# RIGHT OF WAY WORK PERMIT APPLICATION

CITY OF ANTIGO BUILDING AND ZONING DEPT
700 EDISON STREET, ANTIGO, WI 54409
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**ALL INFORMATION MUST BE PRINTED AND LEGIBLE**

PROPOSED DATE OF EXCAVATION: _____ **FEE $40.00**

PURPOSE OF PROPOSED EXCAVATION: _____

LOCATION OF PROPOSED EXCAVATION: _____

NAME OF OWNER OF EXCAVATION SITE: _____

ADDRESS OF OWNER: _____

TYPE OF EXISTING SURFACING: _____ MAX DEPTH OF EXCAVATION: _____ FEET

ARE YOU EXCAVATING INTO STREET: ☐YES ☐NO IS SIDEWALK BEING REMOVED:☐YES ☐NO

IS CURB AND/OR GUTTER BEING REMOVED: ☐YES ☐NO COMMENT: _____

**If any concrete or blacktop is removed, it must be replaced within 60 days of the excavation completion by the permittee. Deadline for concrete or blacktop replacement removed during winter excavations will be May 30th. Concrete will be replaced by contractor bonded in the City of Antigo and will be installed in accordance to City of Antigo Sidewalk Specifications.**

Digger Hotline Locate Number: _____ Applicant Name: _____

Address of Applicant: _____

Phone number: _____ Email: _____

Bond # _____ Expiration Date: _____

Bond Holder Name: _____

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THE CITY OF ANTIGO HAS NO KNOWLEDGE OF THE LOCATION OF PRIVATE SANITARY LATERALS OR PRIVATE WATER SERVICES. CONTRACTOR WILL BE RESPONSIBLE FOR ANY DAMAGE TO SANITARY LATERALS AND/OR WATER SERVICES.

1. The permittee shall be responsible for locating and protecting all underground utilities.
2. The permittee shall be responsible for following all Manual on Uniform Traffic Control Devices specifications for safety on all city streets and highways.
3. Permittee is responsible for obtaining all other required permits.
4. Permit holder will be responsible for informing property owner of all possible costs including replacement and restoration.

Permit must be kept on jobsite during excavation process for inspection by City of Antigo personnel. Person signing this permit will be held responsible for all repairs and restorations and agrees to be bound by the City of Antigo's Right-of-Way Work Permit Guidelines. If repairs and/or restorations are not performed to city specifications, the city will make such repairs and/or restorations, and permittee will be invoiced for such services.

_____
APPLICANT SIGNATURE

**CITY OF ANTIGO'S RIGHT-OF-WAY WORK PERMIT**
**GUIDELINES**

**Right-of-Way Work Permit**

a) Any person proposing to do any excavation within the City's Right-of-Way **must first** obtain a Right-of-Way Work Permit from the Public Works before any excavation can be started.
b) The permittee must file a $5,000.00 bond with the City of Antigo filed in the office of the City Clerk/Treasurer. (See Municipal Code).
c) Sewer and water services – both the plumber and the excavating contractor must be bonded with the City of Antigo.
d) The permittee is responsible for locating and protecting **all** underground utilities and for obtaining any other required permits.
e) Repairs to streets and alleys will be according to Section 34 of the Municipal Code ( Regulations governing excavations and openings).
f) Permittee will notify the Public Works Department by phone or in writing that their project has been completed. Final inspection will be performed after receiving this notice.

**Right-of-Ways**

Right-of-Ways do vary throughout the city. Where sidewalk exists on both sides of a street, the right-of-way usually is determined from 1' back of sidewalk to 1' back of sidewalk. Where sidewalk does not exist, it is very difficult to determine. It is recommended to notify the Public Works Department. They will give the width of the right-of-way in the area along with the proximity from the center of the street or the back of the curb. This should be necessary where sidewalks don't exist for any permittee doing excavation.

**Bonding & Insurance**

As per Municipal Code Section 34-42 (Excavation of Streets, Alleys, Public Ways, and Grounds.) Copies available at the Public Works Department at City Hall.

**Safety**

The permittee will be responsible to comply with all State and Federal Laws especially in safety, traffic control, and personal protective equipment. This applies when working within the right-of-way in all city streets and highways. Permittee will be responsible to make all excavations in accordance with the rules, regulations, requirements, and guidelines set forth in 29 CFR 1926.650,651, and .652; the Occupational Safety and Health Administration' standards for Excavations.

**Building Permit – Driveway Permit**

When a new house is being built/constructed within the City of Antigo, the building permit (purchased by the contractor from the building inspector) **no longer covers** the installation of the driveway. A portion of the proposed driveway protrudes into the city's right-of-way, so therefore a right-of-way permit is required. This can also be obtained from the Public Works Department. It is also required to call in a "DIGGER'S HOTLINE LOCATE" and repair any damaged curb prior to the driveway installation.

**Sewer and Water/Laterals, Services & Mains**

Sanitary sewer mains and watermains are owned and maintained by the City of Antigo. The city is responsible for the water service from the watermain to the stop box. The property owner is responsible from the property owners' side of the stop box to their residence. Any time a water service is being replaced by the property owner, the City Water Department may inspect their stop box and replace it during the property owner's new service installation. No extra cost will be borne to the property owner.

The property owner is responsible for the sanitary sewer lateral from their residence/home to the connection at the sanitary sewer main. Any wyes or tee's installed during the installation of the sewer main(used for lateral connections) is considered part of the city's main. The property owner's responsibility is the service pipe from his/her residence to this wye or tee. If a wye or tee was not used as a lateral connection, the property owner's responsibility is the complete lateral into the city's main.

The permittee will be responsible for any damage to the sanitary sewer mains by his excavation. Hand digging within 18" of the sanitary mains is required for locating purposes. If the sanitary sewer main appears to be in bad shape at the time of exposure, the permittee must notify the city immediately and the city will determine what repairs are needed. These repairs will be done by the city at no cost to the permittee. If the sanitary main is damaged at the property owner's connection (to include at wyes and tees) by means of excess rodding or cleaning from years of sewer lateral problems, that damaged section of the main will be replaced at the expense of the property owner. This will be determined by the Public Works Director, Street Commissioner, or his/her designee.

**Replacement and Restoration**

It is the responsibility of the permittee to inform the property owner of all costs associated with any proposed excavation within the City's right-of-way. This includes sewer laterals, water services, sidewalk removal and replacement, curb and gutter removal and replacement, driveway removal and replacement, blacktop removal and replacement, street excavation cost, street repairs, and boulevard restoration. The property owner should also be informed of extra maintenance costs during "winter excavation" until spring permits replacement. 4" of concrete may be used for street repairs during winter months (if weather permits its installation). It must be replaced with blacktop as soon as possible in the spring. This may save maintenance costs through the winter months. Deadline for concrete replacement (removed during winter months) will be May 30th. Concrete removed during the spring, summer, or fall must be replaced within 60 days of the completion of the job. Concrete can be replaced up to October 15th or as determined by the Public Works Director or his/her designee. Concrete will be replaced by a Contractor bonded in the City of Antigo and will be installed according to City specifications.

The City of Antigo has no responsibility relating to costs associated with this type of work. The financial responsibility is between the property owner and the permittee whom may be a plumber, contractor, excavator, etc. The property owner should receive an estimated cost from the business he/she is requesting such service.

**FAILURE BY THE CONTRACTOR TO COMPLY WITH ALL THESE REQUIREMENTS WILL BE JUST CAUSE TO REVOKE FUTURE PERMITS.**