

# 2024 RIGHT OF WAY PERMIT

See pg. 6 for project type and associated fees.

**PERMIT NUMBER**

**APPROVAL DATE**

WORK SITE INFORMATION	
Address of Work Site	
Property Owner/ Business Name	
Owner/Business Phone Number	
Owner/Business Email Address	

CONTRACTOR/RESPONSIBLE PARTY INFORMATION			
Name of Contractor			Self
Contractor Address			
Main Contact Name		Main Contact Email	
Main Contact Phone		Alt. Phone Number	

WORK DETAILS			
Proposed Start Date		Estimated Completion Date	

TYPE OF WORK IN RIGHT OF WAY - CHECK ALL THAT APPLY

UTILITY WORK	Electrical	Trenching	Storm Sewer
	Sanitary Sewer	Water line	None
	Other		

EXCAVATION	Sidewalk	Curb	Street	None
	Driveway	Gutter	Terrace	
	Other			

NO EXCAVATION STORAGE	Material	Motor Vehicle	Trailer
	Other		

Anticipated length of time items will be in the street

LANDSCAPING	Tree/ Brush Removal	Install Plantings
	Other	

OTHER REQUIRED ITEMS

Written description of work with maps and/or detailed drawings

Written traffic control plan if streets are blocked or obstructed

Repair Escrow as calculated and noted in Provision and Fee pages

**Pages 1 & 2 are required to be submitted before review of your application will occur.**

## RIGHT OF WAY PERMIT – APPLICANT CERTIFICATION

My signature here indicates I understand and will follow all requirements of this ROW Permit. It is understood that no other work will be completed other than that described here. The Applicant assumes all liability and full responsibility for compliance with all applicable laws, regulations, and requirements. **The Applicant agrees to complete all restoration/ repair/ installation work as required and within the time frame and all conditions as stated in this permit.**

*You will receive a recommendation form (permit) upon approval or denial. Approved permits must be posted and clearly visible on the job site.*

Applicant Signature

Date

# RIGHT OF WAY PERMIT – PROVISIONS

**PLEASE READ THIS ENTIRE DOCUMENT. IT CONTAINS SPECIFIC INFORMATION AND REQUIRMENTS REGARDING THIS ROW PERMIT**

## GENERAL PERMIT PROCESS:

1. Submission of the completed and signed application for ROW Permit and payment of repair escrow and fees is made. ***Paying the application fee:*** *There is an application fee for this application and must be received before we can begin processing your application. A convenience fee of \$1.10 will be applied when paying by eCheck. A convenience fee of 3% will be applied when paying by credit card or debit card. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment. In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.*
2. The ROW Permit is reviewed and approved with any needed changes.
3. Applicant is notified in writing and receives a copy of the approved permit for display at the work site.
4. ROW activities and repairs are completed by applicant in the manner **outlined in this document**.
5. City staff completes inspection, and, if acceptable, the one-year warranty period begins.
6. One year later the project passes one-year inspection and receives final approval – or applicant is provided list of items to remedied.
7. All final repairs are satisfactorily completed.
8. **Applicant requests** and receives release of Repair Escrow.

## THIS PERMIT IS ISSUED AND ACCEPTED SUBJECT TO THE FOLLOWING PROVISIONS:

1. Applicant agrees to save, keep and hold harmless the City of Lake Mills, WI, its officers, agents and employees from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damage to property, or of personal injury received by reason of or in the course of performing work authorized by this Permit which may be occasioned by any act or omission of the Applicant, his agents or employees. The City will not be liable for any accident, loss or damage to the work prior to its completion and acceptance.
2. Any failure to obtain an ROW Permit before proceeding with work may result in a citation and fines and may be cause for rejection of Permit.
3. Failure to secure Permits for previous work or failure to pay fees due on previous Permits shall render the Applicant/ Applicant ineligible for any other City Permit until such fees and penalties are paid.

4. The Neighborhood Services Officer has the right and responsibility to temporarily stop current and future work on any project at which the contractor/ responsible party: 1) does not have a valid Permit, 2) has not complied with Permit requirements, or 3) does not satisfactorily complete restoration, until a proper Permit is received, defects are corrected, and applicable fees are paid.
5. Permit is void 60 days after date of issue unless otherwise noted. A time extension shall be requested not less than 48 hours prior to expiration.
6. City specifications for sidewalk, curb, gutter and street excavation and restoration must be followed.
7. A copy of this Permit must be kept in a visible location at the work site.
8. Proof of completed Diggers Hotline locates must be kept with this Permit.
9. Applicant shall adequately safeguard all excavations and obstructions with barricades, lights and/or other suitable safety devices per the current "Manual on Uniform Traffic Control Devices," Federal Highway Administration and follow all OSHA rules and regulations. If the Applicant fails to adequately safeguard the public, the City shall place barricades and lights at the expense of the Applicant. Placement of safety devices by the City shall not relieve the Applicant from liability.
10. Applicant shall coordinate 48 hours in advance of any street closure with the City of Lake Mills Neighborhood Services Officer (NSO) – 920-648-2344 or 920-648-4026.
11. Access to hydrants must be maintained at all times.
12. Applicant shall be responsible for preserving construction survey stakes and markers for the duration of their usefulness.
13. Applicants may access bulk water at City facilities for construction purposes. **Water used for construction must not be taken from any hydrant.** Applicants must contact Lake Mills Light & Water for bulk water needs at 155 Industrial Drive, 920-648-4026.
14. A minimum of 48 hours' advance notice must be given for inspection requests. Inspections will not be done on Saturdays, Sundays or Holidays.
15. Applicants are strongly encouraged to contact the NSO to inspect and approve site work before ordering concrete or asphalt to ensure compliance with ROW requirements.
16. Any work done without proper inspections will be subject to rejection. Applicant shall request inspections when: 1) forms are complete / ready for concrete; 2) subgrade is compacted and ready for pavement or concrete; 3) excavation is started; 4) sewers are ready for testing; 5) backfill compaction is in progress; 6) temporary resurfacing has been placed; 7) all work authorized by this Permit has been completed; and 8) any time assistance is needed to assure compliance with City requirements.

17. Re-inspections required due to site or work not being ready for inspection when scheduled, or for the replacement of defective work, shall be done at the expense of the Applicant.
18. Final approval of any work will not be given until construction debris and excess material is removed and the terrace is graded to conform to the standard street section and planted as appropriate to match the previous or existing terrace.
19. Any applicant or contractor who has done work in public rights-of-way not in conformance with City Standard Specifications, Standard Drawings or Special Provisions, or who violates the City Code shall be ineligible to do work in public rights-of-way until such deficiency has been corrected to the satisfaction of the Director of Public Works.
20. Typical construction hours are Monday-Friday 7 a.m. to 6 p.m., Saturdays, Sundays, and Holidays 9 a.m. to 4 p.m. Applicant should be aware of preventing or limiting noise and inconvenience to neighbors.
21. Applicant shall provide warranty and remain responsible for satisfactory workmanship and material for one year after acceptance of improvements authorized by this Permit.



**City of Lake Mills**  
Neighborhood Services Officer  
920-648-2344

# RIGHT OF WAY PERMIT – FEE SCHEDULE

THIS PERMIT IS ISSUED AND ACCEPTED SUBJECT TO THE FOLLOWING FEES AND REPAIR ESCROW:

PROJECT	BASIC FEE	INSPECTION FEE	REPAIR ESCROW
No Excavation	\$50	\$50	\$250
Small Project	\$100	\$50	\$1,000
Large Project	\$250	\$50	\$2,500
Multiple Projects	\$250	\$50 per project	\$3,500

The FEE AND ESCROW schedule applies to permits issued for construction in the public, municipal right-of-way or any and all easements within the City of Lake Mills:

## DEFINITION OF PROJECTS:

- **No Excavation** – This applies to projects that require no excavation or digging of any kind by any means within City Right of Way (e.g., storing material on a city street, temporarily parking construction/ oversized vehicles for more than 12 continuous hours, etc.).
- **Small Project** – Projects that require up to 10 sq. ft. of excavation or up to 20’ of boring, and removal of up to 10’ of curb, gutter, or sidewalk.
- **Large Project** – Projects that require more than 10 sq. ft of excavation or more than 20’ of boring, and removal of more than 10’ of curb, gutter, or sidewalk.
- **Multiple Projects** – These Fees apply to contractors anticipating more than three Small or Large projects in a calendar year. Contractors must post the Repair ESCROW and pay the Basic Fee prior to any work in the year but may choose to pay accumulated Inspection Fees on December 1 of each year.

## FEE AND REPAIR ESCROW FUNDS NOTES:

- The Repair Escrow must be paid by check.
- The Repair Escrow will be released at the applicant’s option at the end of the **one-year warranty** period or may be held for future permits at the Applicant’s discretion. A Repair Escrow must be paid for each project, or in the case of Multiple Projects, the Repair Escrow must be renewed every year.
- Repair Escrows will be held in a non-interest-bearing account. Contractors/ responsible parties must make a written request for return of Repair Escrow funds after expiration of the warranty period.
- In the case of “No Excavation” projects, the Repair Escrow may be returned within 60 days after the area used for the project is inspected and deemed to need no repair.
- Applicant will be invoiced for cost of damages that exceed the escrow amount.

- If the City must exercise its rights to repair the right-of-way after the Applicant has failed to make repairs following a 10-day notice the Applicant will be invoiced an amount sufficient to maintain the appropriate level in the repair escrow.
- Failure to pay any invoiced costs for repairs completed by the City or to renew the Repair Escrow within 30 days will result in refusal to issue new permits or revocations or suspensions of existing ROW permits.
- Excavation is defined any digging (i.e., by hand or machine) in the right-of-way or street (i.e., bore pits, potholing, exposing underground facility, etc.)
- Permit fees may be waived if project is done in conjunction with City street-construction project if the project is constructed prior to the completion of curb and gutter and final paving.