

## APPLICATION TO EXCAVATE IN PUBLIC RIGHT-OF-WAY SUBMITTAL CHECKLIST

### **Submittal Includes:**

- Back of curb, right-of-way, property lines, and all existing utilities displayed on site plan(s). Exceptions to this requirement can be made for the following circumstances when only affecting one property:
- Service shut-off
  - Anode installation
  - Service installation/replacement (where the installation is generally perpendicular to road centerline)
  - Pole installation/replacement
  - Valve or hydrant repair/replacement (in terrace)

*The City of Madison Engineering Dept. posts utility data online for viewing through a web-based program called GTWeb. To register, please contact:  
[gtweb@cityofmadison.com](mailto:gtweb@cityofmadison.com)*

- Dimensions provided between proposed utility placement and back of curb or right-of-way/property lines. If dimensions are provided off of right-of-way or property lines, these boundaries must be established in the field for inspection purposes.
- Anticipated location of bore pits and excavations shown along with the traffic control associated with each.

*If during construction a bore pit or excavation location is adjusted to the extent that it requires a different traffic control configuration, the applicant will contact the City with the revisions.*

- Traffic Control Plan, including pedestrian & bicycle designs as well as any temporary measures for potholing where applicable. Traffic Control Plans are not needed under the following circumstances, which must be indicated on applications:
- Work performed solely on streets designated as “Local.” The City may require a full traffic control plan where the applicant has demonstrated a lack of compliance in the past.
  - Work performed within the limits of active Public Works projects.
  - Work performed within the limits of new plat developments where streets and sidewalks remain closed to public access for the duration of the work.

Customized Traffic Control Plans per MUTCD may be needed for projects at intersections or projects that are generally complex in nature. For all other circumstances, submissions may be able to reference individual pages from the Work Zone Safety Handbook that correlate with site conditions: <https://wisconsin.gov/Documents/doing-bus/real-estate/permits/wzsb.pdf>. If applicants have worked with a staff member from Traffic Engineering to develop a Traffic Control Plan, please provide that information and the name of the staff member in the description of work.

*Any street parking removed for installation will be restricted to 3 weeks at a time.*

*A request for permission to close a road must be included on the permit. If it becomes necessary to close a road during construction not indicated for closure on the permit, the contractor must contact the City and obtain permission.*

- All contractors and subcontractors performing work listed on application. All contractors & subcontractors must be pre-qualified with the City of Madison
  - All contractors and subcontractors must be listed prior to the permit being issued. If any changes to the list are necessary, the applicant must contact the City in order to have the updated list and permit approved.
- Copy of notification letter mailed to property owners and list of property owners notified for projects extending more than one block in residential or commercial areas.
  - N/A (project is less than 1 block in length)
- Site Plans shall be stamped with a notice that requires the owner and/or contractor to contact the City Forestry Section at (608) 266-4816 prior to the start of any on-site construction that may have a street tree-related impact.
  - If applicants have worked with a staff member from City Forestry, please provide that information and the name of the staff member in the description of the work.
- Identify existing street trees on site plan(s) where root cutting for Curb & Gutter or Sidewalk Repair installation will occur.
- Applicant shall identify on proposed work zone and any traffic control plan submittals the location of posted curbside bus stop no parking zones and accessible bus passenger boarding pad surfaces/sidewalk connections.
- Applicant shall contact Metro Transit ([metronotice@cityofmadison.com](mailto:metronotice@cityofmadison.com)) at least five working days before any proposed work that may impact curbside bus stop zones or scheduled bus operations on City streets, to start any coordination steps that would be required to maintain scheduled City transit operations.

**APPLICATIONS THAT DO NOT MEET THESE CRITERIA WILL BE REJECTED.**

Clearance requirements for design of proposed utility installations:

	<u>Horizontal Clearance (ft)</u>	<u>Vertical Clearance (ft)</u>
<b>Back of Curb</b>	6	-
<b>Sanitary Sewer</b> <i>(mains, laterals and structures)</i>	3	1
<b>Storm Sewer</b> <i>(mains, laterals, and structures)</i>	3	1
<b>Traffic Engineering</b> <i>(conduit and structures)</i>	3	1
<b>Water Utility</b> <i>(mains, valves, services, and hydrants)</i>	4	2