



**CITY OF MADISON, WISCONSIN**  
**APPLICATION TO EXCAVATE IN PUBLIC RIGHT-OF-WAY**  
**CONNECT TO CITY SANITARY AND/OR STORM SEWER**

**I. APPLICANT INFORMATION**

Company \_\_\_\_\_ Date of Application \_\_\_\_\_  
 Contact \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 E-mail \_\_\_\_\_ Customer Reference # (optional) \_\_\_\_\_

**II. CONTRACTOR INFORMATION**

City Prequalified Contractor to Perform Work \_\_\_\_\_  
 Contact \_\_\_\_\_ Telephone \_\_\_\_\_

**III. PROPOSED WORK**

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

**B. ADDRESS(ES) OF PROPOSED WORK**  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. TYPE OF FACILITY** (Check all boxes that apply)  
 Water     Hydrant     Lead Pipe (If in conjunction with Water Utility work indicate Permit # \_\_\_\_\_)     Main  
 Sanitary     Storm     Gas     Electric     Telecommunications     Cable     Service  
 Other: \_\_\_\_\_  N/A

**D. PURPOSE**  
 Install     Repair     Replace     Cut Off     Other: \_\_\_\_\_

**E. LOCATION**  
 Travel Lane     Parking Lane     Terrace     Sidewalk     Easement/Greenway  
 Other: \_\_\_\_\_

**F. TRENCH TYPE AND SIZE**  
 Asphalt (Show total asphalt dimensions here or on accompanying sketch) \_\_\_\_\_  
 The pavement rating may be found on the City Engineering web page at <http://gis.ci.madison.wi.us/MADMAPS/GISHome.html> under the heading "Pavement"  
 Non-Asphalt (Show total non-asphalt dimensions here or on accompanying sketch) \_\_\_\_\_  
 Concrete     Sod     Other  
 Bore (Show total bore length here or on accompanying sketch) \_\_\_\_\_

**IV. CONNECTION TO CITY SANITARY AND/OR STORM WATER SYSTEM**

Connection to City Sanitary for  NEW OR  EXISTING building/facility  
 Number of Connections \_\_\_\_\_ Pipe Material \_\_\_\_\_ Diameter \_\_\_\_\_

*NOTE: If 54 or more sanitary fixture units, letter from Dane County Planning is required prior to proceeding with work.*

Connection to City Storm for  NEW OR  EXISTING building/facility  
 Number of Connections \_\_\_\_\_ Pipe Material \_\_\_\_\_ Diameter \_\_\_\_\_

**V. Will a permanent structure be placed in the public right-of-way by other than a utility?**  Yes  No  
*Note: If you respond YES to above, a copy of Street Encroachment permit must be attached in order for this application to be processed.*

**VI. Sketch showing existing utilities in relation to proposed work is attached.**  Yes  No  
*Note: Applications without a sketch cannot be processed.*

In consideration of being permitted to make such excavation, the permittee hereby agrees that it will faithfully comply with the terms of the permit as issued by the City of Madison including any Special Provisions; that it will comply with all applicable statutes, ordinances, rules and regulations of the State of Wisconsin and the City of Madison; that it shall require its contractor(s) to become qualified by the City of Madison prior to starting work on this permit; that it will indemnify, defend and hold the City of Madison harmless from any and all claims, liability, loss, damage or expense incurred by the City of Madison on account of any injury or death of any person or any damage to property caused by or resulting from activity or work performed under this permit, whether caused by or contributed to by the City of Madison, its officials, its agents or employees, and that it hereby agrees to purchase comprehensive public liability insurance showing the City of Madison as an additional insured and shall provide thirty (30) days written notice to the City upon cancellation or material change in the policy with renewal certificates provided to the City for three (3) years from the date of completion of work hereunder; that it will at all times keep the place where such excavation is made properly guarded by day and lighted by night; that it will leave the street, sidewalk, alley, or terrace in as good or better condition than existed when the work was commenced; that it will have all finished concrete and asphalt work within the right-of-way performed by a licensed concrete layer or licensed asphalt paver, as the case may be; that all restoration of the street, sidewalk, alley or terrace affected by acting upon this permit shall be completed within twenty (20) calendar days of the closing of the excavation; the permittee shall guarantee their work and shall maintain it for thirty-six (36) months following the date of completion; that if this project requires a detour, it will provide the Traffic Engineer seventy-two hours notice prior to commencement of; that it agrees this permit may be voided by the City Engineer if the work is not started within a reasonable length of time after the above stated starting date; and that it will comply with Chapter 37 of the Madison General Ordinances, Erosion and Stormwater Runoff Control.

Furthermore, the permittee agrees to provide the City of Madison minimum notice as follows: (1) Forty-eight (48) hours prior to starting work and upon completion of work the permittee shall notify City Engineering at (608) 266-4514 and Traffic Engineering at (608) 266-4761; (2) Twenty-four (24) hours prior to placement of steel plates the permittee shall notify the Streets Department East at (608) 246-4532 or Streets Department West at (608) 266-4681; and (3) Forty-eight (48) hours prior to connecting to the City's sanitary sewer and/or storm water systems the permittee shall notify the City's Utility Inspector or (608) 266-4514. Please note that failure to provide adequate notice will result in re-excavating the trench at your own cost so that the City can inspect the work performed.

Date of Application \_\_\_\_\_

Signature of Permittee Representative \_\_\_\_\_

Please Print Name and Title of Permittee Representative \_\_\_\_\_

**QUESTIONS? Please contact the following City staff if you need assistance completing this application.**

<b>INSPECTION</b>	Steve Wood, City Engineering	(608) 266-4514
<b>TECHNICAL</b>		
STREETS	LeAnne Hannan, City Engineering	(608) 266-4057
SEWERS	Mike Dailey, City Engineering	(608) 266-4058
TRAFFIC CONTROL	Bryan Walker, City Traffic Engineering	(608) 267-8754
WATER	Sue Gjertson, Water Utility	(608) 261-9832
<b>GENERAL</b>	Cindy Hemenway, City Engineering	(608) 266-6429

**Submit completed applications to Excavate in Public Right-of-Way and/or Connect to City Sanitary and/or Storm Sewer to:**

**City of Madison Engineering Division - Permit Applications  
1602 Emil Street  
Madison, WI 53713**