

## 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
2. Proof of current year insurance coverage (if not already on file)
3. \$50 permit fee, payable to the Town of Springdale
4. Map of project
5. Neighbor outreach when residents on or adjacent to the work route may be affected by construction or excavation.

Projects that cannot be completed prior to the ground freezing must be split into phases, each with a separate application/fee. Work must start within 30 days of permit to remain valid.

By submitting this application, applicant agrees to comply with all provisions in the [Town ROW ordinance](#).

**New or relocated utility lines that will remain above ground may 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 3<sup>rd</sup> Tuesday of every month.

For questions, please contact:

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

## APPLICATION FOR WORK IN TOWN RIGHT-OF-WAY

### SECTION 1 *(completed by applicant)*

**Permits without payment will not be processed or approved. Include a copy of this application when mailing your payment** along with a map of the project.

APPLICATION DATE: \_\_\_\_\_ START/END DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ – \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ CHECK #: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WORK LOCATION(S)/PROJECT SCOPE. Describe project and list all affected town roads:

\_\_\_\_\_  
\_\_\_\_\_

AFFECTED RESIDENT(S) CONTACTED? Y / N

DATE CONTACTED: \_\_\_\_\_

RESIDENT CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### SECTION 2 *(completed by Town)*

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

APPROVAL:

admin/clerk \_\_\_\_\_ Date: \_\_\_\_\_

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

## APPLICATION FOR WORK IN TOWN RIGHT-OF-WAY

### STATEMENT OF INDEMNIFICATION

Pursuant to Town of Springdale Ordinance, 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):

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**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.

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**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.*