



Fee \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Initial \_\_\_\_\_

**VILLAGE of GENOA CITY DEPARTMENT of PUBLIC WORKS**  
**PERMIT TO WORK WITHIN THE PUBLIC RIGHT-OF-WAY**

755 Fellows Rd. • Genoa City, Wisconsin 5318 • Phone 262-279-6472 • FAX 262-279-6618

The Village of Genoa City, Digger's Hotline (1-800-242-8511), and all other affected utilities must be contacted a minimum of three working days prior to digging. For emergency work, permit must be secured within two business days at the Public Works Department for performance of any work in the right-of-way.

Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Permit #: \_\_\_\_\_

Based on: \$200 for excavation under pavement  
or 12" below grade; \$75 for "surface work" and  
not under street pavement.

Digger's Hotline Ticket No. \_\_\_\_\_

Applicants Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

For the purpose of: \_\_\_\_\_

at \_\_\_\_\_

(specific address or location of proposed work)

General Contractor: \_\_\_\_\_

(name and address)

Paving Contractor: \_\_\_\_\_

(name and address)

Date work to begin: \_\_\_\_\_ Date work to be completed: \_\_\_\_\_

**THIS SECTION FOR DRIVEWAY APPROACHES AND SIDEWALK WORK ONLY.**

**FOR DRIVE APPROACHES:** Please check type of driveway work. Note: A separate permit is required for any driveway work on private property. This permit can be obtained from the Building Inspector, at Village Hall.

New Driveway ☐ Replacement of Driveway ☐ Alteration/Widening of Existing Driveway ☐

**Curb Opening:** Has the curb opening already been created? \_\_\_\_\_ if so, how? (i.e. was it created when the curb and gutter was originally installed on the street, was the curb head broken off, vertically or horizontally sawed off?)

Please describe existing curb opening, or planned alteration:

\_\_\_\_\_  
\_\_\_\_\_

If curb has been previously broken or vertically sawed off, the Village DPW must inspect the curb opening prior to beginning of any work. If curb has been damaged, it may need replacement.

Are you abandoning an existing driveway? \_\_\_\_\_

**FOR SIDEWALKS:**

Is the repair through your driveway? \_\_\_\_\_ (the sidewalk through drive apron area must be 7" in thickness)

Is the repair work within the street right-of-way, private property, or both? \_\_\_\_\_

**THIS PERMIT MUST BE DISPLAYED ON THE WORK SITE. DO NOT CONCEAL ANY WORK UNTIL IT HAS BEEN APPROVED BY THE VILLAGE STAFF OR BUILDING INSPECTOR.**

Continue on reverse side ➔

## SPECIAL PROVISIONS FOR PERMIT TO WORK WITHIN THE PUBLIC RIGHT-OF-WAY

- ☐ 1. The Village must be contacted with your schedule of work, prior to beginning excavation. Call 262-279-5728.
- ☐ 2. A Certified Check, or Cashier's Check, in the amount of \$2,000 shall be filed with the Village Treasurer. This check will be returned after the Village has inspected and approved the restoration of the right-of-way.
- ☐ 3. All applicants shall properly guard all work within the right-of-way according to Part 6 of the FHA Manual on Uniform Traffic Control Devices, current edition, including but not limited to lighted barricades after dark.
- ☐ 4. Aggregate Slurry Backfill must be used under all paved areas. The mix shall match that as specified in the current edition of the Standard Specifications for Sewer & Water Construction in Wisconsin.
- ☐ 5. All work under pavement must be bored. If boring tool gets lodged under any pavement, the Village staff must be contacted prior to open cutting street. In that event, Items No. 4 and 7 must be followed.
- ☐ 6. All work under the drip line of any trees shall be bored. Any tree damaged by the applicant's operations shall be treated by a professional arborist to remove broken branches. Trees will be monitored for 24 months following the project. Trees which suffer more than 30% damage to branches or die-back from root damage shall be replaced at the applicant's expense.
- ☐ 7. All excavations in permanently improved streets shall be made by saw cuts around the perimeter of the excavation. After excavation, prior to patching, perimeter must be re-sawed one foot back onto undisturbed subgrade. All pavement types must be restored to previously existing condition. Where concrete pavement has been overlaid with asphalt pavement, concrete pavement must be replaced and doweled in place as directed by the Village. It shall then be overlaid with asphalt pavement.
- ☐ 8. Tunneling of curb shall not be allowed. Curb must be removed and replaced if curb is exposed in the trench. When replacing curb, it must be tied to existing curb with 2 driven 1/2" tie rods in the pan of the gutter, at both ends of the pour. No curb sections shall be smaller than 4 ft. in length. Curb shall be placed over a four-inch (4") road gravel base.
- ☐ 9. The pavement must be protected from any scarring. Dumping of materials on the pavement, whether it is sand, gravel, spoil material, or other construction material is prohibited. No track equipment shall be off-loaded directly on the pavement. It must either be off-loaded onto planks, or onto a non-paved surface.
- ☐ 10. Applicant is responsible for contacting owners and/or tenants, regarding disruption of foot or vehicular traffic.
- ☐ 11. Detour permit may be required from the County or WisDOT.
- ☐ 12. Permit to excavate in highway right-of-way may be required from the County or WisDOT.
- ☐ 13. The terrace must be restored to its original condition. If terrace currently has grass, it must be restored with 4" of topsoil, seed, fertilizer, and mulch.
- ☐ 14. Other conditions \_\_\_\_\_

Acceptance of this permit implies that the Owner and Contractor, jointly and severally, agree that the work covered by this permit shall be performed in strict accordance with all the provisions of the Municipal Code, all specifications of the Village of Genoa City, and the laws of the State of Wisconsin pertaining to the above-described work. Applicant also agrees to any special conditions listed here on, and agrees to keep and save the Village free and harmless from any damages or claims against it by reason of any failure, fault or neglect of the applicant, the applicant's agent, servants, or employees in the execution of the work or exercise of the privilege for which such permit is granted. Applicant guarantees all work and shall maintain it for 24 months following its completion.

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### ACCEPTANCE OF CONDITIONS FOR RIGHT-OF-WAY PERMIT

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Receipt of the above conditions for right-of-way permit is hereby accepted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner / Contractor (circle one)

**PERMIT APPROVED:** \_\_\_\_\_  
Village of Genoa City, Staff

Date Restoration was Completed: \_\_\_\_\_  
Village staff Initials \_\_\_\_\_