



DEPARTMENT OF  
**PUBLIC  
WORKS**

# City of Appleton

## Requirements to obtain a Permit to Excavate in the Public-Right-of-Way

### General

Any excavation within the City's Street right of way requires a "Permit to Excavate in the Public-Right-of-Way". The City's right of way is generally from sidewalk to sidewalk including the sidewalks.

- The non-refundable permit application fee is \$200, if all work is being proposed outside (on the private property side) of the curb, and \$350, if any work is being proposed inside (on the street side) of the curb.
- Permit reviews generally take 5 to 10 business days, and applications are reviewed in the order in which they are received, unless an additional \$100 expedited review fee is paid by the applicant. Expedited applications are processed before standard applications and generally take 2 to 3 business days.
- The permit must be obtained a minimum of 48 hours prior to commencing work. The field representative shall always have a copy of the approved permit on site.

If you are planning to construct a sanitary lateral, storm lateral or water lateral from a building and connect to City's utilities in the right of way, you will need a "Sewer Permit" as well as the "Permit to Excavate in the Public-Right-of-Way". In this case, you can contact one of the City's plumbing inspectors at 920-832-6411 to set up an appointment to meet with a plumbing inspector and obtain both permits. If you are requesting to tap a city water main, first obtain the permit from the City's plumbing inspector, and then contact the City's water supervisor at 920-832-5580 to schedule the tap.

In all other cases, including constructing sidewalks, driveways, curb cuts or any type of utility, a request for a "Permit to Excavate in the Public-Right-of-Way" shall be made by downloading the Street Excavation Permit form and **filling out the form as complete as possible**. This form should then be e-mailed as a pdf document along **with a plan/sketch** in pdf format to the following:

- [david.strelcheck@appletonwi.gov](mailto:david.strelcheck@appletonwi.gov) and [mark.lahay@appleton.org](mailto:mark.lahay@appleton.org)

No work should take place until an approved street excavation permit is e-mailed back to the requestor.

### Backfill requirements

Aggregate slurry backfill is required in all trenches under sidewalks, driveway aprons, curb and gutter and streets. If a water service curb stop is present, the curb stop shall be separated from these materials to allow for future adjustments.

All trenches in terraces, boulevards and other grass areas shall be backfilled with excavated material and top dressed with 4 inches of top soil, seed, fertilizer and mulch.

### Surface Restoration

The **permit holder** is required to restore all surfaces to a permanent condition per the following guidelines. If the permit holder hires a licensed cement finisher or an asphalt paving company to install the permanent surface **before** the expiration date of the permit, then the licensed cement finisher or asphalt paving company does not need to take out a second permit. However, the licensed cement finisher or asphalt paving company must have a copy of the permit in the field.

A. *Concrete*

1. All concrete work shall be completed by a contractor that has obtained a Cement Finishers License from the City. This contractor shall obtain a "Permit to Excavate in the Public-Right-of-Way" prior to performing any restoration work.
2. After obtaining a permit, the restoration contractor shall notify a **City engineering technician** by calling 920-832-6474 to have the restoration limits marked out. Please allow at least 4 hours for the technician to arrive. All concrete marked for removal shall be sawcut to the full depth of the concrete. General requirements of restoration limits for concrete streets are as follows, however, these may be modified at the discretion of the engineering technician depending on the condition of the street:
  - a. Full panel replacement for a street less than 8 years old.
  - b. Half panel replacement for a street between 8 and 15 years old.
  - c. Excavation plus one foot for streets over 16 years old. If the remaining area in the panel between the excavation and the nearest joint is less than 4 feet, the additional area to the nearest joint shall also be included in the repair.
  - d. All joints in the new pavement, including where the new concrete matches into existing concrete, shall be sawcut to a maximum depth of  $\frac{1}{4}$  of the thickness of the pavement but not less than 1  $\frac{1}{2}$ " prior to being sealed.
  - e. All joints in the pavement shall be sealed.
  - f. If sidewalk panels are damaged, full sidewalk panels shall be replaced.
  - g. Driveway aprons that are 9 feet or less, from the sidewalk to the back of curb, shall be replaced in their entirety. On other aprons, contractor shall replace full panels to the nearest joint.
3. After the site is prepped and ready for concrete, the contractor shall notify the City engineering technician again for inspection prior to the permanent patch being installed.

B. *Asphalt*

1. After obtaining a permit, the restoration contractor shall notify a City engineering technician by calling 920-832-6474 to have the restoration limits marked out. Please allow at least 4 hours for the technician to arrive. All asphalt marked for removal shall be sawcut to the full depth of the asphalt.
2. The asphalt surface will be repaired by excavating a minimum of 1 foot larger than the initial excavation but not less than 4 feet in any direction. The asphalt patch will be installed at a thickness equal to the adjacent existing asphalt but not less than 3 inches thick. The contractor may be required to re-sawcut after backfilling in order to provide a straight butt joint.

C. *Winter months*

During the winter months (November 1 to April 15), the contractor shall install a cold mix asphalt patch unless hot mix asphalt is available, or a temporary concrete patch. The permit holder is required to maintain any temporary patch until which time the permanent patch is installed. The permanent patch must be installed after May 1, but no later than August 31 of the following year.

**Bond and Insurance**

Sidewalk contractors shall have and maintain a minimum of the insurance requirements for small exposure jobs. All other contractors shall have and maintain a minimum of the insurance requirements for large exposure jobs. The insurance shall remain in effect for the entire duration of each project.

The contractor shall furnish a bond in the amount of \$5,000 to assure that they will observe and obey all the requirements of the City, and that they will indemnify the City or any person in front of whose property they may work against loss by reason of their failure to observe the requirements of the Common Council.

### **Traffic Control**

Traffic Control shall be provided in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), latest edition, and the requirements of the City Traffic Engineer. Projects that will cause lane restrictions on designated U.S. or State highways, County trunks, City arterials or controlled intersections, closure of local streets, or other special circumstances as determined by the City Traffic Engineer, will require traffic control plans as part of the permit application submittal. The traffic control plan must be approved by the City Traffic Engineer a minimum of 24 hours prior to start of construction. For major projects, the contractor should contact the City Traffic Engineer 920-832-2379 (email at [traffic@appleton.org](mailto:traffic@appleton.org)) at the Municipal Service Building, 2625 E. Glendale Avenue, Appleton, WI 54911, as soon as possible to work out the details of the traffic control plan.

### **Erosion Control Plan**

All projects including a total of 300 or more linear feet of excavation both in the right-of-way and on private property must include an erosion control plan with the excavation permit applications. An exception is made where the utility installation is part of a subdivision plan for which an erosion control plan has already been approved.

### **Construction Coordinating Committee**

The following types of projects must be placed on the monthly Construction Coordinating Committee meeting agenda for discussion prior to approval of an excavation permit. Committee meetings are held on the last Thursday of each month. Agendas are prepared one week prior to the meeting by the Assistant City Engineer.

1. Projects of 1000 feet or more of underground installation.
2. Projects of 300 feet or more of underground installation on City designated arterials.
3. Projects that are associated with major construction projects (such as the Performing Arts Center)
4. Projects that are expected to have conflicts with other utilities.

### **Additional Requirements**

1. Wherever possible, installation of maintenance holes and vaults should be avoided in sidewalks and street crosswalk areas.
2. Where unavoidable, maintenance hole and vault covers in sidewalks or crosswalks must have non-skid surfaces.
3. A minimum horizontal separation of 3 feet must be maintained from other underground utilities.
4. In streets where water main relays are anticipated, the eleven-foot offset from the south or west right-of-way line will be reserved for future water mains.
5. Water service valves are normally located 6 to 7 feet from the right-of-way line. The area from 5 to 8 feet offset from the right-of-way line should be avoided.
6. When field adjustments or changes from the planned offset are necessary, they should be coordinated with the City Engineer or their designee. Possible conflicts with City of Appleton water utilities can be resolved directly with the Water Distribution Supervisor. Where location changes are made without prior approval, the City may require the utility to be removed.