



CITY OF BROOKFIELD  
PUBLIC RIGHT-OF-WAY EXCAVATE & FACILITY PLACEMENT  
PERMIT APPLICATION

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Project Supervisor's Name & Best Contact Information: \_\_\_\_\_

Name and Address of Facilities Owner, if Different: \_\_\_\_\_

1. Joint application? YES  NO  If, yes, Name of other applicant(s): \_\_\_\_\_

All applicants must submit separate application forms.

2. Supplemental Application? YES  NO  If, yes, Permit number of initial permit: \_\_\_\_\_

3. Is facilities owner registered with the City for right-of-way occupation? YES  NO

a. If yes, date registered: \_\_\_\_\_ If no, double permit fee is required.

b. If yes, is this project contained in the annual plan required to be submitted? YES  NO

c. If no, explain why project was not included in plans and attach on separate sheet

\_\_\_\_\_

\_\_\_\_\_

4. General description of proposed facilities: \_\_\_\_\_

5. Proposed project work dates: \_\_\_\_\_

6. General location of proposed facilities project area: \_\_\_\_\_

\_\_\_\_\_

7. Provide detailed plans identifying location of project, the affected right of way, public utility easements, public trees, location of existing and proposed facilities or improvements within project, installation details, and traffic control plans. Plans may be paper or electronic.

8. If project involves extension to existing poles or installation of new poles, then application must include the following:

- a. Scaled drawings of the proposed pole and all proposed attachments and related facilities;
- b. Except in the case of a pole or tower extension, evidence sufficient to demonstrate that the applicant is prohibited from using an existing pole (either owned by the applicant or a third party) because such use is technically infeasible, economically prohibitive, or prohibited by law;
- c. If the pole or tower exceeds a height of fifty (50) feet, the applicant shall also provide the following information:
  - i. A description of the ice build-up mitigation techniques to be used where the pole or tower is located adjacent to a sidewalk or other pedestrian walkway;
  - ii. Evidence sufficient to demonstrate that the greater height is required to accomplish the applicant's purposes; and
  - iii. Evidence sufficient to demonstrate that the pole or tower, due to its height and size, poses no greater danger to the health, safety, and welfare of the public than existing poles or towers in nearby right-of-way.

d. A structural analysis stamped by a professional engineer licensed in Wisconsin.



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PERMIT APPLICATION

**Consent to pay for restoration.** Signing this application is an acknowledgement that the City may bill Permittee for restoration if Permittee fails to do so and City undertakes the work pursuant to §12.16.090.D., City of Brookfield Code.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

**Indemnification provision READ CAREFULLY BEFORE SIGNING :**

By submitting this Application, Applicant agrees to indemnify, defend, and hold harmless the City of Brookfield, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them (collectively, "City"), from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner caused in whole or in part or claimed to be caused in whole or in part by reason of any act, omission, fault, or negligence, whether active or passive, of registrant or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on the City. The obligation to indemnify, defend, and hold harmless the City shall be applicable even if the liability results from an act or a failure to act on the part of the City, however, the obligation does not apply if the liability results from the willful misconduct of the City.

**Signature of Permit Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

**CITY USE ONLY:**

1. 60 days to process. Date rec'd (complete): \_\_\_\_\_ Decision Date: \_\_\_\_\_
2. Joint application? YES  NO  If yes, has other applicant's forms been submitted?
3. Applicant is registered? YES  NO 
  - a. Yes, proceed to process application;
  - b. No, do not process until applicant submits registration, with **double** permit & registration fees.
4. Is project contained in Registrant's annual submittal? YES  NO  *Per 12.17.080.A.3. if not, it is grounds for denying permit, if the work was reasonably foreseeable.*
5. Send plans to Dept. Parks, Recreation and Forestry for public tree review.
6. Unpaid fees or costs from or loss, damage or expense due from prior excavations? YES  NO
7. Unpaid taxes, fines, license fees or assessments due the City? YES  NO  , cannot issue permit if unpaid.
8. Paid permit administrative fee (\$75.00)? YES  NO
9. Degradation fee:
  - a. Calculate: \$/sq. yd. for overlay & seal coat X depreciation rate for street X area of patch: \$ \_\_\_\_\_
  - b. Date applicant notified: \_\_\_\_\_
  - c. Date fee received: \_\_\_\_\_
10. Restoration deposit:
  - a. Calculated:
  - b. Date applicant notified: \_\_\_\_\_
  - c. Date deposit received: \_\_\_\_\_
11. Site inspection deposit received? YES  NO
12. Insurance Certificate received and reviewed, date: \_\_\_\_\_, initials \_\_\_\_\_



CITY OF BROOKFIELD
EXCAVATE/PLACE FACILITIES IN PUBLIC RIGHT-OF-WAY PERMIT

Permittee's Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

Supplementary permit:

Permittee's Local Contact Name: \_\_\_\_\_

Local Contact's Phone & e-mail: \_\_\_\_\_

General Project Location: \_\_\_\_\_

General Project Description: \_\_\_\_\_

By the authorized signature below, a R-O-W Excavation Permit is granted and valid for the following dates only:

\_\_\_\_\_.

Jeff Chase, City Engineer

\_\_\_\_\_
Date

PERMIT CONDITIONS:

- No work may be conducted when the ground is frozen.
All work in connection therewith will be done in a workmanlike manner...
Permittee will refill all trenches with material as specified herein...
All trenches in the surfaced section of an improved street or pavement...
The remaining top 14" of the trench shall be restored as follows:
Main Roadways - the trench shall be filled with 8" of compacted crushed stone...
Secondary Roadways - the trench shall be filled with 10" of compacted crushed stone...
Secondary Roadways with deep lift asphalt - the trench shall be brought to within 7" of the existing surface...
Excavations beyond 5 feet from the edge of pavement but within the limits of the street...
If the person holding the permit fails to restore the pavement to its original condition...
After installation of said mains, laterals, line and supply routes, revised location plans shall be submitted to the Engineer...
If this box is checked there are additional or specific conditions for this permit - see separate sheet.



CITY OF BROOKFIELD  
PUBLIC RIGHT-OF-WAY  
PERMITTEE COMPLETION CERTIFICATION

Permittee's Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

Supplementary permit:

General Project Location: \_\_\_\_\_

General Project Description: \_\_\_\_\_

By the signature below, Permittee certifies that the work was completed in conformance with the plans and drawings submitted with permit application and approved by City Engineer.

Work was not completed in conformance with plans and drawings submitted with permit application and approved by City Engineer. Below is a summary list of differences between the plans and construction. As-built plans are submitted with this Certification.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name, title here

\_\_\_\_\_  
Date