contractor or the surety must, within the time specified, repair the defect or indemnify the Town for the cost of doing the work and set forth in the notice.

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**Authorized signature**

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**Position/title**

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**Date**

*Signed indemnification effective for one calendar year. A new statement must be filed with the Town for each year that ROW work is requested in the Town.*