



We're going outside.

Instructions for Completing Excavation/Work in Right-of-Way Permit

Please read carefully the instructions provided below. The permit may be printed and sent/delivered to the Engineering Department at Jefferson City Hall a minimum of three (3) days prior to planned start date.

SECTIONS TO BE COMPLETED FOR ALL PROJECTS

- Applicant Information: Complete entire section, sign and date
- Contractor Information: Complete if different from the applicant
- Location of Work: Completely describe location of work being performed
- Description of Work: Complete the General Description, Estimated start date, Estimated completion of work, Check the type of work applying to your project
- Permit Fees: As applicable. All checks shall be made out to "City of Jefferson" and paid at time of application.
 - Exempt projects requiring no fees include sidewalk repair less than 64 sq ft (typically 4 squares), sidewalk shaving, dumpster placement, driveway openings

ADDITIONAL SECTIONS TO BE COMPLETED FOR ALL PROJECTS WITH THE EXCEPTION OF (1) SIDEWALK REPLACEMENT LESS THAN 64 SF, (2) SIDEWALK SHAVING OR (3) DUMPSTER PLACEMENT DRIVEWAY OPENINGS

- Requirements: Provide plan/sketch, erosion control plan, traffic control plan if applicable to your project
- Surface Restoration Requirements: Complete if surface restoration is required for your project

COST RECOVERY AGREEMENT

- Large projects with open trench or borings exceeding 100 linear feet are subject to additional linear foot charge and reimbursement of inspection and consultant review fees per Cost Recovery Agreement

If you have additional questions or need more information please contact the Engineering Department at:

**City Hall
317 S Main Street
Jefferson, WI 53549
Phone: 920-674-7727
Fax: 920-674-7710**



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EXCAVATION/WORK IN RIGHT-OF-WAY PERMIT

Date Issued:
Fee:
Permit Number:

* Permit to be submitted minimum of 3 working days prior to start date

Applicant Information * Contractor Property Owner Other:
Name (print): Company:
Address: Telephone: Fax:
e-mail:
Applicant Signature: Date:

Contractor Information * (If Different from Applicant) Contact Name:
Contractor to Perform Work: Cell Number:

Location of Work * Address: Street Work/Excavation Terrace Work/Excavation
Street: From: To:

Description of Work * New Replacement Repair Abandonment/Removal Other
General Description:
Estimated start date: Estimated completion date:
Utility Construction (Type): Utility Construction (Description): Sidewalk / Driveways / Landscaping / Other
Additional Comments:

(* ALL FIELDS WITH AN ASTERISK ARE TO BE COMPLETED BY THE CONTRACTOR

Requirements
Construction Plan/Sketch Traffic Control Plan, Questions Contact Engineering (920)674-7727
Erosion Control Plan (if applicable) Contact City Police Department Prior to Lane/Road Closure, (920)674-7707

Surface Restoration Requirements
Required under this permit: Temporary Permanent None
Material(s): Asphalt Concrete Grass / Other:

Permit approval is subject to the following conditions:
1. The Applicant is responsible to obtain any further permits that may be required for this project.
2. The Applicant shall install the proposed facilities as shown on the plan(s) that were submitted to the City of Jefferson.
3. The field representative shall have a copy of the approved permit on-site at all times.
4. Any facilities installed as part of this permit shall be installed at least 6 feet from all existing city facilities, wherever feasible.
5. This permit is subject to IMMEDIATE REVOCATION if the conditions of this permit are not followed or if unfavorable traffic conditions develop.
6. Upon completion of work contact the City Engineering at 920-674-7727 for inspection (if req'd)
The applicant, in exchange for receiving this permit, warrants that all street excavations shall be performed in conformity to City ordinance, standards and specifications, be properly barricaded and lighted, and be performed in a workmanlike manner.
My signature, as the applicant/permittee, acknowledges that I have read the above, understand the same and agree to be bound by the terms herein.
Additional Comments
from Engineer:
APPROVED BY: DATE:
REVISED 2022 (Department of Public Works-Engineering)

PERMIT APPLICATION FEE:

Exempt - sidewalk repair less than 64 sq ft, sidewalk shaving, dumpster placement, driveway openings	\$0
Pole/Tower Installation	\$100
* Small project base fee	\$50
** Large project base fee	\$100
*** Installed length beyond 100 linear feet _____ x (\$0.10/Ft.)	\$ _____
Checks shall be made out to "City of Jefferson" and paid at time of submittal	
Fee Total	\$ _____

NOTES:

1. * Small project means any item not exempted or an excavation that is 100 sq. ft. or less or a boring installation of 100 feet or less
2. ** Large project means an excavation that is 101 sq. ft. or greater or a boring installation in excess of 100 linear feet.
3. *** Large projects with open trench or borings exceeding 100 linear feet are subject to additional linear foot charge and reimbursement of inspection and consultant review fees per Cost Recovery Agreement
4. Application fee for City of Jefferson Right-of-Way permit may be waived by the City Engineer or City Administrator

1. All methods and materials shall conform to the City of Jefferson Standard Specification, and applicable City ordinances.
2. Applicant shall indemnify the City from any and all damages, costs and injuries that may be incurred by the execution of the work.
3. The City may make such investigations as it deems necessary to determine the ability of Applicant to perform the work. The City reserves the right to deny a permit to any Applicant that fails to satisfy the City that such Applicant has the ability to complete work.
4. Traffic Control shall be provided by Applicant in accordance with part VI of the MUTCD, latest revision.
5. Applicant shall notify the Water Department if a water service curb stop box will be within the limits of planned concrete work.
6. Applicant shall notify the Engineering Department at least three (3) working days prior to commencement of the work.
7. Applicant shall notify the Engineering Department at least one (1) full working day prior to placing concrete or asphalt.
8. All open trenches shall be steel plated at the end of each day's work.
9. Utility trenches shall be backfilled.
10. Pavement patches shall be replaced with the same type and thickness of material. When hot mix asphalt is not available, Applicant shall provide a temporary pavement patch, to be replace with hot mix asphalt by June 15 of the following year.
11. Residential and commercial driveway aprons shall be constructed per applicable standard.
12. Sidewalks shall be constructed of 4" concrete over 4" granular base, except adjacent to commercial driveways, where concrete shall be 6".
13. Terrace areas disturbed by Applicant shall be restored with a minimum of 6" topsoil, seeded, and mulched.
14. All required restoration shall be completed within thirty (30) days of closing of the excavation.
15. If the work covered by this permit is not completed within the allowed time, the City may, at its option, complete the work and invoice Applicant for all costs involved.
16. All work covered by this permit shall be guarenteed by Applicant for a period of one (1) year from the ending date of the permit.
17. Restoration deposits are required and amount will be determined by the City on a case by case basis depending on the scope of work to be done.