

**SUBMIT COMPLETED APPLICATION VIA  
ONE OF THE FOLLOWING:**

E-mail: streets@foxcrossingwi.gov

Mail: Fox Crossing Street Department  
2000 Municipal Drive  
Neenah, WI 54956



*Office Use Only*

Permit No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

**VILLAGE OF FOX CROSSING STREET DEPARTMENT  
APPLICATION TO OCCUPY/EXCAVATE IN PUBLIC RIGHT-OF-WAY**

**Address/Location of Proposed Work:** \_\_\_\_\_

**Homeowner Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Purpose of Work:**

\_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_ **Office #:** \_\_\_\_\_

**Contractor's Email:** \_\_\_\_\_

**Onsite Contractor's Name:** \_\_\_\_\_

**Onsite Contractor's Cell #:** \_\_\_\_\_

**Estimated Start Date:** \_\_\_\_\_ **Estimated Restoration Date:** \_\_\_\_\_

**Utility Location is:**

☐ To Cross ROW ☐ Parallel to ROW

☐ Overhead ☐ Underground

Other \_\_\_\_\_

**Proposed Method of Installation:**

☐ Tunnel ☐ Open Cut (Hardscape)

☐ Jack & Bore ☐ Open Cut (Softscape)

Other \_\_\_\_\_

***\*Steel Plating for Core Holes are NOT permitted in R.O.W\****

**Fee Schedule:**

Type of Work	Fee Item	Cost	Check if Included
Non-Excavation	Misc. Right-of-Way Occupancy	\$75	
Excavation	Misc. Construction/Excavation	\$75	
	Street Tree Permit	\$150	
	Contractor Excavation/Bore Pits (Softscape areas)	\$500	
	Contractor Excavation/Bore Pits (Hardscape areas)	\$750	
Utility (Public Utility Applicants Only)	Utility Service	\$150	
	Utility Mainline (100 LF or less)	\$300	
Escrow	Escrow (Refundable)	\$2,000	
		<b>Total:</b>	

**Escrow:**☐ New Project☐ Bond on File☐ Carried Over From  
Permit # \_\_\_\_\_**Return Escrow to:****Full Name:** \_\_\_\_\_**Address:** \_\_\_\_\_**City:** \_\_\_\_\_ **State:** \_\_\_\_\_☐ I have read the Permit Provisions and Conditions of Issuance and will comply with all standard, special, and supplemental provisions as well as applicable supplemental conditions.**Permittee Name (Print):** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Approved by Street Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Office Use Only:**

Excavation: \$ \_\_\_\_\_ Escrow: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_ Permit#: \_\_\_\_\_

101-5200-440-03-12

802-0000-261-04-00

## PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

**This permit is granted to allow performance of the specific work described herein under the following permit provisions and conditions. Failure to comply with any provision or condition set forth in this permit will make this permit null and void. Violations are subject to penalty under Municipal Code Section 337-5I and Chapter A450.**

### Standard Provisions and Conditions

1. The Applicant agrees to indemnify and hold harmless the Village of Fox Crossing, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, 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.
2. The entire cost of constructing and maintaining the permitted work area in accordance with Village ordinances, standards, and policies shall be the responsibility of the Applicant for the duration of the permit. Costs incurred by the Village for corrective work to bring the permitted area into compliance with Village ordinances, standards, and policies will be reimbursed by the Applicant through the escrow. Should the cost of the corrective work exceed the escrow, the Village will invoice the Applicant for the exceeding amount.
3. A copy of the approved application, along with any plans and special provisions, shall be available on the job site.
4. The applicant shall notify the Village of Fox Crossing Street Department (920-720-7110) a minimum 48 hours prior to the start of the permitted work and upon completion of the work.
5. The applicant shall be responsible for any or all traffic control (including but not limited to signs, flagmen, lights and detours) as deemed necessary and in accordance with the Wisconsin Manual of Uniform Traffic Control Devices (latest edition) prior to, during, and after commencement of the permitted work.
6. Any trenching, tunneling or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Industry, Labor and Human Relations, and any applicable local regulations.
7. All restoration of the permitted work area, including permanent pavements, shoulders, ditches, etc., shall be completed within 30 days or as practical in accordance with Village of Fox Crossing Specifications and to the satisfaction of the Street Superintendent.
8. Trenches or excavations in softscape areas can be backfilled with excavated materials and shall be compacted in layers not to exceed nine inches (9").
9. Trenches or excavations in hardscape areas shall be backfilled with 1 ¼-inch base aggregate dense and mechanically compacted in layers not to exceed nine inches (9").
10. Hardscape restoration shall consist of a cold mix patch where either hot mix, concrete, or chip seal surfaces are existing and hot mix or concrete are unavailable. The cold patch material shall be placed following backfilling, a minimum of 3 inches in depth. For gravel surface restoration, after proper compacting, gravel will be leveled at the proper grade.
11. The Applicant shall be responsible for repairing defects as a result of the permitted work for a period of one (1) year after completion of the work.

### Supplemental Provisions and Conditions (apply if checked)

- ☐ Trenches or excavations are allowed in softscape areas only.
- ☐ Trenches or excavations are allowed in softscape and hardscape areas.
- ☐ The Applicant shall keep a minimum of one travel lane open in the street at all times for the duration of the permitted work. Traffic control shall follow Item 5 of the above Provisions and Conditions.
- ☐ The Applicant is allowed to temporarily close the road to conduct the permitted work. Traffic control shall follow Item 5 of the above Provisions and Conditions. The Applicant shall notify the Village of Fox Crossing Street Department (920-720-7110), Police Department (920-720-7109) and Fire Department (920-720-7125) a minimum 3 days prior to any Village Road closings. Notifications of others (garbage/recycling, mail, bussing, etc.) are likewise a responsibility of the Applicant as necessary.
- ☐ Trenches or excavations in hardscape areas may be left in gravel until such time hot mix or concrete can be applied, provided these areas are properly and continually maintained. The Applicant will be required to restore hardscape areas with a cold mix patch if the gravel is not maintained until such time hot mix or concrete is available.