

WCHA UTILITY POLICY

Policy 96.12

APPLICATION/PERMIT to CONSTRUCT, OPERATE, and MAINTAIN UTILITIES WITHIN HIGHWAY RIGHT-OF-WAY



KENOSHA COUNTY HIGHWAY DEPT
19600 75th STREET
SUITE 122-1
BRISTOL, WI 53104-9537

Applicant/Company: _____
Address: _____
Office Phone: _____
Local Phone & Pager: _____
Plans Prepared By: _____
Preparer's Phone: _____

LOCATION INFORMATION	
Highway(s): _____	
Town/Village/City of: _____	
_____ ¼ of the _____ ¼ Sec _____ T _____ N _____ R _____ E	
ADDITIONAL INFORMATION	
Annual Service Connection Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Utility Work Order # _____	
Fee Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____	

DESCRIPTION OF PROPOSED WORK (Check and fill out all that apply)

UTILITY TYPE: ☐ Electric ☐ Gas/petroleum ☐ Communications ☐ Water ☐ Sanitary sewer ☐ Private line
☐ Transmission ☐ Distribution ☐ Service Facility Size/Capacity: _____
(diameter, # fibers, psi, Kv, etc.)

ORIENTATION: ☐ Overhead ☐ Underground ☐ Parallel to hwy centerline ☐ Hwy crossing ☐ Bridge attachment ☐ Tunnel

WORK TYPE: ☐ New construction ☐ Improve/repair existing ☐ Maintenance ☐ Removal ☐ Abandon in place

CONSTRUCTION METHOD(S): ☐ Plow ☐ Trench ☐ Bore ☐ Suspend on poles/towers ☐ Open cut hwy ☐ Cased

☐ Tree cutting/removal ☐ Chemical treatment of trees/brush Erosion Control Designation: ☐ Major ☐ Minor

Provide additional narrative if needed: _____

24-HOUR NAME AND PHONE NUMBER OF UTILITY REPRESENTATIVE
RESPONSIBLE FOR CONSTRUCTION: _____

Estimated Starting Date: _____ Estimated Completion/Restoration Date: _____

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodation Policy of the above-named county 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/Company Authorized Representative) _____ (Title) _____ (Date)

(Typed/Printed Name of Person Signing Above or Electronic Signature Code) _____ (Authorized Applicant/Company Representative Telephone Number)

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVAL BY PERMITTING AUTHORITY

The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated in the Utility Accommodation Policy of the above-named county 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 County)

(Title) (Date)

Date Revised: 2/22/2024

FEE RECEIVED: \$	_____
CHECK NUMBER:	_____
DATE ISSUED:	_____
HWY PROJECT #:	_____
PERMIT NUMBER:	_____

PERMITTEE REQUIREMENTS / SUPPLEMENTAL PROVISIONS - WORK WITHIN COUNTY HIGHWAY RIGHT OF WAY	
	All proposed bored and open-cut utilities underneath a county trunk highway (highway) shall be placed a minimum of 42 inches beneath the bottom of the highway pavement. The minimum utility depth, as well as any other requirements listed further below shall also apply to Kenosha County (the County) shared-use paths, as well as non-county trunk highways within county trunk highway right of way, even if not specifically called out.
	The depth of all proposed buried utilities shall be shown on the submitted work plan.
	Sections of curb and gutter shall be replaced in-kind to the nearest joint(s). Sloped curb and gutter and tapered end sections, as defined in the respective municipality's standard specifications and details, shall be used for all new curb and gutter construction and complete curb and gutter replacements, unless otherwise stated by the County. The County shall approve all use, placement, and alerting of curb and gutter within the county trunk highway right-of-way.
	The contractor shall be responsible for the repairs on any heaving of the highway as a result of boring work. Repairs shall consist of milling and resurfacing each location.
	Any incidental damage to the highway caused by front end loaders, steel-tracked excavators, moving of equipment, etc. shall be repaired by the contractor by milling and resurfacing.
	Any highway, shoulder, or driveway settling of asphalt or gravel shall be the responsibility of the contractor to repair for a period of 2 years after final completion of work.
	Any altering, damaging, or removal of existing pavement markings in the work zone shall be repainted by the contractor once work is completed.
	Driveway pavement and culverts shall be replaced by the contractor.
	The contractor shall submit a detailed traffic control plan for the said work that complies with the Wisconsin Manual on Uniform Traffic Control Devices (WMUTCD) for review and approval. The traffic control plan on non-county trunk highways shall be reviewed and approved by the local municipality that has jurisdiction over the highway impacted by the project.
	A one-week notice shall be posted on site by the contractor prior to the start of construction to create public awareness of the project. The contractor shall provide regular project updates to the County on the progress of work and changes on traffic pattern.
	The highway pavement shall not be open cut, unless given approval by the County. Proposed open cut areas shall be shown/called out on the work plan, with minimum dimensions provided in the requirement immediately below. If the open cut area is not shown/called out on the work plan, the approved permit will not include/allow open cutting of pavement.
	The highway pavement shall be saw cut to full depth prior to removal of the pavement. The minimum section for pavement removal shall be to the nearest longitudinal joint across the highway and 6 feet along the highway.
	Except approved by the County, the backfill material shall be 1-¾ inch dense granular aggregate from the bedding material to the bottom of pavement. The backfilling shall be placed in lifts measuring no more than 8 inches and compacted to at least 95% proctor compaction.
	The contractor may use slurry backfill in lieu of aggregate backfill, only if approved by the County. The backfill placement and materials shall adhere to Attachment 2 of Chapter 9, Section 15, Subject 45 of the Wisconsin Department of Transportation (WisDOT) Highway Maintenance Manual. Additionally, the slurry backfill shall possess a measured strength of 1,000 psi (prior to and throughout the placement process). All measurements shall be conducted by the contractor and shall be submitted to the County before placement.
	The contractor shall conduct a ride quality test in accordance with Section 740 "QMP Ride" of the Wisconsin Department of Transportation Specifications, for any repaved highway section(s) greater than 100 feet in length. The test results shall be submitted by the contractor to the County. All costs for testing, equipment, and analysis shall be furnished by the contractor. Subpar results, as determined by the WisDOT specifications and/or the County, shall result in the contractor replacing the pavement.
	The contractor shall provide a 24-hour contact person and number in case of an emergency.
	The contractor shall provide at least a 48-hour notice to the County superintendent at (262) 653-1870 prior to the start of construction. See below for an additional requirement pertaining to phone calls.
	Phone calls made to the County shall be between 8 am - 3 pm, Monday through Thursday.
	The contractor shall be responsible for replacing in kind any damaged highway structures including, but not limited to, signs, culverts, guard rails, etc.
	The contractor shall be responsible for restoring any incidental damages as directed by the County superintendent.
	The contractor shall notify the County of intent to use metal plates to cover excavated areas and will require County approval before using. Metal plates cannot be used to cover excavated areas from November 1st to May 1st.
	The highway pavement shall be replaced/restored in kind at the same thickness as the existing pavement.
	Erosion control devices shall be installed and removed promptly by the contractor. For any device that is not removed promptly, the County will remove the unwarranted erosion control device and the permit holder shall be responsible for the cost of implementing the mitigation measures.

PERMITTEE REQUIREMENTS / SUPPLEMENTAL PROVISIONS - WORK WITHIN COUNTY HIGHWAY RIGHT OF WAY	
	In situations where the contractor is unresponsive or not responding in a timely fashion, the County shall mitigate any safety concerns, and the contractor shall be responsible for the cost of implementing the mitigation measures.
	Depending on the pavement damage and/or disturbance, the County will determine whether or not the entire highway section will be milled and resurfaced.
	Pedestals and other similar above-ground utilities (excluding utility/light poles) shall include a 6-foot orange (preferable) or red fiberglass marker. The County will not be responsible for the cost to repair or replace damaged, unmarked utilities.
	Vehicles and equipment shall not park or drive on county shared-use path (trail) pavement.
	Any bore pits and other excavated areas shall be a minimum of 2 feet from the highway and/or shared-use path pavement. Use a distance greater than 2 feet if needed in order not to damage or open cut the pavement. See requirements above regarding open cutting/damaging the pavement.
	Except approved by the County, at a minimum, one 12-foot lane of traffic shall be kept open by use of flaggers or signals throughout the duration of construction. All forms of traffic control shall be furnished by the contractor and shall adhere to the WMUTCD.

Note: Certain permits may require additional permittee requirements/supplemental provisions, which will be listed below and/or on the following page(s).