



CITY OF БЕЛОИТ, WISCONSIN Permit No. 2025-\_\_\_\_\_
APPLICATION TO WORK IN PUBLIC RIGHT-OF-WAY

Submit completed application to: City of Beloit Engineering Division, 2400 Springbrook Court, Beloit, WI 53511.

Municipal Code 11.04 (1)

I. APPLICANT INFORMATION

This permit is only valid for 1 year from the date of application given below

Applicant Name \_\_\_\_\_ Date of Application \_\_\_\_\_
Company Name \_\_\_\_\_ Address \_\_\_\_\_
Telephone \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_
Email \_\_\_\_\_
Applicant is a(n): [ ] Utility Co. [ ] Contractor [ ] Individual [ ] Other \_\_\_\_\_

II. CONTRACTOR INFORMATION (if work will not be performed by applicant)

Company Name \_\_\_\_\_ Company Telephone \_\_\_\_\_
Contact Name \_\_\_\_\_ Company Address \_\_\_\_\_
Contact Telephone \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Note: Municipal Code 11.04 (2) requires any person working within any public Right-Of-Way or public property to obtain and file with the City of Beloit both a Performance Bond and a Certificate of Insurance for each project. Copies of the bond and insurance certificate must accompany this application, or be provided within 24 hours for emergency work. See the Permit Conditions for details.

III. PROPOSED WORK

A. SCHEDULE Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

B. ADDRESS(ES) OF PROPOSED WORK (list bounding streets to establish limits for large projects)
\_\_\_\_\_
\_\_\_\_\_

C. TYPE OF FACILITY (Check all boxes that apply)
[ ] Water [ ] Sanitary [ ] Storm [ ] Gas [ ] Electric [ ] Tele-communications [ ] Cable TV
[ ] Fiber [ ] Other \_\_\_\_\_

D. LOCATION AND TYPE (Check all boxes that apply)
[ ] Open Cut\* [ ] Bore [ ] Directional Drilling [ ] Other \_\_\_\_\_
[ ] Lane Closure Required
[ ] Other: (give details) \_\_\_\_\_

\*Note: Pavement cuts or excavations are prohibited in any city street for five (5) years after paving unless the work is an emergency to protect public safety or property and is approved by the City Engineer.

E. Permit Fee (Payment may be made with a check addressed to City of Beloit Engineering Division or by credit card though accounting)
Fixed Fee \$50.00
New Utility Poles \_\_\_\_\_ x \$10.00 = \_\_\_\_\_
Linear Foot Underground Utility \_\_\_\_\_ x \$0.50 = \_\_\_\_\_
Total = \_\_\_\_\_

IV. Provide a sketch or plans showing existing utilities in relation to proposed work. Applications without a sketch cannot be processed.

\*\*For Office Use Only: Engineer Assigned: \_\_\_\_\_ Date Approved \_\_\_\_\_\*\*
Date Closed \_\_\_\_\_

TV Required: [ ] Sanitary
[ ] Storm
[ ] None
City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Restrictions: \_\_\_\_\_ REV. 12/16/2024

## Permit Conditions

This permit is granted to allow performance of the specific work set forth in this application form according to the following permit conditions, and according to all applicable rules, regulations, ordinances, statutes and laws governing the proposed work.

1. The applicant or contractor will file with the City Engineer a performance bond in the amount of the estimated cost of the work to be performed. The bond shall be approved by the City Attorney.
2. The applicant or contractor will file a Certificate of Insurance evidencing commercial general liability coverage in the amount of 2 million dollars, automobile liability insurance in the amount of 1 million dollars and workers' compensation insurance. The Certificate of Insurance shall name the City of Beloit, and its officers, council members, agents, employees and authorized volunteers as an additional insured, and shall provide 30-days written notice to the City upon cancellation or material change in the policy. This coverage shall be primary to the additional insured, and not contributing with any other insurance or similar protection available to the additional insured, whether other available coverage is primary, contributing or excess. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products — Completed Operations additional insured coverage per ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Workers Compensation Policies.
3. All obstructions in the Right of Way, including dumpsters and storage pods, are subject to approval by the City Engineer.
4. The applicant or contractor shall employ temporary traffic control meeting the requirements set forth in the Wisconsin Manual on Uniform Traffic Control Devices (MUTCD), latest edition.
5. No excavations shall remain open overnight unless specifically approved by the City Engineer. All work areas shall be securely fenced off with safety fence to protect the public whenever the work area is to remain un-restored overnight.
6. No driveway, either public or private, may remain closed overnight. The owner or occupant must be notified prior to closing any driveway during working hours.
7. All drainage shall be maintained throughout work either by keeping the drainage facilities open or by providing alternate drainage routes and facilities. Erosion Control measures meeting Wisconsin Department of Natural resources requirements shall be employed as necessary to ensure sediment does not enter the storm sewer system or any natural waterway.
8. All excavations shall be backfilled with excavated material acceptable to the City Engineer placed in 12-inch lifts and compacted by mechanical means. Flooding and jetting will not be allowed.
9. Paved surfaces shall be repaired as follows:
  - a. Concrete Streets shall be sawcut full depth at the nearest existing joint outside the excavation limits. The removed pavement shall be replaced with general purpose Portland Cement Concrete mix design A-FA, as specified by the Wisconsin Department of Transportation, or alternative approved by the city. The pavement thickness shall be 6-inches or match the existing pavement, whichever is greater, and shall have a minimum of 6-inches of crushed limestone base beneath the concrete pavement. No. 6 tie bars 12-inches long shall be provided at 36-inch on center spacing on all construction joints between existing and new pavements. The tie bars shall be drilled and set in epoxy a distance of 6-inches into the existing pavement on a 6:1 horizontal skew, alternating every one or two bars in the opposite direction.
  - b. Asphalt Streets shall be sawcut full depth a minimum of 12-inches beyond the outer limits of excavation. Pavement patches shall consist of 10-inches of crushed limestone base and two separate 2-inch thick layers of hot-mix asphaltic concrete pavement, or shall match the existing base and pavement thickness, whichever is greater. The asphaltic concrete pavement mix design shall be approved for use by the Wisconsin Department of Transportation.
  - c. Sidewalks and driveways shall be sawcut full depth at the nearest joint beyond the excavation limits. The surface shall be replaced with the greater of the existing thickness or 4-inches of crushed limestone base with 4-inches of concrete for sidewalks, and the greater of the existing thickness or 6-inches of crushed limestone base with 6-inches of concrete for driveways. Sidewalk and driveway forms must be inspected by the City Engineering Division prior to concrete being placed. Widths shall match the adjacent sidewalk or driveway width. All sidewalks shall be constructed in full compliance with ADA and PROWAG standards.
10. All grass surfaces shall be restored with a minimum of 4-inches of screened topsoil and lawn quality sod or seed.
11. The applicant or contractor shall remove all surplus materials from the job site and clean up the work area daily upon completion of work in a single location or as continuous operations progress.
12. For directional bore work, the contractor shall televise the sanitary & storm sewer mains in the work area to confirm that the integrity of the sewers was not compromised with the new infrastructure. Televising of the sanitary laterals is not needed at this time. The televising files are to be submitted to the City Engineering Division on a USB storage device in a "\*.WMV" or "\*.MP4" file format within 90 days of project completion. Failure to submit televisings within said 90 days will result in no further permits issued to the applicant until televisings are received and deemed acceptable. The video shall indicate the company who is doing the televising work, the date, the area, and the structure nomenclature. Structure nomenclature will be provided to the contractor requesting the permit in the form of a map when the city returns the approved permit. If a written report is to be submitted in addition to the video, it would need to contain only the following on the televising company letterhead: Date, company name, the sewers and the boundary of the televising, and a listing of non-sewer related penetrations or a statement of no non sewer penetrations found, and a signature of the televising company's authorized representative.
13. The applicant is to inform the City of Beloit Engineering Division of the completion of the work in the right of way. This notification can be done by phone, mail, or email. Failure to notify the City upon completion of work may result in any applicable bond, check, or letter of credit being retained and may prevent future permits from being issued.

**QUESTIONS? Please contact the Engineering Division at (608) 364-6690 if you need assistance completing this application.**