

# 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. Review of the Town Board is required at a regularly scheduled meeting held on the first and third Mondays of each month.

### APPLICANT INFORMATION

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

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 Yes      No	
Type of Installation	Facility Location is to cross r-o-w parallel to r-o-w overhead underground	Method of Installation tunnel      suspend on poles jack & bore      suspend on towers open cut      cased plow      trench drill	
Estimated Start Date	Estimated Ending Date	Area to be restored _____ days after completion of construction.	Will pavement be disturbed? Yes      No
Check or money order enclosed for application fees, payable to the Town of Cottage Grove Bill Applicant for Application Fees <sup>1</sup> Bill Contractor for Application Fees <sup>1</sup>			Total Application Fees (as calculated from Exhibit A on reverse)

### PERMIT CONDITIONS & SIGNATURE

Applicant acknowledges that (s)he has read and understand the requirements for obtaining a permit to work in the Town Road right-of-way. 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 on the reverse side hereof, any special provisions, and any and all plans, details or notes attached hereto and made a part hereof.

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

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

### 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 on the reverse and all attachments hereto.

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

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

\_\_\_\_\_  
Phone

<sup>1</sup> A \$20.00 service fee will be added when application fees are billed after approval.

EXHIBIT A CALCUATION OF RIGHT-WAY PERMIT FEES, DEPOSITS AND STANDARDS		
CALCULATION OF PERMIT FEES	QUANTITY @ \$ PER	AMOUNT
a. Permit to work in town road right-of-way	\$55 (applies in all cases)	
b. Borings and trenching (small trenching projects)	@ \$45 per _____ boring/trenching	
c. Open cut pavement	@ \$220 per _____ open cut	
d. Trenching in excess of 1,320 feet (large trenching projects)	@ \$110 x # of _____ lineal feet/1,000	
e. Construction of vault or other structure	@ \$110 per _____ vault or structure	
<b>Total Application Fees<sup>1</sup> (Transfer this amount to page 1)</b>		
For use by Permitting Authority Only – Billed upon approval		
f. Engineering fees for Town Engineer's review of nonstandard projects/circumstances	All fees incurred by Town; prepayment of estimate may be required	\$
DEPOSIT TO ASSURE PROPER CONSTRUCTION, COMPLETION AND ABSENCE OF DAMAGES (See TCG s. 0803(1)(e)). Reasonable amount as set by highway superintendent and/or Town Board.		\$

**NOTES REGARDING FEES, DEPOSITS AND STANDARDS:**

- Permit to work in town right-of-way:** The fee in subsection a. above is required for all permits, and is to be paid per permit prior to commencement of work. Additional fees may be required as set forth in b. to f., and a deposit shall be required to assure completion of work to town standards.
- Borings and Trenching:** This fee applies 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 and trenching to determine that the proposed location(s) are the best available locations in terms of the public interest in the project. The public interest includes issues such as impact on Town road structure, future drainage ditch cleaning and so forth.
- Open Cut Pavement:** This 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. The Type II patch requires a 7 inch thick / high early strength concrete layer beneath the asphalt. (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.
- Construction of Vault or Other Structure:** This fee applies to all 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.
- Restoration:** Where open cuts occur or restoration is required, restoration of trench walls shall be sloped (rather than vertical) and trench compaction shall be as good as prior to disruption. The Applicant shall re-use native fill materials below the pavement to the full extent possible to avoid possible differential frost heave.
- Engineering fees:** Where Town Engineer review is needed, as requested by the Highway Superintendent and approved by either the Town Board or the Town Chairperson, 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 and/or Town Treasurer, following consultation with the Town Chairperson.

*Submit completed application and attachments using any of the following methods (mail with payment to avoid service fee):*

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

Email to: publicworks@towncg.net

Fax to: (608) 839-4432