

APPLICATION FOR WORK IN TOWN RIGHT-OF-WAY

REVIEW AND APPROVAL PROCESS

Prior to the approval and commencement of any ROW work in the Town, a utility must provide the following at least 2 weeks in advance of projected work start date:

- 1. Completed application and signed indemnification statement**
- 2. \$50 permit fee**, payable to the Town of Springdale
- 3. Proof of current year insurance coverage** (if not already on file)
- 4. Map and description** of all proposed work locations in the Town
- 5. Notification** to the administrator/clerk and affected residents at least 24 hours in advance of each project
- 6. Neighbor outreach** when property on or adjacent to the work route may be affected by construction or excavation.

New or relocated utility lines that will remain above-ground require Board review. Any such project must submit all required items at least 2 weeks prior to the next Town Board meeting. The Springdale Town Board meets the 3rd Tuesday of every month.

The Town Administrator/Clerk will check for payment of fee, current certificate of insurance, timely submittal and indemnification form. The Town Patrolman will review for project location/specifics and will inspect the work upon completion.

For questions, please contact:

- Patrolman: (608) 437-6230, **option 6**
- Administrator/Clerk: adminclerk@springdalewi.gov or (608) 437-6230, option 1

APPLICATION FOR WORK IN TOWN RIGHT-OF-WAY

SECTION 1 *(completed by applicant)*

Date Work to Commence: _____ Application Date: _____

Applicant/Utility Name: _____

Applicant/Utility Address: _____

Phone: _____ Evening/Alternate: _____

Applicant Email: _____

Work Location(s) in Springdale*: _____

Affected Resident(s) Contacted? YES / NO If YES, when? _____

Name of Contact for Questions: _____

Contact Phone: _____ Contact Email: _____

***Please include a drawing** and description of the work/site(s) proposed. Completed application must be received by the Clerk at least 2 weeks prior to work start date. Town Board approval is required for new or relocated utility lines that will remain above-ground. Please contact the Admin/Clerk at adminclerk@springdalewi.gov to be scheduled for Board review.

Permit Requirements. Applicant shall:

- Comply with Springdale Town ordinance Sec. 5, Chapter 3.
- Contact the administrator/clerk (adminclerk@springdalewi.gov) at least 24 hours before work begins.
- Bury all cable a minimum of 36 inches by drilling under the roadway.
- Not cut the road surface.
- Return the ROW to its original condition.

SECTION 2 *Approval (completed by Town)*

Application complete	___ YES	
Certificate of Insurance filed	___ YES	
Statement of Indemnification signed	___ YES	
\$50 Fee Received	___ YES	Check #: _____ Date: _____

APPROVAL:
by Admin/Clerk _____ Date: _____

by Patrolman _____ Date: _____
Permit is valid for sixty (60) days from date of approval. Extensions may be granted for good cause.

SECTION 3 *Satisfactory completion of project*

Inspected by Town Patrolman _____ Date: _____

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STATEMENT OF INDEMNIFICATION

Pursuant to Town of Springdale Ordinances Sec. 5-3-3, before a permit for excavating or opening any street or public way may be issued, the applicant must sign the following statement of release and indemnification.

I (we) represent that, as representative(s) of the entity requesting a permit to do work within the right-of-way of the public road(s):

Name of Company

I (we) hereby release the Town of Springdale and its agents, employees and officers from all liability for accidents and damage caused by any of the work covered by my permit, and that I (we) will fill up and place in good and safe condition all excavations and openings made in the street, and will replace and restore the pavement over any opening I (we) may make as near as can be to the state and condition in which I (we) found it, and keep and maintain the same in such condition, normal wear and tear excepted, to the satisfaction of the Town Board for a period of two (2) years, and that I (we) will pay all fines imposed upon me (us) for any violation of any rule, regulation or ordinance governing street openings or drain laying adopted by the Town Board and will repair any damage done to existing improvements during the progress of the excavation in accordance with the ordinances, rules and regulations of the Town. Such statement shall also guarantee that if the Town shall elect to make the street repair, the person opening the street will pay all costs of making such repair and of maintaining the same for one year.

I (we) shall be responsible therefore for two (2) years from the date of the completion of the work and shall file a written guarantee or surety bond to that effect with the Town.

I (we) agree that whenever the Town Board shall find that any such work has become defective within two (2) years of the date of completion, it shall give written notice thereof to the contractor or to his surety stating the defect, the work to be done, the cost thereof and the period of time deemed by the Town Board to be reasonably necessary to complete said work. After receipt of such notice, the contractor or the surety must, within the time specified, repair the defect or indemnify the Town for the cost of doing the work and set forth in the notice.

Authorized signature

Position/title

Date

Signed indemnification effective for one calendar year. A new statement must be filed with the Town for each year that ROW work is requested in the Town.