



235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukeewi.gov—262-691-5660

RIGHT-OF-WAY PERMIT APPLICATION

Rev 9-4-25

PERMIT# _____

☐ APPROVED

☐ DENIED

APPLICANT INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

CONTRACTOR INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

24-Hour Contact Name: _____ 24-Hour Contact Phone: _____

PROJECT INFORMATION

Project Start Date: _____ Project End Date: _____ (see page 3 #3)

Project Location: _____

Facility Type ☐ Road ☐ Water ☐ Sanitary Sewer ☐ Electric
☐ Storm Sewer ☐ Gas ☐ Other: _____

Purpose ☐ Install ☐ Repair ☐ Other: _____

Location ☐ Road ☐ Easement ☐ Terrace ☐ Sidewalk ☐ Driveway Approach

Restoration ☐ Asphalt ☐ Concrete ☐ Sod/Seed ☐ Other: _____

Trench Size Width: _____ Length: _____ Depth: _____

BORING

Will this work involve boring? ☐ YES ☐ NO Enter boring length in Submittal Requirements and Fees box on page 2.

Check box below to indicate which method will be used to field-verify the actual horizontal and vertical location of existing utilities prior to boring:

- ☐ Potholing at every water, sanitary sewer and storm sewer utility in the boring path
- ☐ Pre-boring closed circuit television (CCTV) inspection and locating with an inspection probe to provide accurate horizontal and vertical location of existing water, sanitary sewer and storm sewer utilities
- ☐ Post-boring CCTV inspection to verify existing water, sanitary sewer and storm sewer utilities were not damaged during boring process

NOTICE: Project-specific special conditions may be required for longitudinal boring or trenching projects unless otherwise indicated.

OTHER PROJECT INFORMATION

Will this work involve road closure? ☐ YES ☐ NO (If yes, road closure/detour plans must be provided)


Will a permanent structure(s) be placed in the right-of-way? ☐ YES ☐ NO

(If yes, additional legal documents/agreements may be required as part of this application)

SUBMITTAL REQUIREMENTS AND FEES

EMAILED SUBMITTALS AND REVISIONS WILL NOT BE REVIEWED

Remit completed application, supporting documentation and payment to: VILLAGE OF PEWAUKEE
RIGHT OF WAY PERMIT
235 HICKORY ST
PEWAUKEE WI 53072

- ☐ Application Form *
- ☐ Application Fee \$250 * -OR-
- ☐ Application Fee \$150 * (Driveway/Sidewalk/Perpendicular Terrace Crossing)
- ☐ Certificate of Insurance * with Endorsements (See page 3 #1)
- ☐ Site Drawing/Plans *
- ☐ Deposit \$1,000.00 *
- ☐ Boring Fees (See calculation box to right) 
- ☐ Bond (Amount varies by project type)

Deposit will be forfeited if work is started or completed prior to approval of permit (Ord. #2023-25)

_____ Actual Boring Length in Linear Feet
_____ Length Above / 1,000 Lin. Ft. (Round up to next whole number)
x \$250.00
= _____ Total Boring Fee Due

* Indicates Required

NOTE: Non-emergency permits will be reviewed within 30 days of a complete permit submittal.

If all required documents are not received within 30 days of initial notice of incompleteness/denial, the application process starts over and new submittal fees will apply.

AGREEMENT TO ABIDE

In consideration of being permitted to conduct work in the public right-of-way, the applicant hereby agrees to abide by Chapter 78, Streets, Sidewalks, and Other Public Places, of the Village of Pewaukee Code of Ordinances, attached Provisions and Conditions of Issuance (including but not limited to the insurance requirements on page 3, number 1) and all project-specific Special Conditions.

Applicant Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

THIS SECTION FOR COMPLETION BY OFFICE STAFF ONLY

Special Permit Conditions Required: _____

Application Received By: _____ Date: _____

Application Approved By: _____ Date: _____

Surety Release

Restoration Inspected By: _____ Date: _____

Surety Released By: _____ Date: _____

PROVISIONS AND CONDITIONS OF ISSUANCE:

Pursuant to Wisconsin Statutes and the Ordinances of the Village of Pewaukee, this Permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern this work:

Check next to each item indicating compliance and understanding.

- ☐ 1. Before commencement of the work, Applicant agrees to provide the Village with evidence of comprehensive, general liability insurance written on an occurrence basis with limits of not less than \$1 Million per occurrence and \$2 Million in the aggregate, which insurance shall name the Village of Pewaukee as an Additional Insured on a primary and non-contributory basis. Said coverage shall be evidenced by a Certificate of Insurance, as well as a Policy Endorsement, evidencing the Village's Additional Insured status. Coverage shall also provide that notice of termination or material modification of the policy shall be given not less than thirty (30) days prior to the termination of the policy except in the event of termination for non-payment, in which case the evidence of termination shall not be less than ten (10) days prior to the termination event.
- ☐ 2. The Applicant acknowledges that the **Policy Endorsement required by this section is its own document, separate from the Applicant's insurance contract, which specifically identifies the Village as an Additional Insured under the Applicant's insurance contract.** The Applicant further acknowledges and understands that merely listing the Village of Pewaukee as the holder of a Certificate of Insurance does not satisfy the requirements of this section. A copy of this section should be provided to the Applicant's insurance broker, if any, to ensure proper documentation is provided in a timely fashion.
- ☐ 3. Applicant shall notify the Village of Pewaukee not less than one (1) business day prior to starting any work in the public right-of-way. ***NOTE: Work commencing before the issuance of the permit will result in forfeiture of the deposit.**
- ☐ 4. A copy of this approval, along with any plans and special provisions shall be available on the job site.
- ☐ 5. Upon completion of the work, Applicant shall file a written notice with the Village Engineer to ensure return of deposit.
- ☐ 6. No openings in the streets, alleys, sidewalks or public ways shall be permitted between December 1st and April 1st except where it is determined by the Director of Public Works to be an emergency excavation or authorized Public Works Department Project.
- ☐ 7. Applicant agrees to indemnify and hold harmless the Village of Pewaukee, its employees and agents, from and against any and all costs, claims, suits, liability and/or award of damages, including actual attorney fees which might come, be brought or be assessed, because of the issuance or performance of this Permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed work of the Applicant. The performance of the permitted work or any part thereof, by or on behalf of Applicant, shall bind such Applicant to abide by this Permit and all its conditions and provisions.
- ☐ 8. The terms of this Permit and these conditions of issuance shall apply to anyone acting on behalf of the Applicant, its agents, sub-contractors or assigns.
- ☐ 9. The permitted facility shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement or maintenance of the roadway as may hereafter be ordered. The entire cost of construction and maintaining the permitted work shall be the obligation of the Applicant unless a contract for such costs has been executed by the Village.
- ☐ 10. No open cutting or crossing will be allowed where the pavement is too narrow to maintain one-way traffic at all times unless the Village Engineer has granted permission for a detour. Whenever the pavement is open, the spoil material from the excavation shall be hauled away and the trench shall be backfilled with a flowable, aggregate slurry mix. Pavement removed for a road crossing will be replaced as per the specifications of the Village.
- ☐ 11. Applicant shall provide all necessary signs, flagmen, barricades and lights required according to the Manual on Traffic Uniform Control Devices. When a detour is allowed, police, fire and local newspapers shall be notified by Applicant in advance of the work being started.
- ☐ 12. All disturbed areas shall be returned to their present condition, or better, subject to the satisfaction of the Village Engineer or representatives of the Village of Pewaukee. Access to all private drives and public street intersections shall be maintained and all disturbed areas completed restored to the conditions existing prior to the commencement of the work. If weather conditions exist that will prevent the growth of seed or sod, Applicant shall be responsible for maintaining the sod or seed as necessary to establish the vegetation.
- ☐ 13. Any trenching, tunneling or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Safety and Professional Services and any applicable local regulations.
- ☐ 14. Applicant, as well as any contractors, subcontractors or assigns, shall comply with the Erosion Control Ordinance of the Village of Pewaukee, and shall follow the direction of the Village Engineer.
- ☐ 15. In the event Applicant fails to comply with any of the terms of this Permit or engages in activities which the Director of Public Works determines, in the exercise of his/her sole discretion, are injurious to the public health, safety and welfare, the Director of Public Works may issue a Stop Work Order and the authority under this Permit shall be terminated.
- ☐ 16. Permit does not grant or imply access to disturb any private property adjacent to the work. Where such disturbance will occur grantee will obtain written permission from owner prior to proceeding.