

Appendices



Effective January 1, 2022 – Supersedes January 1, 2000 & August 21, 2012

Email: info@wisohwy.org

Utility Accommodation Policy
Effective: _____

The Wisconsin County Highway Association (WCHA) Utility Accommodation Policy made effective January 1, 2022, is attached, and hereby made a part of the Lincoln County Utility Accommodation Policy with the following additions and/or amendments:

- County Map
- County Contact Information
- County Specific Pavement Restoration Requirements
- Plans/Diagrams
- Fees
- Instructions for Filing of Permits
- WDNR Regional Service Centers

WCHA & Lincoln County Highway Department Utility Accommodation Policy Appendices

APPENDICES

<u>Section</u>	<u>Page</u>
100. County Map.....	65
101. County Specific Information.....	66
102. Permit Application Form.....	67-68
103. Highway Clearance Diagram.....	69
104. Trench Location Details.....	70
105. Open Trench & Surface Restoration.....	71
106. Private Signage Requirements.....	72
107. WDNR Regional Service Centers.....	73
108. Stop Work Notice.....	74
109. Environmental Discovery Checklist.....	75-76
110. Completion Form.....	77
111. Maintenance Responsibility Memo.....	78

SECTION 101 – COUNTY SPECIFIC INFORMATION

* John Hanz Commissioner
Lincoln County Highway Department
100 Cooper Street
Merrill, Wisconsin 54452
Phone 715-539-2554

Email: john.hanz@co.lincoln.wi.us

- County Specific Pavement Restoration Requirements

No open cuts in or on pavements with PACER ratings above 5. All else will need to work out the details with the Commissioner.

- Plans/Diagrams

Plan that shows locates any line location, equipment/polls location, location of any boars, location of any plow lines, open cut location and all road crossings.

- Fees

\$50 access fee 2,000 feet

\$75/boar under intersecting town or county road

\$100/hour inspection fee for truck and man (contingent on contracted work)

\$500 daily fine for not following this policy

- Instructions for Filing of Permits

Please see the Lincoln County Website at co.lincoln.wi.us for instructions and the most up to date requirements.

SECTION 102 – PERMIT APPLICATION FORM

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

Applicant/Company: _____
 Address: _____
 Office Phone: _____
 Cell Phone: _____
 Plans Prepared By: _____
 Company: _____
 Phone: _____
 Email: _____

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: _____

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 Section 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: 1/5/01 clm

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

SECTION 102 – PERMIT APPLICATION FORM

PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE:

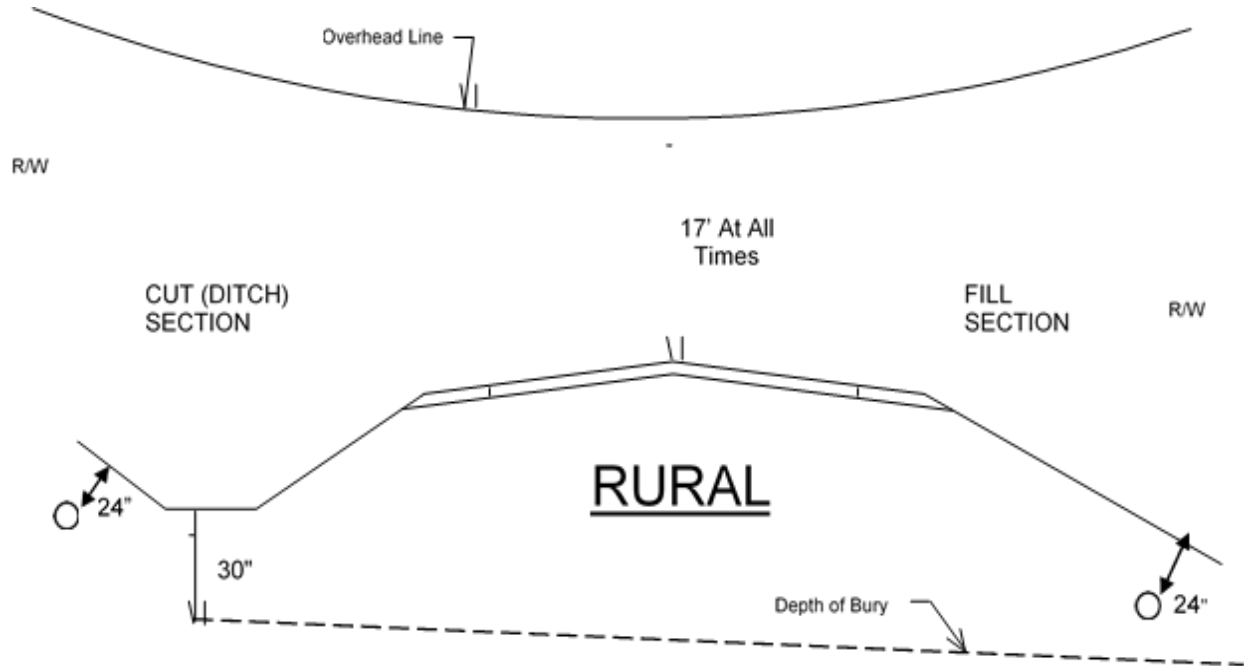
Pursuant to Wisconsin Statutes, WisDOT Highway Maintenance Manual, and other County Regulations, this permit is granted to allow performance of the specific work described or referenced herein. The following standard provisions and any included special provisions shall govern:

1. Comply with the conditions and requirements of the WCHA/Lincoln county Utility Accommodation Policy (UAP).
1. Permitted facilities shall, if necessary, be altered at the expense of the Applicant/Owner to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant/Owner, unless a contract for such costs has been executed by County.
2. Permitted Utility location shall be installed at the furthestmost horizontal location from the centerline, shall maintain a consistent centerline offset, shall meet the minimal offset and cover requirements of the UAP, and shall not deviate in position from the approved Permit submittal documents without written COUNTY consent and approval.
3. No open cutting for a crossing will be allowed where the pavement is too narrow to always maintain one-way traffic, unless County has granted permission for a detour. Wherever the pavement is opened, spoil shall be hauled away and the trench shall be backfilled with sand, gravel, or structural fill (compacted in layers).
4. Pavement removed shall be replaced in accordance with County specifications.
5. Applicant shall provide ALL NECESSARY SIGNS, FLAGMEN, AND LIGHTS required per conformance with the "Manual on Uniform Traffic Control Devices". When a detour is allowed, local newspapers shall be notified, by the Applicant, in advance of the work being started.
6. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of County representative. Access to all private drives and public street intersections shall be maintained, and all areas completely restored.
7. Trenching, tunneling, or excavating shall be performed in accordance with requirements of OSHA, Wisconsin Department of Commerce, this policy, and any applicable local regulations.
8. Copy of the permit approval, along with any plans and special provisions, shall be available on the job site.
9. Upon completion of the work, Applicant/Owner shall file a written notice of completion with the County.
10. Other jurisdictions that may have permit authority are to be contacted; for example, DNR, Township, County Land & Water Conservation.
11. Issuance of a Permit does not exempt Applicant/Owner from any other Federal, State, County, or Local Agency Permits or approval processes.

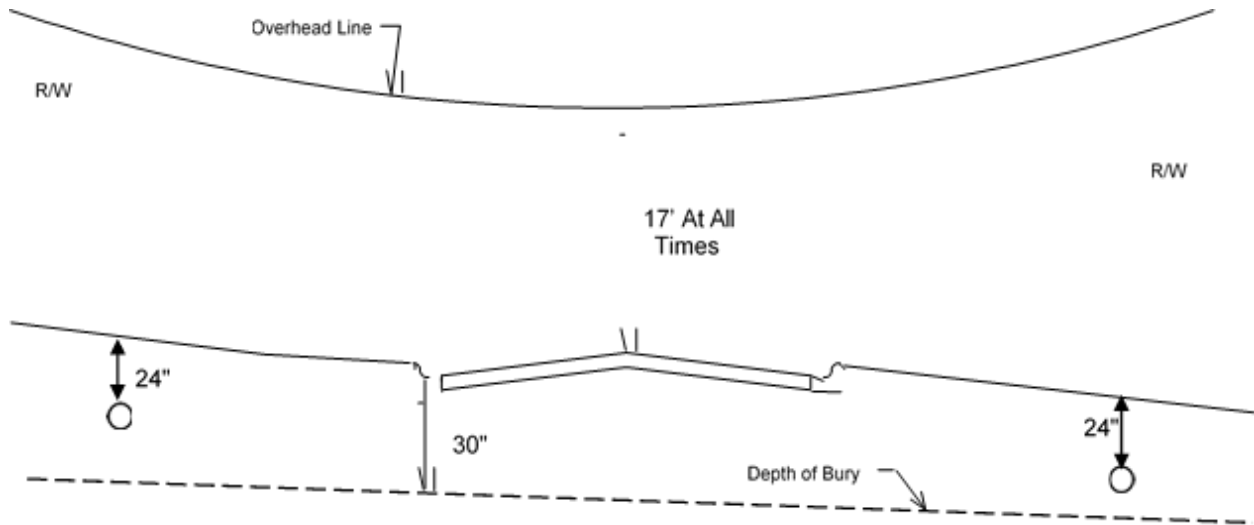
IDEMNIFICATION:

1. APPLICANT shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees, and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury, and loss of life), damages, costs, or expenses which COUNTY, its officers, employees, agencies, boards, commissions, and representatives may sustain, incur or be required to pay by reason of APPLICANT engaging in the activities authorized by the Permit or which arise out of or are connected with, or are claimed to arise out of or be connected with any of the work done by the APPLICANT, or the construction or maintenance of facilities by APPLICANT, pursuant to the Permit, on, under, or over highway right-of-way, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, costs, or expenses caused or resulting from the acts or omissions of County, its agents, boards, commissions, officers, employees, or representatives. Without limiting the generality of the foregoing, the liability, damage, loss, expense, claims, demands, and actions indemnified against shall include all liability, damage, loss, expense, claims, demands, and actions for damage to any property, lines, or facilities placed by or on behalf of the APPLICANT pursuant to the permit, for any loss of data, information, or material; for trademark, copyright, or patent infringement; for unfair competition or infringement of any other so-called "intangible" property right; for defamation, false arrest, malicious prosecution or any other infringement of personal or property rights of any kind whatever. APPLICANT shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and actions. The obligation of APPLICANT under this paragraph shall survive the expiration or termination of the Permit.
2. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, employees, and representatives under the indemnity provisions of paragraph 1, above, APPLICANT will at all times during the term of the Permit keep in full force and effect comprehensive general liability and auto liability insurance policies issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department, with liability coverage provided for therein in the amounts of at least \$1,000,000 Combined Single Limit (CSL). Covered afforded shall apply as primary. COUNTY shall be given ten (10) days advance notice of cancellation or non-renewal. Upon issuance of the Permit, APPLICANT shall furnish COUNTY with a certificate of insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If APPLICANT insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of issuance of the Permit, and the Certificate of Insurance shall state that coverage is Claims-Made and indicate the Retroactive date. APPLICANT shall maintain coverage for the duration of the Permit and two years thereafter. APPLICANT shall furnish COUNTY, annually on the Policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that APPLICANT shall furnish COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either APPLICANT or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by the APPLICANT. In the event any action, suit, or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to APPLICANT and shall cooperate with APPLICANT attorneys in the defense of the action, suit, or other proceeding. APPLICANT shall furnish evidence of adequate Worker's Compensation Insurance.
3. In case of any sublet work under the Permit, APPLICANT shall furnish evidence that every subcontractor has in force and effect insurance policies providing coverage identical to that required of APPLICANT.
4. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive all requirements contained in paragraphs 1-3, above, such waiver to be in writing only.

SECTION 103 – HIGHWAY CLEARANCE DIAGRAM

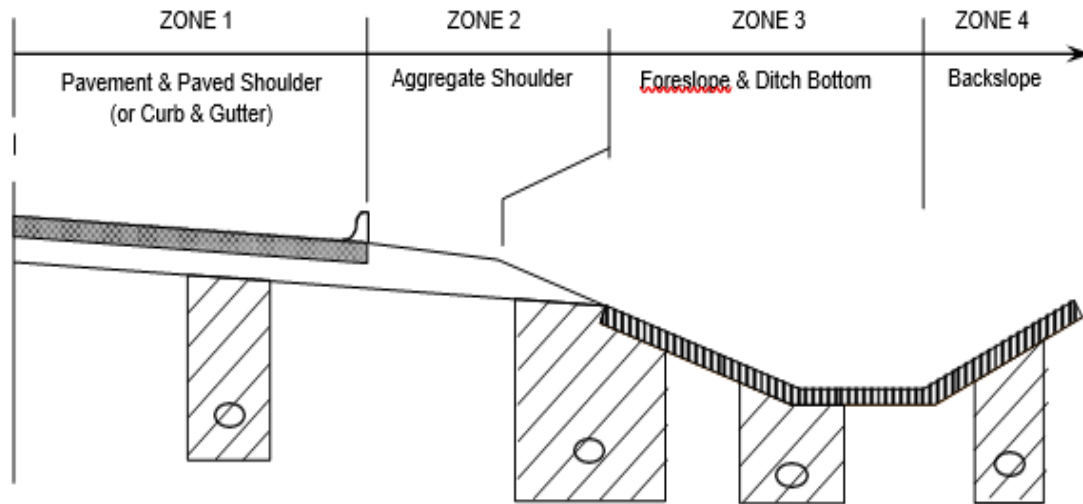


URBAN

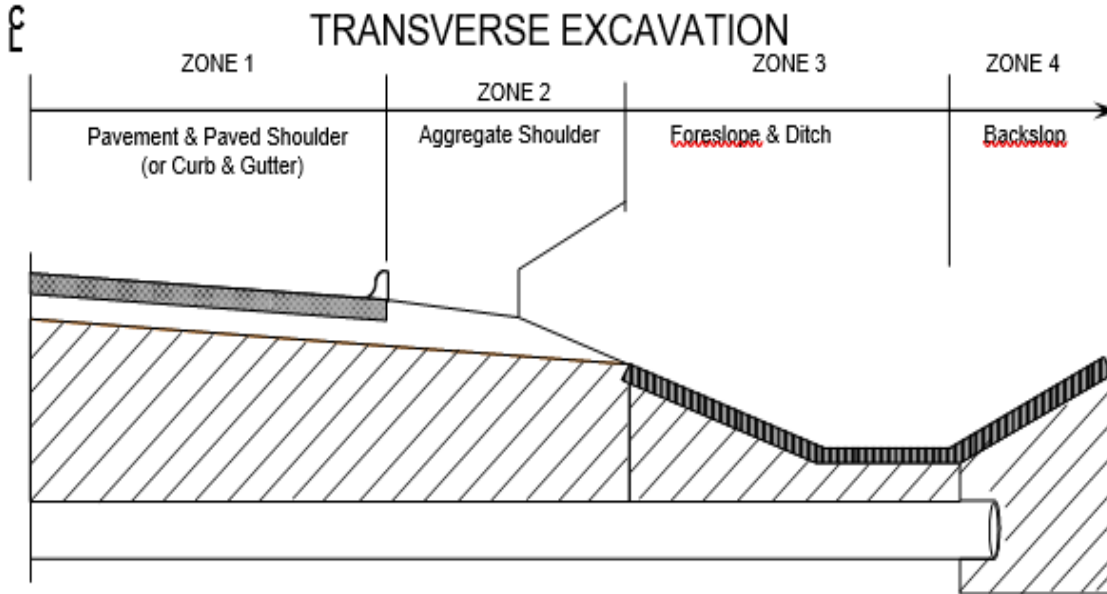


URBAN

LONGITUDINAL EXCAVATION



BACKFILLING EXCAVATION DETAIL DRAWINGS



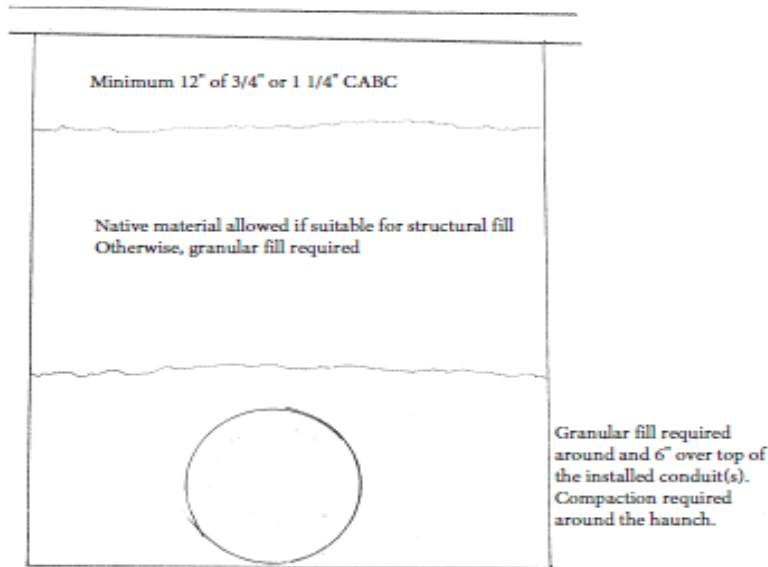
SECTION 105 – OPEN TRENCH POLICY AND SURFACE RESTORATION DETAIL

Open trench methods may be allowed, provided the following requirements are met;

- Pavement condition is a PASER rating of 5 or less;
- Applicant/Owner shall own the property on both sides abutting the right-of-way if the facility is capable of conveying surface water from one side of the highway to the other, or if the area is enrolled in an established drainage district, or the abutting property owner(s) have signed a right of easement or access agreement to allow free access across the parcel(s) for the utility.
- Applicant/Owner agrees to own the facility, pipe, casing, or structure being installed and accepts the perpetual maintenance responsibility of the facility and the excavation in accordance with this Utility Accommodation Policy;
- Inspection of the installation shall be at the Applicant/Owner's expense;
- Slurry backfill may be required if native soils are deemed unacceptable to County (WisDOT slurry backfill formula from Highway Maintenance Manual 09-15-45 or equal);
 - Place material in clean concrete mixer truck and mix following (water amount as provided).
 - Run at mixing speed for 1 full minute to ensure even mixture prior to placement.
 - More Flowable (for each cubic yard): Sand = 1,600 pounds; #1 Stone = 1,400 pounds; #2 Stone = 1,000 pounds; Water = 25 gallons
 - More Rigid: subtract 400 pounds of #1 Stone and add 400 pounds of #2 Stone to Flowable formula.
- Surface restoration and backfill activities shall meet the conditions of the UAP.

Saw cut match joint:
clean, even cut
minimum 1 ft back from edge of excavation.

Replace surface asphalt with minimum 4" HMA:
2" Binder = 3LT 5828S
2" Surface = 4LT 5828S



All backfill materials to be free of rocks, large stones, roots, stumps, or any other deleterious materials.
Place and compact in minimum lift heights of 12"; provide suitable mechanical methods.
Compact soils to minimum 95% standard proctor or 90% modified proctor criteria per ASTM.

SECTION 106 - PRIVATE SINAGE REQUIREMENTS

For private facilities placed in accordance with this policy that are not incorporated within the Digger's Hotline service system, the installation shall be marked and identified at the right-of-way line nearest the utility location with a sign. Signs shall be provided by the County at the Applicant/Owner's expense. Signs shall provide warning that a private utility is in the vicinity with a current contact phone number and the County permit number reference as well. Applicant/Owner shall be responsible for maintenance of this sign until the facility is either removed or properly abandoned

SAMPLE:



SECTION 107 - WDNR DISTRICT OFFICES LIST

RHINELANDER

107 SUTLIFF AVE
RHINELANDER WI 54501
715-365-8900
715-365-8932 fax

WAUSAU

225051 RIB MOUNTAIN DRIVE
WAUSAU WI 54401
715-359-4522
715-355-5253 fax

Go to [Service center locations | Wisconsin DNR](#) to get your region's listing.

SECTION 108 – STOP WORK NOTICE

STOP WORK ORDER

In accordance with the requirements of the _____ County Utility Accommodation Policy (UAP), you are hereby ordered to immediately cease and desist with all work associated with permit # _____.

Stop Work instruction is being ordered on behalf of _____ County Highway Commissioner in accordance with section _____ of the _____ County UAP.

SITE LOCATION:

Highway _____ If divided, please indicate direction NB SB EB WB

County _____ City/Town _____ Village of _____

Distance from nearest public roadway intersection or mile marker _____

Other landmarks? _____

CONDITION RESULTING IN STOP WORK ORDER:

The following situation has occurred which is resulting in the Stop Work Order:

The following corrective action is required:

Only work to correct the defect as described herein may commence. No other Work on this project shall commence until such time as the defect is corrected to the satisfaction of the County and the UAP.

Signed,

Highway Commissioner

SECTION 109 – ENVIRONMENTAL DISCOVERY CHECKLIST

As soon as environmental conditions are discovered in the Department’s right-of-way,

STOP WORK IMMEDIATELY

and be prepared to report the following information to the contacts listed in Section 8(E):

SITE LOCATION:

Highway _____ If divided, please indicate direction NB SB EB WB
County _____ City _____ Town _____ Village of _____
Distance from the nearest public roadway intersection or mile marker _____
Other landmarks? _____

ENVIRONMENTAL CONDITION:

1. Archaeological/Historical

What was found (burials, foundation, arrowheads)? _____ Is the location of the find marked?

Yes No If yes, how is it marked? _____ Approximate area (dimensions) of the find?

2. Contaminated Sites, UST’s LUST’s:

What was found? _____

Appearance of soils or liquid? _____

Odor of soils or liquid? _____ Approximate size of tank or area of contamination uncovered? _____

Is there an obvious liquid or product in the tank? Yes No

Is there an obvious smell? Yes No If yes, can you describe it (varnish, kerosene, gasoline, diesel, other, unknown)? _____

Soil type(s) encountered (sand, gravel, clay, till)? _____

Depth to groundwater (if known)? _____

Any previous land use knowledge (local history, memory of site as a business)?

Is the location of the find marked? Yes No

If yes, how is it marked? _____

If arrowheads or buildings were discovered, has the State Historic Preservation Officer been notified? Yes No By whom? _____

Name of contact: _____ Phone: _____

SECTION 109 – ENVIRONMENTAL DISCOVERY CHECKLIST

Environmental Discovery Checklist (Continued)

If a burial was encountered, has the Burial Sites Preservation Office been notified?

Yes No By whom? _____

Name of contact: _____ Phone: _____

If a contaminated site, UST or LUST was discovered, has DNR been notified? Yes No

By whom? _____

Name of contact: _____ Phone: _____

Has WisDOT been contacted? Yes No

By whom? _____

Name of contact: _____ Phone: _____

Name of contact: _____ Phone: _____

Has the Bureau of Environment been notified (this is not a utility responsibility)? Yes No

By whom? _____

Name of contact: _____ Phone: _____

Name of contact: _____ Phone: _____

Other contacts: _____

STATUS OF PROJECT:

Has work stopped in the area? Yes No **IF NO, STOP WORK IMMEDIATELY!**

Has the area been secured (fenced, staked or marked, roped off or delineated by traffic control devices)? Yes No

Can project work continue in another area? Yes If yes, for how long? _____

Can the affected area be avoided (utility facility placed in another location)? Yes No

Has any completed utility work been clearly marked (staked, paint marked, or flagged)?

Yes No

Is any of the completed utility facility active, energized, etc.? Yes No

Is this utility being relocated to facilitate a highway project? Yes No

RESUMING WORK:

Did WisDOT indicate a timeframe in which someone would respond? Yes No

What is that timeframe? _ Who will authorize resuming work? _____ When can the work be resumed? _____ Date authorization received _____

**RETURN THIS COMPLETION CERTIFICATE
TO THE LINCOLN COUNTY HIGHWAY DEPARTMENT
WHEN SITE IS RESTORED**

(For Utility Permits)

E-Mail or Fax to Address Listed Below

Date _____

To: _____ **COUNTY HIGHWAY DEPARTMENT**

ATTN: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT: _____

TELEPHONE: _____

COUNTY PERMIT NO.: _____

UTILITY WORK ORDER# _____

The work requested under the above-mentioned highway permit has been completed. The County can now review to ensure proper restoration to the affected highway right-of-way has been made.

Signature: _____

Printed Name: _____

