



PERMIT APPLICATION

Revocable Occupancy / Street Privilege for Gas and Electric Utilities

This application for installation and maintenance of gas and electric utility infrastructure.

City of La Crosse Engineering Department

Phone: (608) 789-7505

engineering@cityoflacrosse.org

Encroachment Owner

Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Application Preparer (if different from above)

Name: _____

Relationship with owner: _____

Phone: _____ Email _____

Proposed Encroachment

Description: _____

Encroachment Address(es) (List by Street and 100 Blocks and attach a drawing of encroachment):

[Empty box for drawing and address details]

I certify that I have reviewed the Municipal Code and understand all that is related to this permit request. I further certify that I have the full authority to make the foregoing application; the information in the application and the required submittals are complete and correct; the Work or Use performed shall comply with all the laws of the State of Wisconsin, and all ordinances, rules, regulations, policies and special conditions of the City of La Crosse. The applicant agrees to perform the work covered by an approved permit with diligence and convenience to the public.

Signature of owner or designee: _____ Date: _____

Print name and title: _____

Below this line to be completed by City staff only

Required items to be provided by Applicant:

- Scale drawing of encroachment on letter-size paper(s)
(City facilities must be shown on Plan Drawings)
- Certificate of Insurance (City as additional insured)
- Application fee \$ 75
- City Utility Potential Conflict Notification and Sign-Off

Encroachment type: _____ Permit number: _____

Board of Public Works approval date: _____

All fees are non-refundable.



PERMIT CONDITIONS

Revocable Occupancy / Street Privilege for Gas and Electric Utility installations

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See Municipal Code Section 40-61 through 40-72 and 40-106 for complete information.

To apply for a permit:

- Return this completed application along with required information and fees noted on the application via email to engineering@cityoflacrosse.org or mail to or drop off at City of La Crosse, Engineering Department, 400 La Crosse Street, La Crosse, WI 54601.
- You will then be given notice of when your request will be on the Board of Public Works agenda for consideration. Your presence might be required to discuss your application.
- **Average completion time for validation 45 days.**

Follow these regulations:

1. The applicant shall be primarily liable for damages to person or property by reason of the granting of this street privilege permit.
2. The applicant shall obtain an excavation permit from the City of La Crosse Engineering Department prior to performing installation or any maintenance on the Utility in the City right-of-way that requires excavation or disruption of surface, pavement, sidewalk, curb and gutter, or other structure.
3. Applicant agrees to provide the City of La Crosse with final “as-built” plans when installation is complete.
4. Applicant agrees that any pavement, concrete or green space disturbed during drilling activities shall be restored to its prior condition.
5. Applicant agrees that said installation shall not interfere with the City’s water, sanitary sewer, storm sewer, electric, and fiber underground infrastructure that may be in the area.
6. Applicant further agrees that they will make arrangements with the public utility companies and the City of La Crosse to clear all public underground utilities prior to initiating such work, and if necessary, applicant will make arrangements with the City of La Crosse to ensure proper traffic control.
7. Applicant waives any and all rights to contest in any way or manner the validity of Sec. 66.0425 of the Wisconsin Statutes and the amount of compensation charged.
8. Applicant agrees to become a member of Diggers Hotline for marking / locating of utility.

Failure to obtain a permit before commencement of work will result in a permit fee of \$500.

9. The applicant for a permit to encroach on the public right-of-way shall procure and maintain for the duration of the permit a minimum liability and contractual liability policy in the amount of \$100,000.00 each person, \$300,000.00 each accident for bodily injury and \$100,000.00 for property damage. A certificate of such insurance shall be filed with the City Engineer as part of the application. The insurance shall name the City, its officials, employees and agents as additional insureds. The Board may require greater insurance protection on a case-by-case basis.
10. Applicant further agrees to hold harmless the City for any damage to said Utility while the City, its agents or contractors are conducting construction for maintenance activities in or upon such area in which said utility lies; provided, however, the City shall make a good faith effort to notify applicant of any maintenance or work in the area of the street privilege permit which may damage applicant's utility.
11. Applicant agrees to remove the utility and return the area to its original condition upon ten (10) days' notice by the Board of Public Works. The applicant further agrees that if it does not remove the utility within ten (10) days after receiving notice, the City is authorized to remove the same and applicant agrees to pay the City for all costs of such removal.
12. Applicant further agrees that the obligations and conditions of this street privilege permit shall be binding upon all heirs, successors and assigns of applicant.
13. The person(s) signing this Permit warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

Failure to obtain a permit before commencement of work will result in a permit fee of \$500.