

**City of Black River Falls**  
**EXCAVATION AND OPENING APPLICATION AND PERMIT**

Date: \_\_\_\_\_

Permit No: \_\_\_\_\_

Request by Applicant to open, construct, maintain or repair within the public way.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Description of Work/Purpose: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ License # \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_

Copies of Plans Attached:      Yes                      No

Fee Paid (\$300.00):              Yes                      No

**If street, curb, gutter, and/or sidewalk is being opened, applicant shall provide an estimate for replacement and include that amount with and in addition to the non-refundable \$300.00 application fee. Per BRF Ordinance 8.03, if the replacement cost comes in less than estimated, the balance shall be refunded to the applicant after said replacement of said curb, gutter, and/or sidewalk is completed.**

Estimate Provided:              Yes                      No                      N/A

Additional Fee Paid:              Yes                      No                      N/A

Location of construction: \_\_\_\_\_

On an attached sheet please describe the street or sidewalk opening in detail and include a sketch as required by BRF Ordinance 8.03(2).

On an attached sheet please provide proof of the insurance requirement as set forth in BRF Ordinance 8.03(3).

Lane Closures:    Yes    No    If Yes - Date: \_\_\_\_\_    Time: \_\_\_\_\_

Estimated Size of Excavation/Opening: \_\_\_\_\_

Estimated Starting Date & Restoration Date: \_\_\_\_\_

Applicant understands and agrees that the permitted work shall comply with the attached Code of Ordinance Chapter 8.03 and shall be consistent with all plans, details or notes attached hereto and made a part hereof.

**PLAN REQUIREMENTS:**

The Plans must show proposed and existing utility locations and dimensional distances shown with respect to the right-of-way, edge of pavement and utilities within the area where the work will be performed. The Plan shall show, and label if applicable, shoulders, curbs, existing utilities, ditch lines and proposed bore pit locations. A legend is required including dimensions of ground level or above-ground structures, e.g., cabinets or vaults.

**AUTHORITY AND HOLD HARMLESS:**

The signing party, by signing this application, states that they are authorized by the party or entity on whose behalf they are signing to sign and bind the same to the terms found herein. Furthermore, the applicant hereby agrees to indemnify, defend, and hold the City of Black River Falls, and any of its employees and officers, harmless for any damages and/or claims associated with applicant performing any work under this application and permit.

Date of Application: \_\_\_\_\_  
Signature of Applicant

***PERMIT APPROVAL BY PERMITTING AUTHORITY***

The foregoing Application is hereby approved, and a Permit is hereby issued by the City of Black River Falls subject to full compliance by the Applicant with all provisions and conditions stated herein and all attachments hereto, and only for such work as is specifically identified in this Application.

Dated: \_\_\_\_\_  
Signature of Street Superintendent or Authorized Staff

**PUBLIC WORKS 8.03**

**8.03 STREET AND SIDEWALK EXCAVATIONS AND OPENINGS.** (1) **PERMIT REQUIRED.** No person shall, without first obtaining a permit from the Street Superintendent, make any opening in any street, alley, sidewalk or any public way within the City. No permit shall be granted when the ground is frozen unless the Superintendent determines such opening is necessary. The work shall be completed within 30 days after the permit is issued.

(2) **APPLICATION.** Application for a permit shall be made on a form supplied by the City Clerk or the Street Superintendent. The application shall be accompanied by a signed agreement to save the City harmless from any liability arising from the work or activity covered by the permit, the fee provided in sub. (3) below and a written description of the work, including a sketch designating the trench location.

(3) **FEE.** The permit fee shall be \$300 plus the cost of curb and gutter and sidewalk replacement.

(4) **INSURANCE.** A certificate of insurance evidencing that the applicant has in force and will maintain during the term of the permit public liability insurance of not less than \$500,000 for any one person, \$1,000,000 for any one accident and \$50,000 for property damage.

(5) **REQUIREMENTS FOR THE PROTECTION OF THE PUBLIC.** Every permittee shall enclose each opening which he may make in the streets or public ways of the City with barricades and barricade lights in accordance with Part 6 of the United States Department of Transportation Federal Highway Administration Manual during the period the excavation is open and until the street or sidewalk is restored and made passable for vehicular and pedestrian traffic. All machinery and equipment shall be locked or otherwise effectively safeguarded from unauthorized use when not being used by the permittee, his agents or employees. Except by written per-mission from the Street Superintendent, no trench shall be excavated more than 300 feet in advance of pipe laying nor left unfilled more than 450 feet where pipe has been laid. All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property through the period of the work.

(6) **EXCAVATION, REFILLING AND REPAVING REQUIREMENTS.** The permittee shall restore the street to as close to its original condition as possible, in accordance with specifications established by the Board of Public Works, and shall be responsible for any costs incurred by the City. The Board of Public Works may elect to have the City make the pavement repair for any street opening, in which case the cost of making such

repair and maintaining it for one year shall be charged to the person making the street opening. The permittee shall notify the Street Superintendent when repaving has been completed. In the event caving occurs within one year of the completion of the project, the permittee shall be responsible for restoring the street.

(7) PLUMBING PERMIT REQUIRED. See ch. 15 of this Code.

(8) EMERGENCY EXCAVATIONS AUTHORIZED. In the event of an emergency, any person owning or controlling any sewer, conduit or utility in or under any street may take immediate proper emergency measures to remedy dangerous conditions for the protection of property, life, health or safety without obtaining an excavation permit; provided that such person shall apply for an excavation permit not later than the end of the next succeeding business day.

(9) CITY WORK EXCLUDED. The provisions of this section shall not apply to excavation work done under the supervision of the Street Superintendent by City employees or contractors performing work under contract with the City necessitating excavation in City streets.