

VILLAGE OF MENOMONEE FALLS

ROW APPLICATION CHECK LIST



ELECTRONIC APPLICATION CHECK LIST

- 1 Copy of Village of Menomonee Falls ROW Permit Application.
- Return email address included in Village of Menomonee Falls ROW Permit Application.
- 1 Copy of drawing for each job location.
- Payment, \$100 per road cut. \$100 x _____ cuts = \$_____ permit fee.
 - Mail in check (make out to the Village of Menomonee Falls.)
 - Pay in person (cash or check made out to the Village of Menomonee Falls.)
 - N/A (not cutting into road or work being performed by Public Utilities.)

E-mail in your completed application packet to:

es@menomonee-falls.org

Use VMF Permit e-Submit:

menomonee-falls.org/esubmit

**If there is a fee that you are mailing in/dropping off separately from your permit, be sure to refer to the location of work & type of permit somewhere with the payment.

PAPER APPLICATION CHECK LIST

- 2 Copies of Village of Menomonee Falls ROW Permit Application.
- 2 Copies of drawings for each job location.
- 1 Self-addressed, stamped, return envelope.
- Payment, \$100 per road cut. \$100 x _____ cuts = \$_____ permit fee.
 - Check (made out to the Village of Menomonee Falls.)
 - Cash
 - N/A (not cutting into road or work being performed by Public Utilities.)

Mail in or drop off your completed application packet at:

**Village of Menomonee Falls
 Attn: Engineering Department
 W156 N8480 Pilgrim Road
 Menomonee Falls, WI 53051**

APPLICANT SIGNATURE

*I certify that the above information is true and correct to the best of my knowledge. I further certify that I am authorized to sign as the agent of the aforesaid business. I understand that if the information submitted is false, the permit is **void**. Furthermore, I understand that the permit is not valid until paid for (if applicable) and approved.*

Signature of Applicant or Applicant Representative	Title	Date
Printed Name		



Village of Menomonee Falls
 W156 N8480 Pilgrim Road
 Menomonee Falls, WI 53051-3140
 Telephone: (262) 532-4200

VILLAGE OF MENOMONEE FALLS
 APPLICATION FOR PERMIT TO EXCAVATE, CONSTRUCT, MAINTAIN OR REPAIR
 FACILITIES IN PUBLIC RIGHT-OF-WAY
 (Pursuant to Wisconsin Statutes and Menomonee Falls Municipal Code)

BUSINESS INFORMATION		DATE:	
Business/Applicant Name		Business Contact	
Business/Applicant Address		Suite/Unit #	
Business/Applicant City		State ZIP	
Business/Applicant Phone		Business/Applicant Email	
ROW WORK PROPOSAL		Start Date:	End Date:
Location of Proposed Work (Highway or Street Right-of-Way)			
Description of Location (Street Address, Quarter Section, etc.) For each job location attach a copy of a drawing.			
Type of Work Proposed – Road:	Cut	No Cut	Jack & Bore/Directional Drill
Type of Work Proposed – Service:			
Cable/Telephone	Electric	Gas	
Sanitary Sewer	Storm Sewer	Water Utility	Other: _____
Description of Work Proposed			

APPLICANT SIGNATURE		
<i>It is understood and agreed that any approval hereof shall be subject to the applicant's full compliance with the pertinent statutes and law, as well as the codes, rules and regulations of jurisdictional agencies, with all permit provisions and conditions listed on the reverse side hereof and with all standard and special provisions, drawings and notes incorporated herein or attached hereto. Accomplishment of any part of the permitted work shall evidence the applicant's agreement to fully comply with and be bound by the permit in all its parts.</i>		
Signature of Applicant or Applicant Representative	Title	Date
Printed Name		

PERMIT APPROVAL		
<i>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 herein and on the reverse side hereof and all attachments hereto.</i>		
Director of Public Works	Date	Permit No.

REMARKS:

- All roads updated within the last FIVE years can not be disturbed without the permission from the Director of Public Works or his Designee.
- All roads must be cleanly sawcut prior to excavating.
- Slurry backfill is required in all roads and under all hard surfaces within the Village Right-of-Way (1 bag concrete slurry mix required.)
- Applicant must call (262) 532-4400 for Inspection of all backfilling and pavement restoration work performed.

PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

Pursuant to Wisconsin Statutes and the Municipal Code of the Village of Menomonee Falls this permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern:

1. The Applicant agrees to indemnify and hold harmless the Permitting Authority, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
2. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant.
3. When one-way traffic or a detour is used, the Applicant shall provide and maintain all necessary signs, barricades, flagmen and lights required according to the "Manual on Uniform Traffic Control Devices." When a detour is allowed, local newspapers shall be notified prior to the work being started.
4. Access to all private drives and public street intersections shall be maintained, and all disturbed areas shall be completely restored to the satisfaction of the Permitting Authority or its representative.
5. All construction shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Workforce Development, and any applicable local regulations.
6. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
7. All work must be coordinated with the Village of Menomonee Falls and the Wisconsin Department of Transportation. VILLAGE INSPECTION ARE REQUIRED. – **Call for Inspection: (262) 532-4400**
8. Upon completion of the work the Applicant shall file a written notice with the Permitting Authority.
9. All pavements removed shall be replaced in kind. Complete pavement restoration shall take place within 7 days of the pavement removal.
10. All grass restoration shall take place within 7 days of the completion of the construction. The restoration within grass areas shall consist of topsoil, seed, fertilizer and mulch, or topsoil and sod.
11. While taking any actions approved under this permit, Applicant shall at all times provide access to any property abutting the street. Any interruption to access must be approved by the Village of Menomonee Falls.
12. The grant of this permit to place certain cabinet facilities ("facilities") in the public right-of-way is conditioned upon AT&T obtaining all permits, licenses, franchises and permissions required under federal, state or local law prior to AT&T's commencement of the use of the facilities to provide any video programming or other services, as those terms are defined in 47 U.S.C. 522, as amended, to subscribers in the Village. Further, AT&T agrees it will not use the facilities as part of a network occupying the public right-of-way for the provision to subscribers in the Village of video programming or other programming service, as those terms are defined in 47 U.S.C. 522, as amended, unless AT&T provides the Village Clerk 30 days prior written notice. Except for the grant of this permit under Village Ordinance 90-92, the action of the Director of Public Works in granting this permit shall not constitute nor be construed as a grant of any permit, license, franchise or permission otherwise required under federal, state or local law.

13. **Special Conditions (office use only):**

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