



PUBLIC WAY DISTURBANCE PERMIT APPLICATION

For any work disturbing streets, ROW, sidewalks, terrace, curb, gutter, or public way

1. APPLICANT / CONTRACTOR

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

24-Hr Emergency Contact (Name / Phone): _____

2. HOMEOWNER/UTILITY OWNER or REPRESENTATIVE (Performing work for)

Homeowner/Company Name:

Contact Person:

Address: _____

Phone: _____ Email: _____

24-Hr Emergency Contact (Name / Phone): _____

3. LOCATION OF WORK

Project Address / Location:

Estimated Start Date: _____

Estimated End Date: _____

4. WORK DESCRIPTION

Brief Description:

Method (Check all that apply):

Trenching/Excavating Boring Saw Cutting Core Drilling

Other: _____

4. PUBLIC WAY AFFECTED (Check all that apply)

Asphalt Pavement Concrete Pavement Sidewalk Terrace

Curb & Gutter Shoulder Other: _____

Start Date: _____ End Date: _____

5. TRAFFIC CONTROL (Check one)

No traffic impact

Traffic control required (Plan attached)

* Must conform to Wisconsin MUTCD

6. GENERAL REQUIREMENTS (Check list)

Digger's Hotline (811) notified

Village approval prior to work

Work per Village standards

Site maintained in safe condition

Village inspections permitted

7. CORE DRILLING (If Applicable) (Checklist)

Cores fully removed

No cores left reset or glued

Holes slurried same day

Flowable, non-shrink slurry

Cold patch not used (unless approved)

8. EXCAVATION & PAVEMENT RESTORATION REQUIREMENTS

Minimum Patch: 2' x 2' minimum asphalt

Removal: Full-depth saw cut, straight edges

Pavement Section (Unless Directed Otherwise):

Local / Residential

1.5" Surface 3.5" Binder Aggregate base match existing

Collector / Arterial

2" Surface 4" Binder Aggregate base match existing

All materials meet WisDOT specifications

9. SIDEWALK / CURB / TERRACE REQUIREMENTS

- Full panel replacement
 - 5,000 PSI air-entrained concrete
 - 4" topsoil and seed/sod
 - Rebar tied to curb where vehicle loading occurs
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10. SANITARY & STORM SEWER TV REQUIRMENTS (Checklist)

Pre-construction Post-construction

Limits:

- One manhole upstream & downstream
 - Minimum 100 feet each direction

 - Digital video/logs submitted
 - Damage repaired at permittee expense
 - Deposit released upon approval
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11. WARRANTY REQUIRMENTS

Two (2) year warranty on all restoration

12. ROAD / CORE PLATES/ SAFETY

* Village approval required prior to placement

Road Plating Prohibited:

- Below 32°F - Within 72 hrs of snow/ice forecast

- Plates secured, ramped, and sized properly
- Short-term use only unless approved
- Permittee assumes all liability

- Any core holes, excavations, etc. must be secured and protected, with plates, boards, etc. in addition to construction barrels, barricades and cones, to keep motorists and pedestrians safe.

13. FEES

Base Permit Fee: Public Way Disturbance Permit – **\$300.00**

Paved Surface Restoration:

Area _____ sq. yds. x **\$40.00** = \$ _____

* Each bore/core = minimum 1 sq. yd.

Grassed / Terrace Restoration:

Length _____ lin. ft. x **\$2.00** = \$ _____

Security Deposit / Surety Bond: **\$2,000.00**

TOTAL DUE: \$ _____

14. APPLICANT CERTIFICATION

I certify quantities are accurate and agree to indemnify the Village of Elm Grove.

Name (Print): _____

Company / Working For: _____

Signature: _____ Date: _____

Phone: _____ Email: _____



PUBLIC WAY DISTURBANCE PERMIT REQUIREMENTS

Required for any work disturbing streets, ROW, sidewalks, terrace, curb, gutter, or public way

Prior to initiating any excavation or other type of work that will disturb any public street or way, a Public Way Disturbance Permit shall be obtained. Such a permit is required due to the permitting process for work within public ways established by Section 212-14 (E) of the Village of Elm Grove Code of Ordinance. A representative of the Public Works Department must approve the Public Way Disturbance permit.

All permits submitted for review must include, at a minimum, payment of a three hundred dollar (\$300) base fee. In the event that the proposed work will be done within a paved surface area, a restoration fee of \$40 per square yard (of disturbed area) shall be submitted along with the base fee. A slurry backfill shall be used for roadway restoration, in accordance with Section 212-14 (D) (3) of Village Code. Should multiple borings be used to disturb any paved surface area, each individual boring shall be considered as one square yard.

Should the proposed work be located within a grassed surface area (i.e. a ditched area adjacent to a paved roadway), a restoration fee of \$2 per lineal foot (of disturbed area) shall be submitted along with the base fee.

PRE-SUBMISSION REQUIREMENTS:

The following items are required to be submitted to the Department of Public Works **prior to** the issuance of a Public Way Disturbance Permit:

- ✓ Name, address, phone number and e-mail of contractor and property owner
- ✓ A corporate surety bond in the amount of \$2,000
- ✓ A \$300 base fee and associated fees for any disturbed area (see attached fee worksheet for further detail; cash or check payable to the *Village of Elm Grove*)
- ✓ Estimated amount of disturbed area (if any), in square yards, of paved area
- ✓ Estimated amount of disturbed area (if any), in lineal feet, of grassed area
- ✓ A drawing indicating the approximate location of the work to be done including ROW, EOP, pathways and sidewalks and any other above ground fixtures or plantings already existing in ROW. Any proposed fixtures, signage or equipment should be identified and descriptions included with drawings.
- ✓ A description indicating the general nature of the work to be done.
- ✓ Any other information deemed reasonable/necessary by the Public Works Department to accommodate a thorough review of the application

- ✓ Contractor must follow all erosion control requirements:

1. Compliance: All work must comply with Chapter 325, Article I of Village Code, 325 8A and WDNR Technical Standards. The Permittee shall implement the approved Erosion Control Plan prior to any ground disturbance.

2. Maintenance & Inspection: All BMPs (e.g., silt fences, inlet protection) must be inspected weekly and within 24 hours of a 0.5" rain event. Repairs must be completed within 24 hours of discovery.

3. Site Control:

Tracking: Stone tracking pads must be used; the ROW must be kept clear of sediment.

Stabilization: Disturbed areas idle for 14+ days must receive temporary seeding/mulching.

Final Goal: The permit remains open until 70% perennial vegetative cover is established.

- ✓ **If directional boring is a component of the proposed work to be performed, permittee shall televise any and all adjacent sanitary or storm sewers and provide copy to Public Works Department prior to issuance.**

POST-SUBMISSION REQUIREMENTS:

1. A final inspection shall be coordinated with the Public Works Department. All final work is subject to the approval of the Director of Public Works or Public Works Superintendent. Any outstanding balance related to the permitted work shall be paid in full to the Village at the time of final approval.
2. If directional boring is a component of the proposed work to be performed, permittee shall televise any and all adjacent sanitary or storm sewers and provide copy to Public Works Department after work is completed.

VILLAGE USE ONLY

Quantities Verified Fees Approved Adjustments Required

PERMIT #: _____

Approved By: _____

Title: _____ Date: _____

Final Amount Collected: \$ _____ Receipt #: _____