



Town of Delafield  
 Highway Department  
 N14W30782 Golf Road  
 Delafield, WI 53018  
 (262)646-8881 (Phone)  
 (262)646-8687 (Fax)  
[www.townofdelafield.org](http://www.townofdelafield.org)

**TOWN OF DELAFIELD RIGHT-OF-WAY PERMIT**

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

To Construct, Maintain or Repair Improvements, Driveways, Walkways, Utilities, Etc. Within the Town of Delafield's Right-of-Way (ROW).

**Request by Applicant:**

Name	
Address	
City, State Zip Code	
Office Telephone No.	
Emergency/Field Telephone No.	
Contact Person/Project Manager	

**Project:**

Project Location/Address	
Purpose of Project	
Planned Start Date	
Projected Completion Date	
Description (Include Method of Installation, Sizes/Lengths, Above Ground/Underground, Etc.):	Project Plans Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Certificate of Insurance Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	
_____	
_____	
_____	

The Applicant hereby understands and agrees that all the permitted work shall comply with the terms and conditions of this permit (reverse side) and any other reasonable terms and conditions imposed by the Town of Delafield.

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

**TOWN APPROVAL**

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

\$ \_\_\_\_\_ Permit Fee Paid On \_\_\_\_\_ Receipt No. \_\_\_\_\_

**TOWN OF DELAFIELD ROW PERMIT GENERAL TERMS AND CONDITIONS**

1. The applicant agrees to indemnify and save harmless the Town of Delafield against any claims, demands or liabilities arising out of or caused by such construction work, including court cost and attorney fees incurred in the defense of such claims, and including liability imposed by law under Section 893.83 (1) of the Wisconsin Statutes upon said Town and including any liability caused by the failure of the applicant to repair and restore the highway to its former condition, as hereinafter provided.
2. Applicant shall provide the Town with a Certificate of Insurance of their liability insurance, naming the Town of Delafield as an additional insured. Said insurance policy shall provide a minimum of \$1,000,000 aggregate bodily injury and property damage coverage.
3. No work shall be performed and no opening or excavations shall be made within the limits of any Town maintained highway, street, alley, other public way or public lands without prior notification in writing to the Town Highway Superintendent, to be given at least forty-eight (48) hours before the commencement of the work.
4. There shall be no open cut excavation of the road unless expressly granted below. No openings in Town Highways, Town maintained highways, streets, alleys, or other public ways, or public lands will be permitted when the ground is frozen, except when necessary in the opinion of the Town Board. In making such an opening, all materials excavated from existing or proposed pavements or driveways or within five feet of the edges thereof shall be removed from the site and disposed of by the applicant in a manner approved by the Town Highway Superintendent.
5. All openings made in accordance with permission given pursuant hereto shall be enclosed with sufficient barriers, and lamps shall be maintained upon the same at night. All other necessary precautions shall be taken to guard the public against accidents from the beginning to the completion of the work. Underground facilities may be laid only on condition that the applicant is bonded as herein before mentioned for the damages that may result from his neglect of necessary precaution against all accidents to persons or property of others.
6. In opening a trench in any Town highway, Town maintained highway, street, alley, other public way, or public lands, the excavated and work areas must be restored to the same condition and relation to the remainder as they were before. All rubbish, boulders, and other undesirable materials must be removed at once and the excavated areas shall be left in perfect repair, and so maintained for a period of one year thereafter.
7. When any excavation is made in an existing or proposed pavement or driveway or within five feet of the edges thereof, all excavated material must be removed and the excavation backfilled to within five (5) inches of the surface with slurry. The top five (5) inches shall then be backfilled with ¾ inch crushed stone, gradation No. 2. Any tunnel shall be backfilled with 4 – ½ bag mix concrete in a manner approved by the Town Highway Superintendent.
8. Through traffic shall be maintained over said highways. If the work requires roadway closures or detours, a detour plan shall be submitted with the permit application.
9. All pipelines shall be installed and laid so as not to interfere with the use of the highways by the public nor the use of the adjoining land by the owner thereof, and no trees or bushes shall be cut, trimmed, or the branches thereof cut or broken in the construction or maintenance of any line without the consent of the owner of said trees or bushes.
10. If any utility services installed by the applicant interferes with the maintenance or construction of Town facilities within the right-of-ways of any street or highway, the utility services shall be realigned at no expense to the Town.
11. Applicant shall be responsible for obtaining any and all other permissions and permits necessary to perform the permitted work, including those from all applicable federal, state, local government or agencies. This shall include, but not be limited to the proper notification of Diggers Hotline.
12. Applicant shall restore all disturbed areas to their present or better condition within 14 days after completion of the work and be to the satisfaction of the Town Highway Superintendent.
13. The Town retains the right to impose other terms, conditions and specifications during the term of this permit as circumstances warrant.
14. The Town retains the right to rescind, revoke or modify this permit at any time when deemed by the Town to be in the best Public Interest.
15. Special terms, conditions or specifications: \_\_\_\_\_  
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