



FOR OFFICE USE ONLY

Permit Number: _____
Permit Exp: _____
Started w/o permit: Y / N
Total Permit Fee: \$ _____
If road closure requested, notify:
Alderman: _____ Dist: ____
Police: _____ Fire: _____
Transit: _____

**Application for Public Right-of-Way Excavation Permit
Form #PWE002 (rev. 05/2019)**

Date: _____

PWE010 Application for Public Right-of-Way Registration required prior to submitting this application.

Applicant/Company Information

Name: _____ Contact Person: _____

Address: _____

Email: _____ Phone Number: _____

24 Hour Emergency Contact (REQUIRED)

Name: _____ Phone Number: _____

Contractor Information (if applicable)

Contractor Name: _____ Contact Person: _____

Address: _____

Email: _____ Phone Number: _____

Contractor Job Number: _____ Sub-Contractor: _____

Proposed Excavation Information

Project Address/Location Description: _____

Type of Work Proposed (check all that apply):

Excavate New Construction Improve/Repair Existing Remove Maintenance

Other: _____

Brief Description of Work (including size of opening, type of excavation, etc.): _____

Portion of Right-of-Way to be Impacted (check all that apply):

Center Lane Curb Lane Sidewalk Curb & Gutter Lawn Park

Note: If request to excavate includes a main thoroughfare, a work zone traffic control plan MUST be submitted and approved by the City Engineer or their designee. Please allow 24 hours of lead time.

Road Closure Needed: Yes _____ No _____

Reason for closure: _____

Street or Avenue closed: _____ From: _____ To: _____

Date(s) of closure: _____ Start time: _____ End time: _____

If request to excavate includes a road closure, affected property owners must be notified at least 24 hours in advance of the closure as to the impacts they may experience.

Plans Attached: Yes _____ No _____

Permits are generated for each location or address impacted by a continuous project, and therefore one application may generate multiple permits (where applicable).

Utility Type (if applicable, check all that apply):

Gas/Petroleum Electric Communications Sanitary Sewer Water
 Private Line Transmission Distribution Service Storm Sewer Service Lateral

Note: If permit involves the installation of a pole or tower, see attachment for additional requirements.

Estimated Start Date: _____ Estimated Completion Date: _____

*Estimated completion date will be used as the permit expiration date. An extension may be requested if necessary.

**Permit fee is generated at the completion of the application review.
See attached Right-of-Way Project Permit Fee Schedule for more information.**

By signing this form you are acknowledging that you, the Applicant, will comply with Section 5.04 of the City of Kenosha Code of General Ordinances, all local, state and federal codes including, but not limited to, safety, building, traffic control codes, and the Manual of Uniform Traffic Control Devices (MUTCD), and you agree that all work will be done according to good engineering practice, that public safety will be procured, and the street will be properly restored.

A copy of any permit issued under Section 5.04 of the City of Kenosha Code of General Ordinances shall be made available at all times by the Permittee at the indicated work site and shall be available for inspection by the department upon request.

5-Year Moratorium: After permanent improvement or repaving of a City street, no permit shall be issued to open, cut or excavate said street for a period of 5 years after the date of improvement or repaving unless in the opinion of the City Engineer an emergency exists which makes it necessary that the permit be issued.

THE ACCEPTANCE OF THIS PERMIT BY THE PERMITTEE CONSTITUTES AN ACKNOWLEDGMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED.

Print Name: _____

Signature: _____

Reviewed by Engineer: _____

Return this form to:

**City of Kenosha,
Public Works Department
625 52nd St – Room 305
Kenosha, WI 53140**

**Fees will be determined by the City prior to issuing permit(s).
See attached Right-of-Way Project Permit Fee Schedule for more information.**

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Permit Fee Information

Permit Location Description (if multiple addresses impacted by one continuous/interconnected project):

Total Number of Permits Generated: _____

Permit Application Review Fee Part I (circle all that apply)	
Type of Project	Fee
Project Permit	\$50
Very Large Project Permit	Actual Cost (min. \$100)
Pole/Tower Additional Review	\$100
Sum of Fee Part I	

Inspection Work to be Performed Fee Part II (circle all that apply)			
Type of Work	Fee	Number of Permits	Total Fee per Type of Work
Boring	\$50		
Curb & Gutter	\$50		
Excavation outside Roadway	\$75		
Excavation within Roadway	\$100 plus degradation fee		
Degradation Fee (via chart below)			
Sum of Fee Part II			

Open-Cut Pavement Degradation Fees (based on area of estimated trench width x length, minimum 4' wide)

PASER Rating	1-4	5 or 6	7 or 8	9 or 10
Asphalt Fee/Square Foot	No Fee	\$1	\$3	\$6
Concrete Fee/Square Foot			\$8	\$9
Square Feet of Pavement Impacted				
Degradation by PASER				
Total Degradation Fee				

Fee Calculation:

	(I) Permit Application Review Fee Part I	\$ _____
	(II) Inspection Work to be Performed Fee Part II	\$ _____
	Total Project Permit Fee*	\$ _____

*Permit fee waived if project is done in conjunction with street construction project as long as utilities are constructed prior to curb and gutter and final paving.

Right-of-Way Project Permit Fee Schedule

The following fee schedule applies to permits issued for construction in the public, municipal right-of-way or utility easements within the City of Kenosha.

Fee Part I:	<u>Permit Application Review Fees</u>	<u>Note</u>	<u>Fee</u>
	Project Permit	(1)	\$50
	Very Large Project Permit	(2)	Actual Cost (min. \$100)
	Pole/Tower Additional Review	(3)	\$100
Fee Part II:	<u>Inspection Work to be Performed</u>	<u>Note</u>	<u>Fee</u>
	Boring	(4)	\$50
	Curb & Gutter	(5)	\$50
	Excavation outside Roadway	(6)	\$75
	Excavation within Roadway	(7)	\$100 plus degradation fee

Open-Cut Pavement Degradation Fees (based on area of estimated trench width x length, minimum 4' wide)

PASER Rating	1-4	5 or 6	7 or 8	9 or 10
Asphalt Fee/Square Foot	No Fee	\$1	\$3	\$6
Concrete Fee/Square Foot			\$8	\$9

Repair Bonds: A repair bond must be made in an amount: \$3,000. Repair Bonds will be released at the applicant's option at the end of the warranty period or held for future permits. If the City exercises its rights to repair the right-of-way after the applicant has failed to make repairs after 10 days notice, the cost of the repair will be invoiced to the applicant to maintain the existing level of the current repair bond. Failure to pay any repair invoice within 30 days will result in refusal to issue new permits or revocations or suspensions of existing right-of-way permits.

Fee Notes:

- (1) Applies to any project that involves excavation or boring in the right-of-way and is less than 5000 continuous centerline feet of roadway. Only one review fee (plus the pole/tower additional review fee, where applicable) will apply for each project application. Individual permits will be generated for each impacted property, and an inspection fee will apply for each permit.
- (2) Applies to any project size greater than 5000 continuous centerline feet of roadway. Application review fees will be invoiced on actual costs, with a minimum of \$100. Individual permits will be generated for each impacted property, and an inspection fee will apply for each permit.
- (3) Applies to any project involving the installation of any pole or tower in the right-of-way. Review fee is in addition to the standard project permit application review fee, as supplemental review is required for each proposed pole/tower.
- (4) Applies to any project requiring boring (including the use of bore pits, as necessary) in the right-of-way, that does not involve open-cut pavement in the roadway.
- (5) Applies to any project that involves removing or replacing the curb and gutter. This fee is in addition to other applicable inspection fee(s).
- (6) Applies to any project requiring excavation within the right-of-way, outside the roadway, that is not defined as 'boring' (see Note 4 above).
- (7) Applies to any project requiring excavation or boring in the roadway, including open-cut pavement in the right-of-way. Degradation fees also apply as listed.

General Notes:

- (A) Permit application fees waived if utility project is done in conjunction with street construction project as long as utilities are constructed prior to curb and gutter and final paving.
- (B) Total Project Permit Fee is equal to the sum of fees Part I and Part II.

Additional Requirements for Installation of a Pole or Tower in Public Right-of-Way

If the proposed project involves the installation of a pole or tower in the public right-of-way, the applicant must submit the following:

- a) Scaled drawings of the proposed pole or tower and all proposed attachments, stamped by a Wisconsin registered professional engineer
- b) Structural stability certification of each individual pole or tower
- c) Soil testing to ensure proper soil stability (at the discretion of the Department of Public Works)
- d) Evidence sufficient to demonstrate that the applicant is prohibited from using an existing pole or tower (either owned by the applicant or a third party) because such use is technically infeasible, economically prohibitive or prohibited by law
- e) For poles or towers greater than 10 feet taller than existing poles or towers in nearby right-of-way, the applicant must submit evidence sufficient to demonstrate that: (i) the greater height is required to accomplish the applicant's purposes; (ii) the applicant is prohibited from using existing poles or towers (either owned by the applicant or a third party) to accomplish its purposes because such use is technically infeasible, economically prohibitive or prohibited by law; (iii) the pole or tower, due to its height and size, poses no greater danger to the health, safety, and welfare of the public than existing poles in a nearby right-of-way; and (iv) in evaluating such circumstances, the Department may employ the services of a consulting expert, the expense for which shall be reimbursed by the applicant as an administrative cost of processing the application.
- f) Evidence to demonstrate compliance with the height limitations indicated on the City of Kenosha Airport Height Limitations Map