

CITY OF CUMBERLAND, WISCONSIN

Daniel C. Shoemaker, Mayor

mayor@cityofcumberland.net

Randall D. Reeg, Administrator

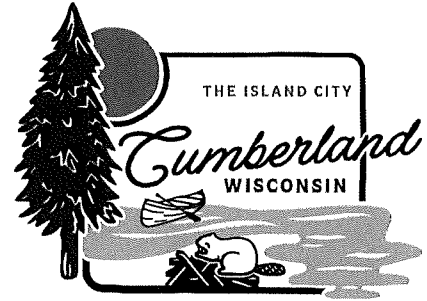
cityadmin@cityofcumberland.net

Arlene Frisinger, Clerk

clerk@cityofcumberland.net

Shari Rosenow, Treasurer

treasurer@cityofcumberland.net



Phone: 715.822.2752

950 1st Avenue

www.cityofcumberland.net

Fax: 715.822.3799

Cumberland, WI 54829

City of Cumberland Right-of-Way Permit Workflow Guide

This packet explains the administrative workflow for managing Right-of-Way registrations and excavation permits under Section 8.035 of the City of Cumberland Code of Ordinances.

STEP 1 – ANNUAL REGISTRATION

All right-of-way users must submit a Right-of-Way Registration Form annually and provide required documentation including insurance and applicable certifications.

STEP 2 – PERMIT APPLICATION

Prior to excavation or occupancy of the right-of-way, applicants must submit a Right-of-Way Excavation Permit Application including project plans, traffic control plans, restoration plans, and applicable fees.

STEP 3 – PERMIT REVIEW

The City reviews the application for compliance with City standards, calculates applicable fees, and issues the permit with any necessary conditions.

STEP 4 – CONSTRUCTION

Work must comply with City standards, MUTCD traffic control requirements, and all applicable laws. The permit must be available on-site during construction.

STEP 5 – COMPLETION NOTICE

Upon completion of the work, the permittee must submit the Work Completion Certificate and notify the City for inspection.

STEP 6 – INSPECTION AND WARRANTY

The City inspects the restoration work and records the start of the warranty period (typically 36 months). The warranty is tracked using the Restoration Warranty Tracking form.

CITY OF CUMBERLAND, WISCONSIN

Daniel C. Shoemaker, Mayor
Randall D. Reeg, Administrator
Arlene Frisinger, Clerk
Shari Rosenow, Treasurer

mayor@cityofcumberland.net
cityadmin@cityofcumberland.net
clerk@cityofcumberland.net
treasurer@cityofcumberland.net



Phone: 715.822.2752
Fax: 715.822.3799

950 1st Avenue
Cumberland, WI 54829

www.cityofcumberland.net

Right-of-Way Management Fee Schedule

This fee schedule is adopted by resolution of the City of Cumberland Common Council and applies to activities regulated under Section 8.035 Right-of-Way Management of the City of Cumberland Code of Ordinances.

ANNUAL REGISTRATION

Annual Right-of-Way Registration Fee: **\$25**

EXCAVATION PERMIT FEES

Application Fee: **\$100**

Plan Review Fee: **Actual costs** (internal staff or third-party consultant review)

REPAIR BOND REQUIREMENTS

Tier 1	Small Projects: \$500
Tier 2	Medium Projects: \$2,500
Tier 3	Large Projects: \$10,000
Tier 4	Major Projects: Custom / Negotiated

PAVEMENT DEGRADATION FEES (PER SQUARE YARD)

PASER Rating	Fee (\$ / sq. yd.)
10	\$46.00
9	\$46.00
8	\$39.00
7	\$39.00
6	\$33.00
5	\$33.00
4	\$20.00
3	\$20.00
2	\$7.00
1	\$7.00

Degradation fees are calculated by multiplying the applicable PASER rate by the area of pavement disturbed (in square yards) as determined by the Department.

All fees are subject to amendment by resolution of the City of Cumberland Common Council.

CITY OF CUMBERLAND, WISCONSIN

Daniel C. Shoemaker, Mayor mayor@cityofcumberland.net
Randall D. Reeg, Administrator cityadmin@cityofcumberland.net
Arlene Frisinger, Clerk clerk@cityofcumberland.net
Shari Rosenow, Treasurer treasurer@cityofcumberland.net



Phone: 715.822.2752

950 1st Avenue

www.cityofcumberland.net

Fax: 715.822.3799

Cumberland, WI 54829

Right-of-Way User Registration Form

REGISTRANT INFORMATION

Legal Company Name: _____ Phone: _____
Corporate Address: _____
City / State / ZIP: _____
Primary Contact Person: _____ Title: _____
Phone: _____ Email: _____
Diggers Hotline Registration Certificate Number: _____

LOCAL EMERGENCY REPRESENTATIVE (24/7)

Name: _____ Company: _____
Address: _____ 24/7 Phone: _____
Mobile: _____ Email: _____

TYPE OF RIGHT-OF-WAY USE

- | | | |
|---|---|--|
| ☐ Telecommunications | ☐ Electric | ☐ Natural Gas / Petroleum |
| ☐ Water / Sewer | ☐ Cable / Communications | ☐ Other |

REQUIRED DOCUMENTATION

- ☐ Wisconsin corporate registration (if applicable) ☐ PSC certificate of authority (if applicable)
- ☐ Certificate of liability insurance naming City as additional insured
- ☐ Executed indemnification agreement ☐ Annual registration fee (per fee schedule)

CERTIFICATION

I certify that the above information is accurate and that the registrant agrees to comply with Section 8.035 Right-of-Way Management of the City of Cumberland Code of Ordinances.

Authorized Representative Signature: _____

Printed Name: _____ **Date:** _____

CITY USE ONLY

Registration Number: _____ **Date Received:** _____

Approved By: _____ **Expiration Date:** _____

CITY OF CUMBERLAND, WISCONSIN

Daniel C. Shoemaker, Mayor

mayor@cityofcumberland.net

Randall D. Reeg, Administrator

cityadmin@cityofcumberland.net

Arlene Frisinger, Clerk

clerk@cityofcumberland.net

Shari Rosenow, Treasurer

treasurer@cityofcumberland.net



Phone: 715.822.2752

950 1st Avenue

www.cityofcumberland.net

Fax: 715.822.3799

Cumberland, WI 54829

Right-of-Way Excavation Permit Application

APPLICANT INFORMATION

Company Name: _____ Phone: _____

Address: _____

Contact Person: _____

Email: _____

☐ Registered with the City of Cumberland

CONTRACTOR INFORMATION

Contractor Name: _____

Address: _____

Contact Person: _____ Phone: _____

Emergency Phone: _____

PROJECT LOCATION

Street Address / Location Description: _____

Nearest Cross Street: _____

Right-of-Way Type:

☐ Street

☐ Sidewalk

☐ Terrace

☐ Utility Easement

DESCRIPTION OF WORK

Utility Type:

☐ Gas ☐ Electric ☐ Communications ☐ Water ☐ Sewer ☐ Private Utility

Work Type:

☐ New Installation ☐ Repair / Maintenance ☐ Replacement ☐ Removal

Installation Method:

☐ Open Cut ☐ Directional Bore ☐ Trenchless ☐ Other

Excavation Length: _____

Excavation Width: _____

Excavation Depth: _____

PROJECT SCHEDULE

Estimated Start Date: _____

Estimated Completion Date: _____

CONSTRUCTION DETAILS (ATTACH PLANS)

☐ Engineering plans ☐ Traffic control plan (MUTCD compliant)
☐ Erosion control plan ☐ Restoration plan ☐ Resident notification plan (if applicable)

INSURANCE AND BONDING

☐ Certificate of liability insurance attached
☐ City named as additional insured

Repair Bond Type / Amount: _____

FEES

Administrative Fee: _____

Plan Review Fee: _____

Degradation Fee: _____

Total Permit Fee: _____

APPLICANT CERTIFICATION

The applicant agrees to comply with all requirements of City of Cumberland Code Section 8.035 and all applicable state and federal regulations.

Authorized Representative Signature: _____

Printed Name: _____ Date: _____

CITY APPROVAL

Permit Number: _____ Approved By: _____

Permit Valid From: _____ Permit Valid To: _____

Conditions / Notes: _____

CITY OF CUMBERLAND, WISCONSIN

Daniel C. Shoemaker, Mayor mayor@cityofcumberland.net
Randall D. Reeg, Administrator cityadmin@cityofcumberland.net
Arlene Frisinger, Clerk clerk@cityofcumberland.net
Shari Rosenow, Treasurer treasurer@cityofcumberland.net



Phone: 715.822.2752

950 1st Avenue

www.cityofcumberland.net

Fax: 715.822.3799

Cumberland, WI 54829

Right-of-Way Work Completion Certificate

Permit Number: _____ Project Location: _____

Date Work Completed: _____ Contractor Name: _____

Description of Work Completed: _____

CERTIFICATION

Contractor Signature: _____ Date: _____

Printed Name: _____

INSPECTION NOTES

Inspector Signature: _____ Date: _____

CITY OF CUMBERLAND, WISCONSIN

Daniel C. Shoemaker, Mayor mayor@cityofcumberland.net
Randall D. Reeg, Administrator cityadmin@cityofcumberland.net
Arlene Frisinger, Clerk clerk@cityofcumberland.net
Shari Rosenow, Treasurer treasurer@cityofcumberland.net



Phone: 715.822.2752

950 1st Avenue

www.cityofcumberland.net

Fax: 715.822.3799

Cumberland, WI 54829

Right-of-Way Restoration Warranty Tracking

Permit Number: _____

Project Location: _____

Final Inspection Date: _____

Warranty Expiration Date (36 months): _____

INSPECTION NOTES

Inspector Signature: _____

Date: _____