



# CITY OF BURLINGTON RIGHT-OF-WAY PERMIT APPLICATION

The City of Burlington, Digger's Hotline (1-800-242-8511), and all other affected utilities must be contacted a minimum of three working days prior to digging. For emergency work, permit must be secured within two business days from the Building Inspector's office at 300 N Pine Street for performance of any work in the Right-of-Way.

DATE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_  
(FOR STAFF USE)

FEES:  \$200 Deposit +/- Actual - EXCAVATION BELOW GRADE

\$30 – SIDEWALK OR DRIVEWAY APPROACH *(if curb & gutter is broken, or currently does not meet City standards, it will be the responsibility of the applicant to replace the curb & gutter, at the discretion of the Inspector, in the field)*

Driveway approach     Replacement of driveway     Alteration to existing driveway  
*(must be 6" thick)*

Sidewalk repair through driveway – sidewalk must be 6" thick

NO FEE – PARKWAY TREE – Species \_\_\_\_\_ Location: \_\_\_\_\_  
*(include map or drawing on back of this page)*

PAYMENT:     cash     check *(made payable to City of Burlington)*     charge

## CONTRACTOR / PRIMARY CONTACT

PRIMARY CONTACT/CONTRACTOR NAME: \_\_\_\_\_  
\_\_\_\_\_  
CONTRACTOR ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
FOR SEWER & WATER – STATE LICENSE TYPE & #: \_\_\_\_\_

## EXACT LOCATION & DESCRIPTION OF WORK

ADDRESS / INTERSECTION / LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
DESCRIPTION OF PROPERTY *(CHECK ALL THAT APPLY)*  
 Single Family Residential     Multi Family Residential     Non Residential  
 Street     Other \_\_\_\_\_  
DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_  
\_\_\_\_\_  
DATE WORK TO BEGIN: \_\_\_\_\_ DATE WORK TO BE COMPLETED: \_\_\_\_\_  
DATE \$2,000 CERTIFIED OR CASHIER'S CHECK FILED: \_\_\_\_\_ CHECK # \_\_\_\_\_

**SPECIAL PROVISIONS FOR PERMIT TO WORK WITHIN THE PUBLIC RIGHT-OF-WAY**  
 (ALL ITEMS BELOW MUST BE CHECKED INDICATING ACCEPTANCE & UNDERSTANDING OF THE PROVISIONS OF THIS FORM)

- 1. **The City Building Inspector** must be contacted with your schedule of work, prior to beginning excavation. The Building Inspector can be reached at 262-342-1164.
- 2. All applicants shall properly guard all work within the right-of-way according to Part VI of the Manual on Uniform Traffic Control Devices, current edition. Including, but not limited LIGHTED barricades after dark.
- 3. **WisDOT Slurry Backfill must be used under all paved areas. The mix for each cubic yard required is: 1,350 lbs. of sand; 750 lbs. #1 Stone; 1,150 lbs. #2 Stone; 25 gallons of water.**
- 4. All work under pavement must be bored. If boring tool gets lodged under any pavement, City Building Inspector must be contacted at 262-342-1164, prior to open cutting street. In that event, Items 3 and 6 must be followed.
- 5. All work under the drip line of any trees shall be bored. Any tree damaged by the applicant's operations shall be treated by a professional arborist to remove broken branches. Trees will be monitored for 24 months following the project. Trees which suffer more than 30% damage to branches or die-back from root damage shall be replaced at the applicant's expense.
- 6. All excavations in permanently improved streets shall be made by saw cuts around the perimeter of the excavation. After excavation, prior to patching, perimeter must be re-sawed one foot back onto undisturbed subgrade. All pavement types must be restored to previously existing condition. Where concrete pavement has been overlaid with asphalt pavement, concrete pavement must be replaced and doweled in place as directed by the DPW. It shall then be overlaid with asphalt pavement.
- 7. Tunneling of curb shall not be allowed. Curb must be removed and replaced if curb is exposed in the trench. When replacing curb, it must be tied to existing curb with 2 driven 1/2" tie rods in the pan of the gutter, at both ends of the pour. No curb sections shall be smaller than 4 ft. in length. Curb shall be placed over a four inch (4") road gravel base.
- 8. The pavement must be protected from any scarring. Dumping of materials on the pavement, whether it be sand, gravel, spoil material, or other construction material shall be **PROHIBITED**. No track equipment shall be off-loaded directly on the pavement. It must either be off-loaded on to planks, or off pavement.
- 9. Applicant is responsible for contacting owners and/or tenants, regarding disruption of foot or vehicular traffic
- 10. Detour permit is required from the WisDOT
- 11. Permit to excavate in highway right-of-way is required from WisDOT
- 12. Parkway must be restored to its original condition. If parkway currently has grass, it must be restored with 4" of topsoil, seed, fertilizer and mulch.
- 13. Other Conditions: \_\_\_\_\_
- 14. Staff Comments: \_\_\_\_\_

Acceptance of this permit implies that the Owner and Contractor, jointly and severally, agree that the work covered by this permit shall be performed in strict accordance with all the provisions of Section 274-13 through 274-30 of the Municipal Code, all specifications of the City of Burlington and the laws of the State of Wisconsin pertaining to the above described work. Applicant also agrees to any special conditions listed hereon, and agrees to keep and save the City free and harmless from any damages or claims against it by reason of any failure, fault or neglect of the applicant, the applicant's agent, servants or employees in the execution of the work or exercise of the privilege for which such permit is granted.

**Applicant guarantees all work and shall maintain it for 24 months following its completion, according to Section 274-21B.**

**RECEIPT OF THE ABOVE CONDITIONS FOR RIGHT-OF-WAY PERMIT IS HEREBY ACCEPTED BY:**

**CONTRACTOR/APPLICANT**  
 SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 City of Burlington