

# TOWN OF COTTAGE GROVE

## APPLICATION FOR PERMIT TO WORK IN TOWN ROAD RIGHT-OF-WAY

This permit is required and shall be issued in accordance with the provisions of Section 08.03 of the Town of Cottage Grove Code of Ordinances.

### APPLICANT INFORMATION – Certificate of insurance showing the Town as an additional insured is required for applicant.

Company	Contact Name	E-Mail Address	
Address	City	State	Zip Code
Office Phone	Alternate Phone	Fax Number	
Permit Mailing Address (if different from above)	City	State	Zip Code

### CONTRACTOR INFORMATION - Certificate of insurance showing the Town as an additional insured is required for contractor.

Company Name	Contact Name	E-Mail Address
Office Phone	After Hours Phone (Required)	Fax Number

### PROPOSED WORK

Town Road where right-of-way is located	Plans Prepared by	Copy Enclosed
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### Type of installation (gas, fiber, etc.):

Facility Location is:

Method of Installation

To cross right-of-way

Tunnel

Jack and Bore

Parallel to right-of-way

Trench

Drill

Overhead – suspended on poles

Plow

Open Cut

Overhead – suspended on towers

Cased

Underground

Other: \_\_\_\_\_

Start Date	Completion Date	Notify Town Hwy Superintendent of any changes to dates, and upon completion of work.	Will pavement be disturbed? Yes      No
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**Please also complete Exhibit A on Page 2.**

**Do not submit payment until Permitting Authority has reviewed and accepted estimated costs.**

### PERMIT CONDITIONS & SIGNATURE – Please read all three pages before signing.

Applicant acknowledges that (s)he has read and understands the requirements for obtaining a permit to work in the Town Road right-of-way as per section 08.03 of the Town Code of Ordinances. By signing this application, applicant agrees that the Town of Cottage Grove may establish additional provisions prior to application approval. Applicants shall receive notification of any special provisions.

Applicant further understands and agrees that the permitted work shall comply with all permit provisions and conditions listed herein, any special provisions, and any and all plans, details or notes attached hereto and made a part hereof. Applicant will notify the Town Highway Superintendent upon completion of work.

By \_\_\_\_\_  
Signature of Applicant / Representative or Project Manager      Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Phone

<b>EXHIBIT A</b> <b>CALCULATION OF RIGHT-WAY PERMIT FEES, DEPOSITS AND STANDARDS</b>		
CALCULATION OF PERMIT FEES	QUANTITY @ \$ PER	AMOUNT
A Base Fee for permit to work in Town road right-of-way is to be paid per permit prior to commencement of work.	\$55 (Applies in all cases)	
Borings, trenching (small trenching projects) or plowing fees apply to all borings, whether under the Town roadway or parallel to the Town road (such as a boring in the drainage ditch). The Town will need to review and monitor all boring, trenching or plowing to determine that the proposed location(s) are the best available locations in terms of the public interest in the project.	_____ @ \$45 per boring/trenching/plowing	
An open cut pavement fee applies any time roadway pavement is impacted. If the opening is not large enough for a roller compactor to be used, then a Type II patch shall be applied. (Type II patch detail drawings are available from the Town.) If the Applicant wishes to use an alternate patch type, the alternate must be approved by the Town Engineer. The Applicant shall pay the costs incurred for the Town Engineer's review of patches other than the Type II patch.	_____ @ \$220 per open cut	
A Trenching Fee is required for any trench in excess of 1,320 feet (large trenching projects)	_____ @ \$110 x # of lineal feet/1,1000	
A Construction of vault or other structure fee is required for vaults or other structures placed in the right-of-way. It does not apply to utility pedestals that are not installed on a concrete base. All structures should be placed at the right-of-way line and/or adjacent to existing structures.	_____ @ \$110 per vault or structure	
<b>Subtotal</b> (Do not pay until permitting authority has evaluated Engineering fees and Deposit)		
For use by Permitting Authority Only		
<b>Engineering fees:</b> When Town Engineer review is needed, as requested by the Highway Superintendent, and approved by either the Town Board or the Town Chair, the Applicant shall pay all such fees incurred within 30 days of the invoice to the Applicant. Prepayment may be required in an amount and as determined by the Town Clerk-, following consultation with the Town Chair.	All fees incurred by Town; prepayment of estimate may be required. Actual amount will be billed to the application if it exceeds the estimate, any excess deposit will be refunded.	Pre-payment required
<b>DEPOSIT TO ASSURE PROPER CONSTRUCTION, COMPLETION, RESTORATION AND ABSENCE OF DAMAGES</b> (see TCG s. 08.03(1)(d)2.)		
<b>TOTAL FEES AND DEPOSIT DUE PRIOR TO COMMENCEMENT OF WORK</b>		

**SEE PAGE 3 FOR IMPORTANT NOTES AND SUBMITTAL INSTRUCTIONS**

**Notes regarding restoration:** All affected areas must be restored to a condition as good or better than existed prior to disruption. Restoration of trench walls shall be sloped (rather than vertical) and trench compaction shall be as good as prior to disruption. The Permit Holder shall re-use native fill materials below the pavement to the full extent possible to avoid possible differential frost heave. The Permit Holder shall notify the Highway Superintendent upon completion of work. If restoration is not complete to the satisfaction to the Highway Superintendent or Town Engineer within the time specified below, the Town may cause such restoration to occur and use the Permit Holder's deposit to pay for any costs incurred by the Town to complete the restoration.

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*Submit completed application and attachments using any of the following methods:*

Mail to:  
TOWN OF COTTAGE GROVE  
4058 County Road N  
Cottage Grove, WI 53527

Email to: [clerk@tn.cottagegrove.wi.gov](mailto:clerk@tn.cottagegrove.wi.gov)

Fax to: 608-839-4432

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**PERMIT APPROVAL BY PERMITTING AUTHORITY**

The foregoing application is hereby approved and permit is issued by the Permitting Authority subject to full compliance by Applicant and Contractor with all provisions and conditions stated herein and all attachments hereto.

By \_\_\_\_\_  
Signature of Authorized Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Phone

**ALL RESTORATION WORK MUST BE COMPLETED WITHIN \_\_\_\_\_ DAYS OF COMPLETION OF THE PERMITTED WORK.**

Additional Conditions:

\_\_\_\_\_

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