

## City of Sheboygan

### Requirements to obtain a Permit to Excavate in the Public Right of Way

#### General

Any excavation within the City's street right of way requires a "Permit to Excavate in the Public Right of Way". The City's right of way is generally from sidewalk to sidewalk including the sidewalks. The cost of this permit is \$100.00. For permits related to repair or replacement of sidewalks or driveways, the cost of the permit is \$25.00. The permit must be applied for a minimum of two (2) business days prior to commencing work. The field representative shall have a copy of the approved permit on site at all times.

If you are planning to construct a sidewalk, driveway, curb cut, sanitary lateral, storm lateral, water lateral, or any type of utility, a request for a "Permit to Excavate in the Public Right of Way" shall be made by submitting a street excavating permit and completing the form as thoroughly as possible. This form is in Microsoft Excel format and can be obtained at [www.ci.sheboygan.wi.us](http://www.ci.sheboygan.wi.us) or can be obtained at the address listed below:

Department of Public Works  
Municipal Service Building  
2026 New Jersey Avenue  
Sheboygan, WI 53081-4790

Office hours Monday-Friday  
7:30 a.m. to 4:00 p.m.

When this form is completed, it should be emailed as an Excel document along with a sketch in pdf format to the following:

Michael.Thieme@sheboyganwi.gov  
Jordan.Sucha@sheboyganwi.gov  
Joel.Kolste@sheboyganwi.gov

The form can also be delivered to the address listed above.

**No work shall take place until an approved street excavation permit has been received by the applicant.**

The following types of projects must be submitted a minimum of fifteen (15) business days prior to commencing work. With a "Permit to Excavate in The Public Right of Way", the

applicant must submit electronically or in a hard copy format, detailed drawings showing the proposed construction project.

1. Projects of 1,000 feet or more of underground installation.
2. Projects of 300 feet or more of underground installation on City designated property right of way.
3. Projects that are associated with major construction projects.
4. Projects that are expected to have conflicts with other utilities.

### Backfill Requirements

Aggregate slurry backfill is required in all excavations for lateral repairs, manhole repairs, utility spot repairs, and utility valve and curb stop repairs. The aggregate slurry backfill shall conform to the requirements specified in WSWs 8.43.8 or as directed by the City Engineer.

If a curb stop is present when using a slurry backfill, the curb stop shall be separated from these materials to allow for future adjustments.

During night-time emergency repairs when the contractor is not able to leave the excavation exposed overnight due to weather conditions, the contractor may use compacted granular backfill.

However, no excavated material removed from the trench during the construction/repair utility work will be allowed to be reused as backfill without prior approval from the City Inspector.

During winter months (November 1 to April 15), the contractor will be allowed to use granular backfill. However, no excavated material removed from the trench during the construction/repair utility work will be allowed to be reused as backfill without prior approval from the City Inspector.

All trenches in terraces, boulevards, and other grass areas shall be backfilled with excavated material and top dressed with 4 inches of topsoil, seed, fertilizer, and mulch.

### Surface Restoration

The permit holder is required to restore all surfaces to a permanent condition according to the following guidelines. If the permit holder hires a subcontractor to install the permanent surface before the expiration date of the permit, then the subcontractor does not need to take out a second permit. However, the subcontractor must have a copy of the permit in the field.

#### A. Concrete

1. After obtaining a permit, the contractor shall notify the City of Sheboygan Department of Public Works by calling 920-459-3440 to have the construction limits reviewed prior to the contractor starting their work. Please allow at least

4 hours for the City Inspector to arrive. All concrete marked for removal shall be sawcut to the full depth of the concrete. General restoration requirements for concrete streets are as follows. However, these may be modified at the direction of the City Inspector depending on the condition of the street.

- a. Full panel replacement for a street less than 30 years old.
  - b. For panel replacement older than 30 years, if the remaining area in the panel between the excavation and the nearest joint is less than 6 feet, the additional area to the nearest joint shall also be included in the repair.
  - c. The concrete replacement panel will consist of 10 inches of crushed aggregate base course when aggregate slurry backfill is not being used.
  - d. All joints in the new pavement, including where the new concrete matches into existing concrete, shall be sawcut to a maximum depth of  $\frac{1}{4}$  of the thickness of the pavement but not less than 1-1/2 inches prior to being sealed.
  - e. All joints in the pavement shall be sealed.
  - f. If sidewalk panels are damaged, full sidewalk panels shall be replaced. Damaged sidewalk will be replaced in kind.
  - g. Driveway aprons shall be replaced to full panel to the nearest joint.
2. After the site is prepped and ready for concrete, the contractor shall notify the City Inspector again for inspection prior to the permanent patch being installed. Please allow at least 4 hours for the City Inspector to arrive.

## B. Asphalt

1. After obtaining a permit, the restoration contractor shall notify the City Inspector at 920-459-3440 to review the restoration limits. Please allow at least four hours for the City Inspector to arrive. General requirements for restoration of asphalt streets are as follows; however, these may be modified at the discretion of the City Inspector depending on the condition of the street.
  - a. All asphalt marked for removal shall be sawcut to the full depth of the asphalt and concrete base course.
  - b. The asphalt patch base will consist of 10 inches of crushed aggregate base course and 7 inches of concrete base course when aggregate slurry backfill is not being used.

- c. The asphalt surface will be repaired by excavating a minimum of 1 foot larger than the initial excavation but not less than 4 feet in any direction. The asphalt patch will be installed at a thickness equal to the adjacent existing asphalt but not less than 3 inches thick. The contractor may be required to re-sawcut after backfilling in order to provide a straight butt joint.
  2. After the site is prepped and ready for asphalt, the contractor shall notify the City inspector again for inspection prior to the permanent patch being installed. Please allow at least 4 hours for the City Inspector to arrive.
    - a. Winter Months - During the winter months (November 1 to April 15), the contractor shall install a cold mix asphalt patch unless hot mix asphalt is available, or a temporary concrete patch. The permit holder is required to maintain any temporary patch until which time the permanent patch is installed. The permanent patch must be installed after May 1, but no later than June 15th of the following year.
    - b. Bond and Insurance – The contractor shall furnish a bond in the amount of \$5,000 to assure that he will observe and obey all the requirements of the City, and that he will indemnify the City or any person in front of whose property he may work against loss by reason of his failure to observe the requirements of the Common Council.

C. Traffic Control

Traffic control shall be provided in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), latest edition. Projects that will cause lane restrictions on designated U.S. or State highways, County trunks, City arterials or controlled intersections, closure of local streets, or other special circumstances as determined by the Department of Public Works will require traffic control plans as part of the permit application submittal. The traffic control plan must be approved by the Department of Public Works a minimum of 48 hours prior to the start of construction. For major projects, the contractor should contact the Department of Public Works at 920-459-3440 or email the following as soon as possible to work out the details of the traffic control plan:

Michael.Thieme@sheboyganwi.gov  
Jordan.Sucha@sheboyganwi.gov  
Joel.Kolste@sheboyganwi.gov

D. Erosion Control

All construction site erosion and sediment control practices shall be adjusted to meet field conditions and in place prior to the start of construction and will comply with the State of Wisconsin Department of Natural Resources (WDNR) Storm Water Management Technical Standards. All erosion and sediment control practices will be inspected at a minimum weekly and within 24 hours following a rainfall of 0.5 inches or greater. An erosion and sediment control practice inspection log shall be maintained at all times during the project. Erosion and sediment control practices shall not be removed until the construction site is stabilized with a dense vegetative cover and or impervious areas and no longer susceptible to erosion.

Refer to WDNR's web page regarding Storm Water Management Technical Standards.

E. Additional Requirements

1. Wherever possible, installation of manholes and vaults should be avoided in sidewalks and street crosswalk areas.
2. Where unavoidable, manhole and vault covers in sidewalks or crosswalks must have non-skid surfaces.
3. A minimum horizontal separation of 3 feet must be maintained from other underground utilities.