



For Office Use Only	
Permit No.:	_____
Fee Paid:	_____
Date Issued:	_____

**PERMIT TO WORK WITHIN TOWN RIGHT-OF-WAY**

To: Department of Public Works  
 Town of Cedarburg  
 1293 Washington Avenue  
 Cedarburg, WI 53012

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Location of Work: \_\_\_\_\_

Nature of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

\_\_\_\_\_

The following fees shall be submitted with applications for permits under Chapter 279 of the Code of Ordinances of the Town of Cedarburg. An Initial Restoration Deposit Fee of \$500.00 is included in the fee and shall be retained if the applicant fails to restore the Town right-of-ways or easements to the satisfaction of Town Director of Public Works.

Road or bike path opening	\$300.00
Opening curb, alleyway, walkway, shoulder or drainageway	\$535.00
Pilot holes either augured or driven underneath the pavement	\$235.00
Failure to obtain a permit before work begins	Double Fees

The Initial Restoration Deposit Fee in the sum of Five Hundred Dollars (\$500.00) shall be refunded upon completion of the restoration of the disturbed surface to the satisfaction of the Town Director of Public Works.

The applicant may request to submit an Annual Restoration Deposit in an amount of One Thousand Dollars (\$1,000.00) to be applied to all of an applicant's projects within a calendar year. The Annual Restoration Deposit shall be cash, certified check or a letter of credit approved by the Town of Cedarburg and be in lieu of the \$500.00 per project deposit. The deposit shall be maintained at the \$1000.00 amount until all projects associated with the deposit have been completed and approved by the Town Director of Public Works for the calendar year it is submitted.

**PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE**

- The Applicant shall begin work within 30 days of the issuance of the permit and be completed within 6 months. The Town may extend the time limitation for good cause.
- 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 become, 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.
- The permitted facilities shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement, or maintenance of the roadway as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant unless a contract for such costs has been executed.
- The work shall be completed in accordance with the submitted plan and any and all additions and corrections shown thereon.
- If the facilities will be installed through a pilot hole either augured or driven underneath the pavement, the construction of said pilot hole shall begin and end no closer than five (5') feet from the outside of the pavement.
- All areas disturbed by this work shall be restored to original or better condition, including original elevation, grade, and slope. The disturbed areas outside of the roadbed shall be covered in kind, as immediately as possible, with erosion resistant cover, a minimum of which shall be sufficient topsoil, permanent grass and appropriate erosion control. All excess material shall be immediately removed from the site. **All excavation is to be backfilled with a ready mixed aggregate slurry.**
- The pavement shall be left in a broom clean condition.
- The Town may grant permission so far as it has legal authority to do so. The Town of Cedarburg does not give permission for excavation onto private property. Written permission must be given by the landowner.
- The Applicant shall notify the Town of Cedarburg, 1293 Washington Ave., Cedarburg, WI 53012, Tel. No. (262) 377-4509, forty-eight (48) hours prior to commencement of work and within 10 days of completion.
- Restoration shall be guaranteed for 1 year for any grass or vegetation disturbed during excavation. All disturbed area must be restored within 30 days of completion or funds deposited with the Town will be used complete proper restoration.
- The Applicant shall adhere to any additional requirements as specified on the permit.

**Note: A copy of the permit shall be kept at the work site during the installation of the utility.**

**APPLICANT REPRESENTATIVE**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

**TOWN OF CEDARBURG**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**REQUIRED SUBMITTALS:**

**Location map  
Construction plan**