TOWN UTILITY POLICY

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TOWN UTILITY POLICY

INTRODUCTION

A. OVERVIEW OF UTILITY ACCOMMODATION

The Town constructs, operates, and maintains the Town Highway System. Utility companies provide service to major centers of population as well as to individual users. Both the town and utility companies typically provide facilities that consider future as well as present needs. Cooperation between these two entities is essential if the public is to be served at the lowest costs consistent with the respective public service needs, obligations, and interests.

B. PRIMARY PURPOSE OF THE TOWN HIGHWAY SYSTEM

The primary purpose of the Town Highway System is to provide a safe and convenient means for the vehicular transportation of people and goods. Any permitted use and occupancy of highway right-of-way for non-highway purposes is subordinate to the primary interests of the traveling public.

C. PURPOSE OF THE UTILITY ACCOMMODATION POLICY

The purpose of this document is to prescribe the policies and procedures that shall be met by any utility whose facility currently occupies, or will occupy in the future, any Town Highway or bridge over which the town has maintained jurisdiction.

D. UTILITY ACCOMMODATION

1. **Permits**

It is the policy of the town to permit utility facilities on Town Highways when:

a. Such use and occupancy does not adversely affect the primary functions of the highways or materially impair their safety, operational, or visual qualities,

b. There would be no conflict with the provisions of federal, state or local laws or regulations or the accommodation provisions stated herein, and

c. The occupancies would not significantly increase the difficulty or future cost of highway construction or maintenance.

2. **Additions**

Nothing in this policy shall be construed as limiting the rights of the town to impose restrictions or requirements in addition to and/or deviations from those stated herein in any permit where the town deems it advisable to do so. An appropriate explanation for such action should be provided to the utility.

3. **Alterations**

The permitted facilities shall, if necessary, be altered by the utility to facilitate alteration, improvement, safety control, or maintenance of the highway as may be ordered after permit approval. All costs for constructing, maintaining, altering, and relocating the permitted facilities shall be the obligation of the applicant, unless a specific town-executed utility parcel or agreement otherwise provides.

If the utility encounters a hardship during installation that prevents installation in accordance with the permit, the utility may (at the risk of having to move the installation) make changes to permitted installation. The town has final determination as to the validity of the hardship. If the town determines that the changes were made due to the installers preference, and not due to hardship, the utility will take action within 10 days to correct such alterations. For clarification purposes: hardships are solid rock, uncrossable swamps, cemeteries, or similar circumstances that make construction physically or economically unfeasible.

TOWN UTILITY POLICY

DEFINITIONS

A. GENERAL DEFINITIONS

Unless otherwise provided herein, the definitions accepted by the American Association of State Highway and Transportation Officials (AASHTO) shall prevail.

B. SPECIFIC DEFINITIONS

1. Clear Zone

That portion of the right-of-way free of nontraversable hazards and fixed objects. These areas provide drivers a reasonable opportunity to stop safety or otherwise regain control of their vehicle when it leaves the traveled way. The clear zone generally varies with the type of highway, terrain traversed, road geometrics, and operating conditions.

Chapter 11 of the Wisconsin Department of Transportation Facilities Development Manual shall be used as the guide for establishing clear zones.

2. Town

Town of Eau Pleine

3. Emergency Utility Work

Unforeseen action by a utility deemed necessary to restore an existing utility facility to protect the general public.

4. Highway(s)

All Town Highways designated by name existing now or added in the future.

2. Permit

The document by which the town grants a utility permission to work within, use,

occupy, or cross the highway.

6. Pipeline

A utility facility installed to carry or convey a fluid, gas, or other material, generally underground, including the casing and the carrier.

7. Private Lines

Facilities which convey or transmit commodities as defined by utility (see #13), but are owned and operated by an individual(s) or non-utility business.

8. Responsible Person

A person having control over a utility project that is not administered by the town.

9. Right-of-Way

A general term denoting acquired interests or rights in land (either all or partial) that are necessary to build, maintain, and operate a highway facility. It is not just a fee interest or a permanent highway interest but encompasses all necessary rights of both a permanent and temporary nature.

3. Traveled Way

The portion of the roadway for the movement of vehicles

which includes auxiliary lanes and ramps but excludes the shoulders. The traveled way usually lies between the edgeline striping

4. Utility

Any corporation, company, individual or association, including their lessees, trustees, assigns, or receivers, or any sanitary district, cooperative association, town, village or city that owns, operates, manages or controls any plant for fixed equipment within Marathon County for a transmission of communications or the conveyance, production, storage, transmission, sale, delivery or furnishing of electrical power, light, heat, fuel, gas, oil, petroleum products, water, steam, fluids,

B. SPECIFIC DEFINITIONS (CONTINUED)

sewerage, drainage, irrigation, or similar facilities. This

definition also includes the owners or operators of cable television systems, publicly owned fire or police signal systems, traffic and street lighting facilities or privately owned facilities which perform any of the utility functions above.

5. Utility Construction

Any use by a utility of labor or materials to install or to provide for the installation of a new or upgraded utility line or to replace all or a significant portion of an existing line.

6. Utility Lines

a. Transmission Line

A utility line with moderate capacity which generally carries the product from the source to the distribution network.

b. Distribution Line

A utility line with moderate capacity which distributes the utility product from a transmission line to points convenient for their customers. An additional term for a distribution line is "trunk".

c. Service Line

A utility line which serves a single customer via a connection with a distribution line. Additional terms for a service line include "lateral" and "drop".

7. Utility Maintenance

Any use by a utility of labor or materials for repairs or replacement of parts of an existing utility line to retain its use as intended, limited to the work types as further defined herein.

TOWN UTILITY POLICY

5. Utility Operation

Any activity by a utility to assure the function of an existing utility for its intended purpose.

TOWN UTILITY POLICY

INDEMNIFICATION

The following shall be a condition of all utility permits:

The utility shall save and hold the Town of Eau Pleine, its officers, employees, agents, and all private governmental contractors and subcontractors with the Town under Chapter 81, Stats., harmless from and against all liability, damage, loss, expense, claims, demands and actions of any nature whatsoever (including any by the utility itself) which arise out of or are connected with, or claimed to arise out of or be connected with any of the work done by the utility, or the construction or maintenance of facilities by the utility, pursuant to any permit issued by the Town for location of property, lines or facilities or highway right-of-way, (1) while the utility is performing its work, or (2) while the utility's property, equipment, or personnel are in or about such place or vicinity thereof, or (3) while any property constructed, placed or operated by or on behalf of the utility remains on the Town's property of right-of-way pursuant to any permit issued by the Town. Without limiting the generality of the foregoing, this indemnification includes all liability, damages, loss, expense, claims, demands and actions on account of personal injury, death or property loss to the Town, its officers, employees, agents, contractors, subcontractors, or frequenters; to the utility, its employees, agents, contractors, sub-contractors, or frequenters; or to any other persons, whether based upon or claimed to be based upon, statutory workers compensation, contractual, tort, or other liability of the Town, the utility or any other persons and whether or not caused or claimed to have been caused by active or inactive negligence or other breach of duty by the Town, its officers, employees, agents, contractors, subcontractors, or frequenter; the utility , its employees, agents, contractors, subcontractors, or frequenters; or any other person. Without limiting the generality of the foregoing, this indemnification includes all liability, damage, loss, expense, claims, demands and actions for damage to any property, lines or facilities placed by or on behalf of the utility pursuant to a permit issued by the Town for location of property; lines of facilities on highway right-of-ways in the past or present, or that are located on any Town highway or Town property or right-of-way with or without a permit issued by the Town, for any loss

of data, information, or materials; for trademark, copyright, or patent infringement; for unfair competition or infringement or any other so called "intangible" property rights; for other infringement of personal or property rights of any kind whatever. The utility shall, at its own expense, investigate all such claims and demands attend to their settlement or other disposition, defend all actions **INDEMNIFICATION (CONTINUTED)**

based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and actions.

Any transfer, whether voluntary or involuntary, of ownership or control of any property constructed, placed or operated by or on behalf of the utility that remains on the Town's property or right-of-way pursuant to a permit from the Town shall not release the utility from any of these indemnification requirements, unless the Town is notified of such transfer in writing. Any acceptance by any other person or entity, whether voluntary or involuntary of ownership or control of any property constructed, placed or operated by or on behalf of the utility that remains on the Town's property or right-of-way pursuant to a permit, shall include acceptance of all the indemnification requirements of this permit by the other person or entity receiving ownership or control.

Notwithstanding the foregoing, a private contractor or subcontractor with the Town under Chapter 81, Stats., that fails to comply with SS 66.047 and 182.0175, Stats., remains liable to the utility for the actual cost to repair intentional or negligent damage by the contractor or subcontractor to any property, lines or facilities placed by or on behalf of the utility pursuant to any permit issued by the Town for location of property, lines or facilities on highway right-of-ways, and remains subject to payment to the utility for losses due to personal injury or death resulting from negligence by the contractor or subcontractor.

Notwithstanding the foregoing, if the Town, or its officers, employees and agents, fails to comply with SS 66.047 and 182.0175, Stats., the Town, or its officers, employees and agents, remains, liable to the utility for the actual cost to repair willful and intentional damage by the Town, or its officers, employees and agents, to any property, lines or facilities placed by or on behalf of the utility pursuant to any permit issued by the Town for the location or property, lines or facilities on highway right-of-way,

and remains subject to payment to the utility for losses due to personal injury or death resulting from negligence by the Town, its officers, employees or agents.

No indemnification of private contractors or subcontractors with the Town under Chapter 81, Stats., shall apply in the event of willful and intentional damage by such private contractors or subcontractors to the property, lines and facilities of the utility located on the highway right-of-way pursuant to any permit issued by the Town for location of property, lines or facilities on the highway right-of-way.

GENERAL PROVISIONS

A. AUTHORITY

The town regulates the use and occupancy of highways under Chapter 83, 86 and 182.017, Stats.

B. DESIGN RESPONSIBILITY

The utility shall be responsible for the design of the utility facility to be installed or adjusted within the right-of-way. The town shall be responsible for review of the utility's proposal and for permit approval.

C. BURIED LINE LOCATION NOTIFICATION

Each applicant for a permit for work on a Town Highway shall provide a reliable line-locate notification service by either or both of the following means:

If the applicant has membership in a one-call utility notification service, the applicant shall enter the complete and current telephone number(s) for the service on the face of each permit application. The applicant shall also provide written notification to the town upon or in advance of any subsequent changes in the one-call contact information, such as, cessation or membership, changes in the contact telephone number(s), etc.

D. UTILITY FACILITY CONDITION REQUIREMENTS

TOWN UTILITY POLICY

All utility facilities shall be kept in good state of repair both structurally and from the standpoint of appearance.

SPECIFIC PROVISIONS

A. EMERGENCY WORK

Emergency situations may arise when immediate action to protect the safety of the general public requires utility operations within a Town highway which are not in full compliance with the provisions of this policy. Nothing herein shall be construed as requiring a utility to delay such emergency repair.
Emergency repairs may be performed within the right-of-way when physical conditions or time considerations prevent application for the usual permit. However, as soon as feasible, the utility shall advise the Town of the emergency, its plans or actions for alleviating the dangerous situations, and arrangements made for control and protection of traffic affected by its proposed operations. When this policy requires a permit for such work, a permit shall be obtained as soon as possible and any alterations deemed necessary through the permit approval process shall be made.

B. CHEMICAL TREATMENT AND CUTTING OF TREES

The utility shall be prohibited from chemical treatment or cutting of trees on highways without a permit from the town. The permit application shall provide the area intended to be sprayed, the schedule in which the work is to be completed, the chemical and application rate. Cutting of trees in conjunction with activities listed as maintenance in Communications, Section E (1 thru 29); Electric, Section F (1 thru 37) and Fluids and Gases, Section G (1 thru 18) do not require a permit.

C. DRAINING WETLANDS

The installation of privately owned lines or conduits on the right-of-way for the purpose of draining wetlands is

prohibited.

ABANDONED FACILITIES

A. ABOVE GROUND FACILITIES

If a utility discontinues use of an above ground facility, the facility shall be entirely removed from the right-of-way within one year after its use is discontinued unless written approval for a time extension is granted by the town.

B. UNDERGROUND FACILITIES

A record of underground utility facilities abandoned in the right-of-way should be maintained in the utility's permanent files. Abandoned underground facilities should be locatable in the field.

The town shall not require a utility to physically remove any abandoned underground facility so long as a permanent record of it is maintained, and if it does not prevent construction or modification of any highway improvement and/or structure. The town will not bill for the first hour of lost time when an unmarked line has been disturbed. If the utility fails to respond within one hour of notification, their failure to respond will result in lost time charges for hours thereafter. Failure by the utilities to resolve the issue of abandoned lines within one (1) year of adoption of this policy will result in changes to the no charge for the first hour of lost time.

Abandoned facilities must be located and marked as abandoned within three (3) calendar days of a request for location made to the utility or the utility's locate service. Failure to locate and mark abandoned facilities shall result if liability to the utility for any damages to any property or personal injury or damages, including lost production time due to work shut down until the utility crew and/or locate crew arrives and determines that the facility is abandoned.

Abandoned appurtenant facilities such as manholes and pull boxes shall be filled in or removed in accordance with the Wisconsin Standard Specifications for Road and Bridge Construction.

COMPLIANCE

A. AUTHORITY

TOWN UTILITY POLICY

All utilities are required to abide by the provisions stated in this policy and those specific provisions related to their individual permits.

Representatives of the town have the authority to enforce the provisions stated in this policy and those specific provisions relative to individual permits. These representatives include the Town Chairman, Town Supervisors and Town foremen. Also included are project engineers when utility permits are part of the construction projects.

B. FAILURE TO COMPLY

Failure of a utility to comply with the provisions of this policy and/or their permit shall be cause for town action. At the town's option, any or all of the following measures may be taken:

1. **Verbal Request for Corrective Action**

The request shall include:

a. The reason(s) why the present or completed operation is (was) not in compliance with the provisions of the policy and/or permit.

b. What steps shall be taken to correct the situation, and

2. **Written Reprimand**

A written reprimand shall be sent to the utility/person for violating the provisions of the policy and/or their permit when the utility does not comply with the verbal request.

3. **Suspension of Work Activities**

If a responsible person of an inspected work site fails to comply with a verbal request, the representative may order the suspension of all work activities at the site. If this occurs, the Town Chairman shall be informed of the situation.
The town shall then contact an authority of the utility to explain why the operation was suspended and what action needs to be taken before any activity can resume.

4. **Removal of Installed Facilities**

Any facility installed by a utility shall be in the location shown on the approved permit. If such a facility is discovered in an any other location, action shall be taken to have that facility removed.

The utility shall remove the improperly placed facility and put it in an approved location. If the utility fails to remove their facility, within a reasonable time, the town shall have the facility removed and relocated, if necessary, at the utility's expense.

8. **Permit Revocation**

When a utility continues to be in noncompliance with the provisions of their permit, the town may revoke the utility's permit. The utility may reapply for a permit to the Town Board when they can demonstrate a good faith effort to comply.

5. **Public Service Commission (PSC) Notification**

Continued violations by a utility of this policy and/or the provisions of their permits may cause the town to notify the PSC and request its assistance in correcting the situation.

6. **Withholding Approval of Future Permits**

Continued violations by a utility of this policy and/or the provisions of their permits may cause the town to withhold approval of permit applications for that utility until the violations are corrected to the satisfaction of the town. The severity and number of written reprimands against a utility shall serve as a guide in determining future permit approval.

C. PROCEDURES

1. Inspection of Work

Upon reaching a work site, the representative shall locate a responsible person and ask to review and discuss the operation. If applicable, a review of the permit shall also be performed. A copy of the permit must be on the job site.

If the representative decides that changes to the operation are needed to bring it into compliance with the provisions of the policy and /or permit, then a verbal request is the

first corrective measure which shall be taken.

2. Inspection of Completed Work

After a permitted operation has been completed, the job site is subject to an inspection by the town. If the work was done in violation of the permit and/or the provisions of this policy, then a verbal request is the first corrective measure which shall be taken [see (b)(1)].

D. IMMEDIATE ACTION (WORK IN PROGRESS)

When a utility operation or installation is not in compliance with the provisions of the policy and/or their permit and is adversely affecting public safety, the representative must take action immediately.

If a responsible person refuses to comply with the verbal request and does not take immediate corrective measures to ensure public safety, the representative shall then call the local law enforcement agency to have the utility and/or its contractor(s) removed from Town right-of-way. The representative shall also take corrective measures to return the highway to a safe operating condition.

UNEXPECTED RIGHT-OF-WAY

A. INTRODUCTION

This policy highlights the procedures and responsibilities that a utility shall follow when unexpected conditions are encountered while locating its facilities on the right-of-way. These conditions include, but are not limited to, the following: 1) archeological sites, 2) historical sites, 3) contaminated soils, 4) underground storage tanks (USTs), and 5) leaking underground storage tanks (LUSTs). Throughout the remainder of this policy, these items will be referred to as "environmental" conditions.

B. UTILITY RESPONSIBILITY

When a utility wants to locate its facility on the right-of-

way, the town is not required to furnish the utility with information concerning environmental conditions, the utility has the responsibility of determining if these conditions exist at their proposed site. It is suggested that the utility perform a site assessment to accomplish this.

In some situations, the Department of Natural Resources (DNR) and/or the State Historical Preservation Officer may allow certain environmental conditions to remain in their existing location. If this occurs and the utility decides to locate its facility through that area, then the utility must document in its permit application why it needs to utilize that location along with its proposed construction methods. These permits will be routed through the Town to obtain concurrence for final approval.

C. SITE ASSESSMENT

When a utility needs to do site assessments, the procedures listed in the state's Facilities Development Manual may be used as a guide. Specifically, Chapter 26 has information on archeological and historical site assessments, and Chapter 21, section 35, has information regarding contaminated site assessments. Copies of these can be obtained from the District.

The Wisconsin Deparment of Transportation recommends that site assessments be performed by a qualified historian, archeologist, and/or environmental consultant if the utility does not employ personnel specifically qualified for this work.

D. DISCOVERY OF UNEXPECTED CONDITIONS

When any unexpected environmental condition is discovered during a utility operation, the operation shall be **shut down immediately.** Failure to comply with this requirement shall result in financial responsibility for the utility due to subsequent site assessments, mitigation, remediation, and\or fines. A checklist has been developed (see appendix 96.97)

to help utilities obtain the necessary information which will be asked of them by site investigators.

If the site poses a possible health risk, the local police and fire departments shall also be notified immediately, and the utility shall take the necessary steps to provide for the safety of people and property in the area. After suspending operations, a utility shall contact the offices listed below depending upon the type of conditions discovered. The town shall receive a copy of any assessment completed prior to granting the request permit.

1. **Archeological/Historical Sites**

- State historic preservation officer (archeological site) - (608) 264-6500 or Burial Sites Preservation Office (burials) - (608 264-6503 or (900) 342-7834.

2. **Contaminated Sites, USTs, LUSTs, etc.**

- Local DNR office (required under Wisconsin law). See appendix for contacts **and**

- The town will notify the utility when it can resume its operation.

E. FINANCIAL RESPONSIBLITY

"Assessed" area, in this policy, means the area within the right-of-way which has been investigated according to the length, width, and depth detailed in the assessment reports(s).

1. If a utility discovers environmental conditions while operating in an area which has been assessed by the town and reported to be clear, then the utility shall not be financially responsible for any additional assessments, mitigation and/or remediation provided it has shut down work immediately and provided notice as required in section E of this policy. However, the utility shall be financially responsible for the prompt and proper handling of contaminated excavated material.
2. Upon discovery of any of the environmental conditions listed below, the utility that was responsible for conducting its own site assessments has the following associated financial responsibilities:

a. **Archeological\Historical Sites**

When an archeological and/or historical site is discovered by a utility, the utility may do one or both of the following:

1. Conduct a site assessment at its own expense. Any mitigation expense shall also be borne by the utility.

2. Submit, for town approval, a revised permit application that avoids the site.

b. **Contaminated Sites, USTs, LUSTs, Etc.**

When contamination, USTs, LUSTs, etc. are reported to the DNR, the DNR will order the owner of the source or other responsible party to undertake remediation. However, the utility shall be financially responsible for the prompt and proper handling of contaminated excavated material.

c. If the town is not the responsible party, then the utility which incurs any costs due to site contamination on the right-of-way will have to recover from the responsible party.

d. If the town is the responsible party:

1. A utility that ceases its operation immediately upon the discovery of these conditions and takes the necessary steps to notify the proper authorities shall not be financially responsible for the assessment and remediation costs except the prompt and proper handling of contaminated excavated material.

2. A utility that discovers these conditions and does not cease its operation immediately remains financially responsible for the costs of assessment and\or remediation.

PERMIT REQUIREMENTS

A. NEED FOR A PERMIT

A utility shall obtain a permit from the town before any use or occupancy of Town highways is allowed.

B. PERMIT AUTHORIZATION TO USE AND/OR OCCUPY RIGHT-OF-WAY

By issuance of a permit, the town formally indicates that, subject to all applicable permit conditions, a specified use and/or occupancy of right-of-way is not adverse to the highway interests at the time of the permit approval.

The town does not warrant that public title to the right-of-way is free and clear, does not certify that it has sole ownership, and does not indicate any intention to defend the utility in its peaceful use and occupancy of said lands.

The permit does not transfer any land; nor give, grant or convey any land right, right in land, or easement.

Written authorization from the town does not relieve the utility from compliance with all applicable federal and state laws and codes, and local laws and ordinances which affect the design, construction, materials, or performance of the work. The town's authorization shall not be constued as superseding any other governmental agency's more restrictive requirments.
Each permit shall require that the standard indemnification language is part of the overall document.

The utility should retain a copy of the permit in their files during the entire time the facility is located on, over, or under Town Highway right-of-way.

REQUIRED INFORMATION

A. GENERAL POLICY

A utility's request to use and occupy the right-of-way cannot be considered until adequate information is provided. The amount of detail will vary with the complexity of the installation and highway involved, but must include the appropriate permit form, drawings or sketches, and installation information so that the effect on the highway

operation, traffic safety, and visual qualities can be evaluated.

B. PERMIT APPLICATION FORMS

Utilities shall only use the single-page, triplicate permit application forms which are made by the Town and available from the Town. Alteration of the permit form by the applicant is prohibited and shall be cause for application rejection or permit revocation.

One original, with attached copies, of the permit form shall be submitted per application to the Town Clerk via regular mail, courier service, or delivered in person.

The telephone number of the applicant shall be included on each permit form.

The current permit form is shown in the appendix.

C. PERMIT DRAWINGS

Each permit application shall contain adequate drawings showing the existing and/or proposed location of all utility facilities within the right-of-way with respect to the existing highway or any planned highway improvement. The details shall include dimensions from the proposed utility installation to the commonly accepted right-of-way line and to the edge of the traveled way. For highway crossings, a cross-section detail showing depth of bury or overhead clearance is required along with the location of any bore pits (if needed). A distance reference from the crossing to the nearest public roadway intersection is also required. Land tes (e.g. approximate distance from the proposed facility to side road intersection, county line, etc.) shall be submitted with all permit drawings.

D. INSTALLATION INFORMATION

The utility shall provide installation information:

1. This information shall include, but is not limited to, a general description of the location, size, type, nature, and extent of the utility facilities to be installed or to be adjusted, and the impact on the utility's existing facilties to remain in place within the right-of-way.

2. The town may require the utility to provide a description of proposed construction procedures, special traffic control and protection measures, proposed access points, coordination of activities with the highway contractor, and/or vegetation to be removed.
3. When an attachment to a structure is proposed, additional information is required. This information should include, but not be limited to, bridge number, weight of lines, hanger spacing, hanger details, and expansion/contraction details.

See "Installation of Structures" for additional requirements regarding structure attachments.

E. METRIC\ENGLISH UNITS

Although the town may be working with the Metric System in the future, english units or english units followed by metric equivalents in parenthesis should be used on all permit forms. After the town's formal conversion to the Metric System, this section may be changed to reflect new metric permit requirements.

F. FEES

Annual Maintenance Permit	$100.00
Permit Application & Review Fee	$ 25.00
Inspection Fee per Permit*	$ 50.00
Open Cuts Across Paved Roadways	$250.00

- Inspection fee is not required for spraying and trimming permits.

LOCATION REQUIREMENTS

A. GENERAL LOCATION

Utility facilities shall be located in such a manner in order to minimize the need for later adjustment to:

TOWN UTILITY POLICY

1. Accomodate proposed highway improvements.
2. Permit servicing or expanding such lines without obstruction or interference to the free flow of highway traffic.

3. Provide adequate vertical and horizontal clearance between an underground utility facility and a structure or other highway facility to allow maintenance of all facilities.

4. Be outside of the 45-degree cone of support for the footings of all highway structures.

B. CROSSING LOCATION

Utility facilities shall cross the highway on a line as nearly perpendicular to the highway alignment as possible.

Conditions which are generally unsuitable or undesirable for underground crossings should be avoided. Crossing locations to be avoided include:

1. Deep cuts.

2. Near footings of bridges and retaining walls.

3. Across highway intersections at grade or ramp terminals.

4. At cross drains where the flow of water may be obstructed.

5. Within basins of an underpass drained by a pump.

6. In wet or rocky terrain where it will be difficult to attain minimum bury.

C. UNDERGROUND LONGITUDINAL LOCATION

The longitudinal location of underground utility facilities within the right-of-way shall provide as much clearance from the traveled way as conditions will allow. Such lines shall be on uniform alignment and be located at or as near as practical to the right-of-way line.

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To maintain a reasonable uniform utility alignment, location variances may be allowed when irregular-shaped portions of the right-of-way extend beyond the normal right-of-way limits. No utility lines are allowed in the ditch bottom or on the inslope.

D. ABOVE GROUND LONGITUDINAL LOCATION

The longitudinal location of above ground utility facilities shall be outside of the clear zone. Such lines shall be on a uniform alignment and be located at or as near as practical to the right-of-way line. Exceptions may be granted when no other location is feasible or when the clear zone extends to the right-of-way line.

If any above ground utility facility is within the clear zone or is determined to to be in a loction that has a higher than average accident potential, the town may require:

1. The utility facility to be approved yielding or breakaway construction, or

2. The utility facility to be protected by a town approved barrier such as beam guard, crash cushion, etc. To maintain a reasonably uniform utility alignment, location variances may be allowed when irregular-shaped portions of the right-of-way extend beyond the normal right-of-way limits.

E. EXISTING UTILITIES

When a utility facility exists within the right-of-way of an existing or proposed highway, it may remain provided it does not adversely affect highway safety based on sound engineering judgement and economic considerations. The existing facility shall be relocated if:

1. It conflicts with any construction or maintenance activies, or

2. It is located longitudinally under the pavement or shoulder for a reconditioning or reconstructed project.

3. Is found to not be within accepted standards for depth of bury, or overhead clearance or in locations not acceptable to the town.

Exceptions may be granted for 1 and 2 above based on sound engineering judgement and economic considerations.

F. SUBSURFACE UTILITY ENGINEERING

The use of subsurface utility engineering (SUE) to locate buried facilities is approved by the town. Any utility installation using SUE shall be noted on the permit form.

APPURTENANCES

A. GENERAL POLICY

Appurtenant facilities such as pedestals, manholes, vents, drains, rigid markers, valve and regulator pits, etc. should be located outside of the clear zone and near or at the right-of-way line. Manholes, valve pits, etc., should be installed so that their uppermost surfaces are flush with the adjacent undisturbed surface.

B. BUILDINGS

Buildings shall not be located on the right-of-way.

C. CABINETS

Cabinets should not be located on the right-of-way. When cabinets are allowed on the right-of-way they shall be placed at a location not vulnerable to an errant vehicle and at or as near as practical to the right-of-way line.

D. MANHOLES

Manholes shall not be located in the pavement and should not be located in the shoulders of heavily traveled highways. Exceptions may be made on highways where manholes are essential parts of existing lines. New manhole installations shall be avoided at the intersection of traveled ways.

VERTICAL LOCATION

Note: See appendix for a graphic representation of this policy.

TOWN UTILITY POLICY

A. UNDERGROUND

The depth of bury for underground facilities within the right-of-way shall be a minimum of 610 millimeters (24 inches), as measured from the finished ground surface to the top of the facility at the time of installation.

The depth of bury for underground facilities crossing the highway shall be a minimum of 760 millimetrs (30 inches) as measured from a straight line connecting the lowest points of the finished ground or pavement surface on each side of the right-of-way to the top of the facility at the time of installation.
Where minimum bury is not feasible, the facility shall be routed or protected with a casing, concrete slab, or other suitable measures. In solid rock, the depth of bury may be reduced if adequate protection is provided. All utilities shall obtain prior approval from the town before burying any facility less than the minimum depth required.

B. OVERHEAD

Vertical clearances for overhead facilties shall comply with all applicable state and national electrical codes. In all cases, facilities crossing over the highway shall at no time be less than those shown in Table 232-1, Column 1, National Electrical Safety Code C2-1997 and it's subsequent future revisions as approved and accepted in the Wisconsin Electrical Code.

INSTALLATION ON STRUCTURES

A. GENERAL POLICY

Attachments to structures should be avoided. However, attaching utility lines to highway structures may be permitted

when they do not materially affect the:

1. Structure design and appearance,

2. Safe operation of traffic, and

3. Efficiency of maintenance.

The utility shall be responsible for all town costs associated with such attachments. This includes, but is not limited to, additional design time, increased bridge deck thickness, and future bridge maintenance (painting and inspection).

B. INSTALLATION LOCATION REQUIREMENTS

When a utility facility is attached to a structure, the installation shall be located:

1. Beneath the structure floor.

2. Inside the outer girders or beams or within a cell, and

3. At an elevation above low superstructure steel or masonry which would not inhibit bridge inspections or repairs.

A utility facility may be located within the structure's deck for new constructior or deck reconstruction projects if the utility notifies the town in advance of or while the structure is being designed.

C. INSTALLATION OPENINGS

The openings created in the bridge abutments to allow passage of the permitted facility shall be of the minimum size necessary.

1. The opening in the abutment around the permitted facility shall be completely filled to seal the opening and effectively preclude the leakage of any moisture or backfill material through the abutment.

2. If the utility sleeves the facility through the abutment, the sleeve shall be tighsealed into the abutment. Any space between the sleeve and the facility it encloses shall be sealed.

CONSTRUCTION REQUIREMENTS

A. PERMIT AT JOB SITE

When a permit is required, a complete copy of the permit shall be in possession of the utility work forces, or the contract forces under utility control, at all times when utility work is being performed within the right-of-way.

B. USE OF TEMPORARY GUARD POLES

No guard pole shall be set within the right-of-way unless specifically authorized by the permit. By definition, a guard pole is used to prevent aerial lines from falling onto the traveled way. Any guard poles permitted in the clear zone shall comply with Location Requirements of this policy.

C. UNEXPECTED FIELD CONDITIONS

Any modification of the terms of the approved permit to meet changed or unexpected field conditions shall require prior approval from the town.

D. BLASTING

Any blasting on the right-of-way is prohibited unless specifically authorized by the permit.

E. VEGETATION

No tree or shrub shall be cut, trimmed, or damaged to facilitate the installation of a newly permitted facility unless specifically authorized by the permit.

When the removal of a tree is permitted, the stump shall be removed and the hole properly backfilled or cut flush with the ground upon approval from the town.

F. SURVEY MARKERS

No town survey (e.g. right-of-way marker, benchmark, etc.) marker shall be disturbed unless prior approval has been obtained from the town. In addition, other survey markers

(e.g. USGS, County, etc.) located in town right-of-way shall not be disturbed unless prior approval is obtained from their owners(s).

Any town survey marker that is disturbed, removed, or destroyed shall be restored by the town at the expense of the permittee. (Reference: sec. 59.635 and sec. 236.32, Stats.)

No U.S. government section corners may be disturbed without notifing the county surveyor's office. Any private survey corners disturbed that are documentable by recorded surey will be restored by registered surveyor at the utility's expense.

G. COMPLETION NOTICE

Upon completion of permitted work and restorations, written notice shall be filed within 10 calendar days with the town chair person. The town will issue acceptance or rejection of the work within 10 working days of the completion notice. Failure by the town to respond will constitute acceptance of the installation. This is contingent on the utility's ability to provide proof of the town's receipt of the completion notice. FAX message confirmation is acceptable proof of receipt.

TRAFFIC CONTROL

A. AUTHORITY

All utility work performed on Town Highways shall abide by:

1. The specific provisions within this section.

2. The three traffic control diagrams as shown on the following pages, and

3. The current Wisconsin Manual on Uniform Traffic Control Devices (MUTCD) and any supplements thereto.

TOWN UTILITY POLICY

The standards set forth in the Wisconsin MUTCD are minimum guidelines, and additional traffic control shall be used when necessary.

B. GENERAL POLICY

No utility work shall begin until all required warning signs, devices, and methods adequate to protect the public are in place and fully functional. These shall be maintained until all of the utility work is completed. All warning signs shall be reflectorized. In addition, all warning signs shall be removed, covered, turned, or laid flat when workers or workers' vehicles are not at the jobsite\or when the signs' messages are not relevant.

All utility work shall be planned and prosecuted with full regard for safety and to keep interference with highway traffic to a minimum. On heavily traveled highways, utility work interfering with traffic should not be allowed during periods of peak traffic flow. Any such work allowed shall be planned so that closure of intersecting streets, road approaches, or other access points is minimized.

All operations shall be performed without obstructing or closing all or any part of any highway traffic lanes unless it is approved by the town and proper traffic control is specified.

All barricades, barrels, and cones used as traffic control devices during nightime operations shall be, at a minimum, reflectorized with orange Type H reflective sheeting as defined in the current edition of the town's Standard Specifications for Road and Bridge Construction.

C. TRAFFIC CONTROL SELECTION

1. **Factors**

When selecting the appropriate traffic control, consideration shall be given to such factors as:

a. Physical characteristics of the road.

b. Available site distance.

c. Traffic volume.

d. Time of day.

e. Posted speed limit.

f. Weather conditions.

g. Light conditions.

2. Long Term Duration

All stationary daytime utility work which takes longer than 15 minutes to perform shall utilize the six traffic control diagrams. The town shall require a more extensive traffic control plan if any of the following situations occur:

a. Utility work performed during nighttime hours.

b. Traffic control which is required overnight to protect the work zone(s) during non-work times.

c. Utility work performed in a continuously moving work zone. This excludes moving from one stationary work zone to another.

d. Utility work which cannot be adequately protected by using the three traffic control diagrams (e.g. at or near intersections).

3. **SHORT TERM DURATION**

Daytime utility work that will be completed in 15 minutes or less usually will not require the use of a formal traffic control plan or the six traffic control diagrams. The utility is still responsible for providing traffic control adequate to protect public safety.

As part of this traffic control, all utility vehicles shall have their high intensity flashing (strobe or revolving) and hazard warning lights operating and should have

traffic cones placed behind them. Additional traffic control such as guard vehicles and impact attenuators may also be utilized.

WORK SITE SAFETY

A. GENERAL POLICY

The utility is responsible to assure that the work site is secure against any hazard to the public at all times until all of the work is completed. Vehicles, equipment and materials which are in active use at the work site shall be regulated by the utility as to assure consistently safe conditions.

Sheeting, shoring, bulkheading and temporary or permanent concrete barrier, etc., may be ordered by the town if considered necessary to protect the highway and traveling public.

B. EQUIPMENT\MATERIAL STORAGE

Utility hardware or equipment which is located at the work site but not in immediate (same day) use should be stored beyond the clear zone and near the right-of-way line.

C. VEHICLE\EQUIPMENT VISIBILITY

Vehicles and equipment shall have their high intensity flashing (strobe or revolving) and hazard warning lights operating when they are within the clear zone during work operations.

D. INDIVIDUAL CONDUCT

All town, county, utility, and contractor personnel who are out of their vehicle and within the right-of-way should wear retro-reflective safety vests at all times. During daytime hours only, the use of a highly visible, non-reflectorized shirt or jacket is acceptable in lieu of a safety vest.

Colors commonly used for these garments include, but are not limited to, orange, lime-green, and yellow-green.

TOWN UTILITY POLICY

SPECIAL PROVISIONS

A. TRENCHED CONSTRUCTION

Trenched construction and backfill shall provide for the:

1. Restoration of the structural integrity of the highway facility (see appendix).

2. Security of the facility against deformation likely to cause leakage.

3. Assurance against the trench entrapping excessive moisture or becoming a drainage channel, and

4. Assurance against highway drainage being blocked by the backfill.

When necessary, trenches shall be backfilled with pervious material and necessary outlets shall be provided to prevent entrapment of water.

The utility installation shall conform to the town's applicable Standard Specifications for Road and Bridge Construction, current edition, for earthwork, culverts or other utility work within the right-of-way.

The town may require that backfill and repaving be performed by its forces or under its direction at the expense of the utility.

B. UNTRENCHED CONSTRUCTION

Untrenched construction shall be required for all underground utility crossings of all highways which have a paved surface and are open to traffic unless specifically authorized in the permit.

Untrenched installation of utility facilities may be accomplished by tunnelling, driving, coring and/or dry boring. Wet boring within the highway shall be prohibited unless specifically authorized in the permit.

Boring shall result in a close fit to the facility being installed. Untrenched construction shall, as a minimum, extend beneath the entire highway prism (from toe of inslope to toe of inslope or from back of curb to back of curb). Ground openins or pits for such work should be located outside of the clear zone and shall not interfere with highway

drainage.

When specifically authorized by the town, the extent of the untrenched crossings may be reduced or eliminated where such construction methods are impractical or physically restricted by terrain.

C. NON-METALLIC LINES

Any non-metallic pipe, cable, or other kind of utility line which lacks a continuous and integral metallic component capable of detection by locating instruments shall be accompanied in its location by a continuous detectable metallic tracer wire or a metallic tape.

D. CASING

Where crossings by underground lines are encased in protective conduit or duct, the encasement shall extend at least to the toe of the slope or ditch lines. On curbed sections, it shall extend at least outside the outer curbs.

CLEANUP AND RESTORATION

A. WORK SITE CLEANUP

All debris, refuse, and waste resulting from the utility's activites shall be removed from the site and motorists' view unless otherwise provided by the permit. Burning of cuttings, brush, or other debris shall not be permitted within the limits of the right-of-way.

All replaced poles shall be completely removed from the highway. No replaced pole shall be allowed to remain, in whole or in part, and it shall not be sawed off. The pole's shall be properly backfilled and compacted. All anchor rods shall be removed or cut off one foot below ground level.

B. RESTORATION OF HIGHWAY

The utility shall be responsible for prompt restoration of the highway.

TOWN UTILITY POLICY

Any curb, gutter, pavement, sidewalk, driveway, gravel base, ballast, shouldering material, or other element of the highway disturbed by the permitted works shall be restored in kind to the qualities, grades, compactions and conditions at least equal to those prevailing prior to the permitted work operations and in a manner satisfactory to the town. Section 96.95 of the appendix shall be used as a guide for backfilling excavation operations.

Failure of the utility to make prompt and satisfactory restorations of the highway may be cause for the town to arrange for restoration by others at the utility's expense.

Any subsequent heavings, settlings, or other faultings attributable to the permitted works shall be repaired in a manner satisfactory to the town at the utility's expense.

Any turfed area of the highway disturbed by the permitted works and operations shall be restored with topsoil having a depth of not less than 100 millimeters (four inches), and reseeded to perennial grass, or sodded to the satisfaction of the town. The restoration shall be performed within one week after completion of the facility installation. Exceptions may be allowed (e.g. in the case of bad weather) with prior approval from the town.

If, in the opinion of the town, the permitted works or facilities are found to obstruct highway drainage, unduly increase the difficulty of highway maintenance, or in any other manner adversely affect a highway interest, the utility shall, upon notice, cure the fault as directed and restore the highway facility to the satisfaction of the town.

COMMUNICATIONS

A. STANDARDS

The minimum standards for design, construction and operation of the utility facilities shall be those embodied in the Wisconsin Administrative Code for each of the various utilities and phases of utility activities covered therein. When the codes, ordinances, or laws of governmental agencies having jurisdiction are more restrictive, they shall govern. When neither the Wisconsin Adminsitrative Codes nor the local

governmental regulations apply, the communciation facility shall at least conform with the currently applicable National Electrical Safety Code.

B. TYPE OF CONSTRUCTION

1. **Single Pole**

Any longitudinal installations of overhead lines within the right-of-way should generally be limited to single pole type of construction.

2. **Joint Use**

Joint use single pole construction shall be desirable:

a. At locations where more than one utility or type of facility is involved.

b. When the right-of-way widths approach the minimum needed for safe operations or maintenance requirements.

c. When separate installations require extensive removal or alteration of trees.

C. DOWN GUY LOCATIONS

Guy wires to ground anchors and other supporting or bracing devices shall not be placed between a pole and the traveled way where they encroach upon the clear zone.

D. MAINTENANCE ACTIVITIES

Selected maintenance and other types of activities are considered minor in nature. These selected maintenance activities shall be allowed to be performed without an additional permit. However, should any of these activities significantly impact the free flow of traffic on any highway (closure of a travel lane, diversion of traffic etc.), a permit shall first be obtained from the town.

E. NO ADDITIONAL PERMIT REQUIRED

1. Repair of overhead service wire.

2. Repair of overhead cable and terminal hardware, two spans or less.

3. Replace pole, same location, maximum of 10 poles per 8 kilometer (5-mile) section.

   Note: Once a new pole is installed, all attached facilities (electric, telephone, CATV, etc.) shall be transferred to the new pole in a timely manner. The old pole shall then be completely removed in accordance with "Cleanup and Restoration" section of this policy.

4. Locate buried cable.

5. Stake route for proposed buried cable.

6. Connect and test wiring at buried cable pedestal locations.

7. Crossarm, bracket, and hardware repair/replacement.

8. Add anchor, guy, or brace between pole and right-of-way line or no closer to traveled way than pole.

9. Trench a pole to maintain or increase roadside clearance.

10. Repair or replacement of overhead conductor, 2 spans or less.

11. Line patrolling.

12. Inspection of manholes (includes water removal, cable tagging, and minor modifications, etc.).

13. Electrolysis surveys.

14. Test for location of underground lines.

15. Paint poles, towers, or crossarms.

16. Straighten pole, crossarm, or brace.

17. Test or treat existing pole.

18. Remove debris from overhead line.

19. Repair or add grounds.

20. Resag, reattach, or rearrange conductor.

21. Repair cable bonding.

22. Survey lines.

23. Replace pole tags and signs.

24. Reinforce existing pole.

25. Mark location of proposed pole; proposed cable.

26. Grass cutting or snow plowing.

27. Minor repair of lines (installation of buries, splices, etc.).

28. Sign and marker installation/replacement.

29. Replace/remove line in existing duct.

ELECTRIC

A. STANDARDS

The minimum standards for the design, construction and operation of the utility facilies shall be those embodied in the Wisconsin Administrative Code for each of the various utilities and phases of utility activities covered therein. When the codes, ordinances, or laws of governmental agencies having jurisdiction are more restrictive, they shall govern. When neither the Wisconsin Administrative Codes nor the local governmental regulations apply, the electrical power facility shall at least conform with the currently applicable National Electrical Safety Code. All work must conform to applicable PSC Standards.

TOWN UTILITY POLICY

B. ADDITIONAL PERMIT INFORMATION

For transmission type of installations, the permit shall specify the proposed operating voltage or voltages.

C. TYPE OF CONSTRUCTION

1. **Single Pole**

Any longitudinal installations of overhead lines on the right-of-way should generally be limited to single pole type of construction.

2. **Joint Use**

Joint use single pole construction shall be desirable:

a. At locations where more than one utility or type of facility is involved.

b. When the right-of-way widths approach the minimum needed for safe operations or maintenance requirements.

c. When separate installations require extensive removal or alteration of trees.

D. Down Guy Locations

Guy wires to ground anchors and other supporting or bracing devices shall not be placed between a pole and the traveled way where they encroach upon the clear zone.

E. Maintenance Activities

Selected maintenance and other types of activities are considered minor in nature. These selected maintenance activities shall be allowed to be performed without an additional permit. However, should any of these activities be performed on facilities located within or significantly impact the free flow of traffic on any other highway (closure of a travel lane, diversion of traffic, etc.), a permit shall first be obtained from the town.

F. No Additional Permit Required

1. Switching.

2. Fuse replacement.

3. Transformer replacement.

4. Crossarm, bracket, and hardware repair\replacement.

5. Add anchor, guy, or brace between pole and right-of-way line or no closer to traveled way than pole.

6. Trench a pole to maintain or increase roadside clearance.

7. Replace pole, same location, maximum of 10 poles per 8 kilometer (5-mile) section.

   Note: Once a new pole is installed, all attached facilities (electric, telephone, CATV, etc.) shall be transferred to the new pole in a timely manner. The old pole shall then be completely removed in accordance with the "Cleanup and Restoration" section of this policy.

8. Repair or replacement of overhead conductor, 2 spans or less.

9. Line patrolling.

10. Inspection of manholes (includes water removal, cable tagging, minor modifications, etc.).

11. Electrolysis surveys.

12. Test for gas.

13. Test for location of underground lines.

14. Paint poles, towers, or crossarms.

15. Straighten pole, crossarm, or brace.

16. Test or treat existing pole.

17. Clean insulators.

18. Remove debris from overhead line.

19. Repair or add grounds.

20. Resag, reattach, or rearrange conductor.

21. Sample or test insulating oil.

22. Repair cable bonding.

23. Install or remove transformer or regulator.

24. Survey lines.

25. Replace outdoor lighting bulbs and cleaning glass.

26. Repair or replace outdoor lighting control.

27. Reset time clock or control switch.

28. Replace pole tags or signs.

29. Reinforce existing pole.

30. Mark location of proposed pole; proposed cable.

31. Grass cutting or snow plowing.

32. Sign and marker installation/replacment.

33. Sign and marker installation/replacement.

34. Minor repair of lines (splice, etc.).

35. Replace/remove line in existing ducts.

36. Repair or replace overhead service.

37. Reading service meters. (Access from expressway or freeway shoulders is allowed during non-peak rush hours only.

FLUIDS AND GASES

A. STANDARDS

The minimum standards for design, construction and operation of the utility facilities shall be embodied in the Wisconsin Administrative Code for each of the various utilities and phases of utility activities covered therein. When the codes, ordinances or laws of governmental agencies having jurisdiction are more restrictive, they shall govern.
In addition to the Wisconsin Administrative Codes and local governmental regulations, the utility installations shall at least meet the following requirements:

1. Water lines shall conform with the currently applicable specifications of the American Water Works Association and the Standard Specifications for Water and Sewer Construction in Wisconsin.

2. Pressure pipelines shall conform with the currently applicable requirements of Title 49, Code of Federal Regulations of the Office of Pipeline Safety.

3. Liquid petroleum pipelines shall conform with the currently applicable recommended practice of the American Petroleum Institute for pipeline crossings under railroads and highways.

4. Sanitary and storm sewers shall conform with the currently applicable specifications of the Standard Specifications for Water and Sewer Construction.

TOWN UTILITY POLICY

B. IRRIGATION AND DRAINAGE PIPES, DITCHES AND CANALS

Irrigation and drainage facilities installed across the right-of-way generally shall be designed and constructed in accordance with the Wisconsin Department of Transportation's specifications as shown in chapter 16, Standard Detail Drawings, of the Facilities Development Manual. Appurtenances which would constitute a hazard to traffic shall not be permitted within the clear zone and should be located outside of the right-of-way. Where ditch rider roads are adjacent to ditches or canals that cross the highway, consideration shall be given to safety, traffic, operations, and economic features when providing for the continuity of such road.

C. REQUIREMENTS FOR APPURTENANCES

Vent standpipes are not required for casings, but when used, the vent pipes shall be located and constructed to not interfere with maintenance of the highway nor be concealed by vegetation. These pipes should stand near a fence or the right-of-way line.

D. SPECIAL TREATMENT OF PIPELINES

1. **General Policy**

Special treatment of pipelines beneath highways, including interstate highways and other freeways and including any median, generally shall not be required provided the pipe would be installed by jacking and/or dry boring the carrier pipe to an essentially snug fit.

2. **Special Treatment**

The deparmtent shall require special treatment such as casing, cathodic protection, thickened wall carrier pipe, coating and wrapping, concrete sleeves, or caps of particular pipe crossings if, in the determination of the town, such installation shall be more protective of the highway or of the safety and convenience of the traveling public. Some examples of locations where special treatment may be required include, but are not limited to, the following:

a. Locations where a pipeline (whether crossing or a portion of pipe paralleling the highway) would pass in close proximity to a substructural part of a highway structure. This refers to pipes underground and not to pipes suspended on a highway structure, the latter of which generally will not require special treatment.

b. Locations where a pipeline would pass beneath the slope wall below a highway structure.

c. Locations where restraints inhibit a pipe from being placed or remaining at the depth required by code.

d. Locations where the ground conditions are known to be particularly unstable.

e. Locations where restraints inhibit a water pipe from being placed or remaining below the frost line.

E. ATTACHMENT TO STRUCTURES

Pipelines that will be attached to a highway structure shall not exceed a maximum internal pressure of 10.6 kg/cm2 (150 P.S.I.G). Pipelines carrying pressures in excess of 10.6 kg cm2 (150 P.S.I.G.) shall be considered only if no other alternative location off the structure is feasible.

F. MAINTENANCE ACTIVITIES

Selected maintenance and other types of activities are considered minor in nature. These selected maintenance activities shall be allowed to be performed without an additional permit. However, should any of these activities be performed on facilities located within freeway right-of-way or significantly impact the free flow of traffic on any other highway (closure of a travel lane, diversion of traffic, etc.) A permit shall first be obtained from the town.

G. NO ADDITIONAL PERMIT REQUIRED

1. Leak surveys (vehicle or walk patrol), line patrolling.

2. Pressure surveys (gauge check or setting of charts).

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3. Odorant checks.

4. Regulator maintenance (changeout, lockup check, spring change, etc.).

5. Valve maintenance (activation check, grease, replacement, etc.).

6. Line purging.

7. Exposed line survey and maintenance (on bridges, exposed valve assembly, etc.).

8. Line locates and facility marking.

9. Uprating pressure of main(monitoring).

10. Abandonment of main, services, etc.

11. Pit (vault) maintenance (water removal, painting, minor modifications.).

12. Minor cutouts and repair of lines (installation of clamps, welds, etc.).
13. Cathodic protection checks and related repair.

14. Sign and marker installation\replacement.

15. Relief vent line inspections.

16. Maintenance and repair of telemetering equipment.

17. Land surveying.

18. Painting above ground facilities.

The town reserves the right to modify the utility's permit application as necessary to protect the highway interests. The modifications may be more restrictive than what was originally proposed. The permit, as approved, shall embody the conditions to which the utility shall comply in order to use and/or occupy the right-of-way.

This Town Utility Policy was enacted on November 14, 2023 by proper motion, second and majority vote by the Town of Eau Pleine Town Board. Posted at the Town Hall, Town Recycling Center and on the Town Website on November 21, 2023

Deanna Landwehr, Clerk