



PERMIT APPLICATION

### Excavation Within Right-of-Way

City of La Crosse Engineering Department

Phone: (608) 789-7505

[engineering@cityoflacrosse.org](mailto:engineering@cityoflacrosse.org)

#### Contractor

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Project Description

Location of excavation:

Type of excavation (check one):

open cut  boring

Area to be excavated (check all that apply):

street  boulevard  curb/gutter  sidewalk  alley  other  \_\_\_\_\_

Number of traffic lanes that will close: \_\_\_\_\_ Number of parking lanes that will close: \_\_\_\_\_

Purpose of excavation (check all that apply):

water  sanitary sewer  storm water  gas

electrical  communication  other  \_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated end date: \_\_\_\_\_

The undersigned understands and agrees to the following: 1) The permitted work shall comply with all permit provisions and conditions listed on and attached to this form; 2) That insurance requirements shall be met prior to approval either by submitting information with application or by keeping current information on file with the Engineering Department.; 3) The applicant shall contact City Dispatch and the City Traffic Engineer 24 hours prior to the closure of any traffic lanes and shall provide an estimate of the duration of closure. Temporary traffic control shall be provided and maintained by the applicant and shall comply with Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

(Print) Authorized representative: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

(Sign) Authorized representative: \_\_\_\_\_

#### Below this line to be completed by City staff only

Customer number: \_\_\_\_\_ Permit/Invoice number: \_\_\_\_\_

Permit issued by: \_\_\_\_\_ Date approved: \_\_\_\_\_

Permit conditions:

All fees are non-refundable.



## PERMIT FACTSHEET

### Excavations and openings

City of La Crosse Engineering Department

Phone: (608) 789-7505

[engineering@cityoflacrosse.org](mailto:engineering@cityoflacrosse.org)

See Municipal Code Section 40-33 through 40-36 for complete information.

#### To apply for a permit:

- Return this completed application along with required insurance documentation via email to [engineering@cityoflacrosse.org](mailto:engineering@cityoflacrosse.org) or mail to or drop off at City of La Crosse, Engineering Department, 400 La Crosse Street, La Crosse, WI 54601.
- If approved, you will receive an invoice, which you can pay online or with check. This payment is record of approval.
- **Average completion time for validation is 7 days.**

**A permit is required anytime you make any excavation or opening in any street, alley, highway, boulevard, or sidewalk.**

#### A permit costs:

- \$75
- Failure to obtain a permit before commencement of work will result in a permit fee of \$500.
- Once invoiced, application fees are non-refundable. Details of the permit, including dates, might be modified with approval from the Engineering Department.

#### A temporary traffic control plan is required.

- Temporary traffic control shall be provided and maintained by the applicant and shall comply with Part 6 of the Manual on Uniform Traffic Control Devices.

#### Insurance is required.

- Comprehensive General Liability Insurance and Completed Operations Insurance.
- Minimum coverage is a combined single limit of \$500,000 for bodily injury and property damage per occurrence.
- The insurance required shall be written by insurance companies who are rated "B" or better in Best's Key Rating Guide and shall be licensed to do business in the state of Wisconsin.
- The Certificate of Insurance **must** name the City of La Crosse as Additional Insured.
- Indemnity Bond of \$10,000.00 by an approved insurance or security company to cover any damages that may occur to city property.

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

## Follow these regulations:

- Do not excavate or make any openings when the ground is frozen, except in emergencies.
- Enclose all openings with sufficient barriers.
- Take all necessary precautions to guard the public effectively from accidents or damage to persons or property.
- Provide and maintain temporary traffic control and comply with Part 6 of the Manual on Uniform Traffic Control Devices.
- Replace all materials removed or penetrated as soon as possible to their original condition and maintain them for 3 years.
- When backfilling the opening, place the material in maximum 12-inch lifts with each lift thoroughly compacted by mechanical means to a 95% of standard proctor density.
- Excavations in streets paved in the last 5 years are prohibited except in the case of emergencies determined by the Board of Public Works.
- Emergency excavations are authorized for any person or agency owning or controlling any sewer, water main, conduit, or utility. You may take immediate proper emergency measures to remedy dangerous conditions for the protection of property, life, health, or safety without first obtaining an excavation permit. However, you must apply for an excavation permit not later than the end of the next succeeding business day.
- Any Excavation within an Archaeological District Boundary (Copy of map on file in the Department of Planning and Development) shall follow municipal code Sec. 20-119 & 20-120 and notify the Fire Prevention and Building Safety department 2 days prior to excavation.
- Restoration of excavations in the Right of Way shall be directed by the Assistant Superintendent of Streets.

## Contacts

- Street Department (608)789-7340: contact for pavement restoration requirements
- Non-Emergency Dispatch (608) 785-9634: notify of all traffic lane closures and re-openings
- (MTU) Municipal Transit (608) 789-8380: notify of all bus route traffic flow disruptions
- Engineering Department (608) 789-7505: notify for concrete sidewalk, driveway, and roadway forms and reinforcement inspections 24 hours in advance of pour
- Parks and Recreation Department (608) 789-4915: consult if excavation could potentially damage City trees

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