

TOWN OF DANIELS UTILITY PERMIT

Fee Schedule for Utility Permit Review

Basic Permit Review Fee: (Minimum up to 5 sheets of plans)	\$75.00
For Every 5 Additional Sheets of Plans: For example: (6-10 sheets would be \$150) (11-15 sheets would be \$225)	\$75.00
Open Cut of Road Permit Fee: (Newer roads may increase this price based on Paser ratings.)	\$275.00
Boring Permit Fee: (per boring site as shown on plans)	\$ 50.00
Closing Road Permit Fee: (Contractor is responsible for signage & maintenance costs.)	\$225.00

Fees are based on per application basis and to be reviewed by Chairman of Town of Daniels. All projects are to follow the outline of the WCHA Utility Accommodation Policy.

Effective Date: 2/11/2025.

TOWN OF DANIELS UTILITY PERMIT

Applicant _____

Address _____

Office Phone _____

Local Phone _____

E-Mail _____

Type of Utility Installation _____

Plans Prepared By _____

Name and Phone Number of Utility Person Responsible for Construction _____

Check All That Apply

- | | | | | |
|--|---|---|---|--------------------------------|
| <input type="checkbox"/> to cross roadway | <input type="checkbox"/> overhead | <input type="checkbox"/> underground | <input type="checkbox"/> parallel to centerline of road | <input type="checkbox"/> MAJOR |
| <input type="checkbox"/> tunnel | <input type="checkbox"/> trench | <input type="checkbox"/> open cut | <input type="checkbox"/> suspend on towers | <input type="checkbox"/> MINOR |
| <input type="checkbox"/> jack and bore | <input type="checkbox"/> cased | <input type="checkbox"/> suspend on poles | <input type="checkbox"/> tree cutting/removal | |
| <input type="checkbox"/> bridge attachment | <input type="checkbox"/> water | <input type="checkbox"/> sanitary sewer | <input type="checkbox"/> telephone/communicator | |
| <input type="checkbox"/> gas/petroleum | <input type="checkbox"/> chemical treatment | | <input type="checkbox"/> other _____ | |

CONSTRUCTION

Estimated Starting Date _____ Estimated Restoration Date _____

The applicant understands and agrees that the permitted work shall comply with all provisions and conditions of the Utility Accommodation Policy of the Town of Daniels in effect at the time of this application, and with any special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

By _____
Signature of Applicant's Authorized Representative Title Date

Typed/Printed Name of Person Signing Above

Phone Number of Person Signing Above

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVAL BY PERMITTING AUTHORITY

The foregoing application is hereby approved and permit issued by the Town of Daniels subject to full compliance by the Applicant with all provisions and conditions stated in the Utility Accommodation Policy of the Town of Daniels including the indemnification as included in 96.03 of the WCHA Utility Accommodation Policy in effect on the date of this application.

Supplemental Provisions Attached ☐ Yes ☐ No

By _____
Authorized Representative for Town of Daniels

Printed Name of Person Signing

Date: _____

WCHA UTILITY ACCOMMODATION POLICY

Effective: January 1, 2000

Supersedes: December 6, 1999

Policy 96.12

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A. General Policy

Typically, a utility shall obtain a permit from the Department before installing any type of service line that requires a connection from an existing distribution facility within the right-of-way. However, the Department recognizes that a utility must respond promptly to its customers when they request service connections for their homes or businesses. In order to help expedite the process, a utility may apply for an annual service connection permit (ASCP) from the Department which bypasses the normal permit approval process and fax each proposed service location permit.

This policy does not affect Policy 96.05, Emergency Work. Approvals for emergency service connections should still be handled by a phone call to the Department.

All work described in this policy shall comply with the entire Utility Accommodation Policy. Any ASCP issued to a utility does not supersede the authority of other governmental agencies' more restrictive requirements.

B. Application Information

A utility shall use the Department's standard permit form, CU-99-1, to apply for an ASCP which shall be sent to the Department for review. The ASCP shall only be effective during the calendar year and in the district and county in which it is issued. Hence, a utility may want to obtain additional ASCP's if its service territory crosses county or district boundaries. A copy of the ASCP shall be kept on the job site at all times. To properly fill out a CU-99-1 form to make it into an ASCP, see Figure 1.

The Department may reject an ASCP application if a utility has been delinquent in rectifying previous or current installations which violate the Policy (e.g. site restoration). In addition, the Department may suspend or permanently revoke an ASCP due to Policy violations.

C. Coverage

The ASCP shall pertain to service connections only. In addition, an extension of the existing distribution line up to 300 feet is allowed to facilitate the installation of the service. Both overhead and underground short-side (same side of highway and the distribution line) service connections are allowable. See Figures 2 and 3. Long-side (opposite side of highway as the distribution line) service connections are also allowable, but may be limited to underground installations. See Figures 4 and 5.

D. Implementation

Once an ASCP has been approved by the Department, a utility shall implement the following process to obtain approval for installing a service connection. A utility shall submit, by fax or other method, a location sketch of the proposed service for Department review at least three

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business days prior to the start of the work. A copy of the utility's work order may be sufficient for this. The information provided shall include the:

1. Utility's ASCP number.
2. County name and town, range, and section numbers.
3. Distance from the nearest intersection to the service line.
4. Name of the utility and employee who needs the Department's reply along with that person's telephone and fax numbers.

An ASCP does not authorize a utility to start work. The Highway Commissioner or his/her designee shall notify the utility within three working days of receipt of the utility service connection request when it is okay to proceed with the proposed service work - usually by telephone or return fax unless another method is specified by the utility. If the utility does not hear from the Highway Commissioner or designated representative prior to commencing work, it should call the Department.

D. Work Restrictions

If a utility cannot meet all of the conditions listed below, then it shall obtain a regular permit for that specific service connection. Under an ASCP, all work shall be done:

1. Without any interference or disruption to traffic. Exceptions may be granted for low-volume (500 ADT or less), two-lane rural highways.
2. Without open cutting the pavement, paved shoulders, or medians.
3. For long-side connections, using untrenched construction techniques only. Any boring machine that is used shall not be guided from the highway surface. The use of the median area is prohibited [Policy 96.24(B)] - even to check or guide the boring machine. Boring shall be accomplished no closer to the highway than the toe of inslope or back of curb in accordance with Policy 96.53(B). The bore shall be perpendicular to the highway.

Overhead, long-side service connections may be allowed on low-volume (500 ADT or less), two-lane rural highways during off-peak travel hours. The use of a law enforcement officer to stop traffic may be required.

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Insert Drawings 2, 3, 4, 5, and 6