

Right of Way Application Information

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Contractor Performing Work \_\_\_\_\_

Address of Contractor \_\_\_\_\_

Contractor Phone \_\_\_\_\_ Email \_\_\_\_\_

State Description and Purpose of Work \_\_\_\_\_

\_\_\_\_\_

Start Date of Work Performed \_\_\_\_\_

Projected End Date of Work Performed \_\_\_\_\_

Location Start Point          Section                  Town                  Range \_\_\_\_\_

Location End Point          Section                  Town                  Range \_\_\_\_\_

Intersecting Town Roads Along Path \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permit Approval Date \_\_\_\_\_          Final Inspection Approval Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor    Supervisor

\_\_\_\_\_  
Supervisor    Supervisor

\_\_\_\_\_  
Chairman    Chairman

\_\_\_\_\_

Requirements:

- Minimum of 30 feet or beyond from center of roadway, unless approved by Town Board
- A detailed map of placement along roadways
  - Including intersections of connecting roadways
- Right of Way inspected and left in same condition before work performed
- Must be insured, copy of insurance sent to Township

Purpose:

Provides guidelines and requirements for owners of public or private utilities permitted or allowed to be within the Town of Ridgeway right of way by issuance of a Right-Of-Way Permit.

Organizations Affected:

Any organization, entity, business, or private individual requesting to install a public utility within the Town of Ridgeway right of way.

1) Trench Construction-backfill with a minimum of 6 to 12 inches of compacted granular material or sand immediately surrounding and adjacent to protect the utility's facility being installed. . Above the protection zone, spoils from the existing trench excavation or similar non-organic material shall be compacted in 6 to 8 inch lifts to sub-grade in order that the excavated trench area shall have similar frost properties as the adjacent sub-grade materials to minimize settlement. Unless there is less than 24 inches of backfill between the utility facility's required cover materials and the subgrade; then compacted granular material will be utilized for all backfilling.

A. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of the Code of Federal Regulations Occupational Safety and Health Association (OSHA); the Wisconsin Department of Work Force Development regulations; the Code of Federal Regulations Manual of Traffic Control and Devices; Standard Specifications for Sewer and Water Construction in Wisconsin, current version; and other applicable local regulations.

B. No open-cut trenching of the roadway will be allowed, unless illustrated on the permit submittals; specifically authorized by the Township; or where the pavement is too narrow to maintain one-way traffic at all times unless the Township has granted permission for a detour or temporary road closure. The utility shall be responsible for the detour signage in accordance with Section 96.51 of Policy #1106 Utility Accommodation.

C. No plowing in ditch lines, needs to be bored at minimum of 30" deep

2) Pavement Restoration – Pavement replacement for open-cut trenches will be in-kind with a minimum of 12 inches of nominal 3 to 6 inch Breaker Run, 8 inches of nominal ¾ or 1-1/4 inch crushed aggregate dense base course, and 4 inches of hot mix asphalt pavement installed in a minimum of 2 equal lifts. The utility shall minimize the length and width of the open-cut trench to those necessary for installation of the facility and protection of the workers in compliance with the OSHA excavation standards. The utility shall be responsible for future trench repairs due to settlement.

A. • The utility shall respond to any soil disturbance by promptly replacing the soil and topsoil and/or temporary seeding and mulching the soil. This includes repairing equipment or vehicle tracks that may disturb soils.

3) Plans/Diagrams – Utility plans may be prepared on copies of right of way plans or Highway plats, where available. Other utility diagrams will be accepted, only if the highway right of way is properly depicted and the location of the existing and new utility proposal by the utility performing the installation is located and/or dimensioned with regards to the centerline offsets on the drawings, right-of-way illustrated, and intersections depicted.

4) Project Completion – When the utility contractor has completed the work and restored all disturbed areas, they will notify the Township stating the work is completed along with a reference to the permit number under which the work was completed. The

Township will review the project upon notice by the company of the completion of the work to address any deficiencies. Upon notice of any deficiencies, the utility shall correct the work to be within compliance of the permit within thirty (30) days of the notice to do so. If no action by the utility permittee after the expiration of thirty (30) days' notice, the Township may complete or make the corrective repairs and charge all incurred expenses to the utility company or permit holder.

5) Maintenance Work – Utility maintenance work may be completed without a permit. Allowance of the activity without a permit does not release the Utility Company from a responsibility to notify. The utility company shall notify the Township when and where they will be performing maintenance work, along with a point of contact and contact information for the person in charge of the work. When maintenance work consists of tree trimming, tree removal, woody vegetation removal, clearing and/or brushing, or other similar duties; the utility company shall notify the landowners of the work being performed and utility representative in charge of the work along with their contact information. During removal of trees, the landowners whose land is contiguous to the right of way along the removal project shall have a right to refusal for firewood of the tree or trees being removed.

6) Signage and Marking Requirements: utility is responsible for any and all signage during construction.

## GENERAL CONDITIONS

All utility work shall be planned and implemented with full regard for safety and to minimize interference with traffic, which includes pedestrians, bicycle, ATV-UTV, and other users.

- No utility work shall begin until all appropriate warning signs, devices, and public protection methods are in place and fully functional, which shall be maintained until all utility work is complete. Placement of traffic control devices shall comply with the WisDOT Work Zone Field Manual 2021 Edition.

The utility is responsible for marking and maintaining all aboveground and belowground structures. The Township will not be responsible for any damages to above ground utility structures which are not adequately and properly marked. Below ground or at-grade structures shall be set flush with the surface of the surrounding topography. The surrounding ground shall be grade to shield water and to protect the structure from being an intrusion for mowing operations.

- The utility or its contractor performing the work is responsible to assure the work site is secure against any hazard to the public at all times for the duration of the project. Vehicles, equipment, and materials, which are in active use at the work site; shall be regulated by the utility to assure consistently safe conditions are maintained.
- Utility hardware, equipment, materials, or vehicles that are located at the work site but not in the immediate (same day) use should be stored in a safe location off of the right-of-way. If it is not practical, then the equipment, hardware, or materials may be stored beyond the Clear Zone as close to the fence or right-of-way line as is possible, and suitably marked.
- Vehicles and equipment operating at the work site shall have high intensity flashing (strobe or revolving) and hazard warning lights operating when they are within the Clear Zone during work operations. Vehicles and equipment left within the right-of-way; but off of the highway overnight, shall be properly delineated and protected by reflective or flashing beacons.
- All utility, contractor, or other personnel associated with the permitted work who are out of their vehicles and within the right of way shall wear retro-reflective safety vests at all times.
- All debris, refuse, and waste resulting from the utility's activities shall be removed from the jobsite and motorists' view. Burning of cuttings, brush, or other debris shall not be permitted within the right-of-way, and may require a burn permit depending on the location in the county.
- The utility is responsible for restoring the highway and adjacent right-of-way to its original condition within one week after completion of the facility installation. Long duration projects shall be structured so as to minimize the timeframe of soil disturbance, and completed in phases
- Any pavement, driveway, gravel base, ballast, shouldering material, drainage way, or other highway element disturbed by the utility shall be restored to the quality, grade, compaction, conditions etc. in accordance with WisDOT's Standard Specifications for Highway and Structure Construction, current edition. Any subsequent heaving, settling, or other faults attributable to the permitted work shall be repaired in a manner satisfactory to the Township at the utility's expense.

Town of Ridgeway  
Right Of Way Application  
(July 7th, 2023)

Application # \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Approved on July 7th 2023

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_

Chairman \_\_\_\_\_