

## CITY OF WEST ALLIS STIPULATIONS



### THE ACCEPTANCE OF THIS PERMIT BY THE PERMITTEE CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS AS HEREIN NOTED

Pursuant to Wisconsin Statutes, this permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern:

Per Chapter 11.11 of the City of West Allis' Revised Municipal Code (found here [https://westallis.municipalcodeonline.com/book?type=ordinances#name=11.11\\_Facilities\\_In\\_Right-Of-Way](https://westallis.municipalcodeonline.com/book?type=ordinances#name=11.11_Facilities_In_Right-Of-Way)):

1. Registration. Each service, utility service or right-of-way user who occupies, uses, or seeks to occupy or use, the right-of-way, including by lease, sublease or assignment, or who has, or seeks to have, facilities (NOTE: "Facilities" means all equipment owned, operated, leased or subleased in connection with the operation of a service or utility service, or some other right-of-way use, and shall include but is not limited to poles, wires, pipes, cables, underground conduits, ducts, manholes, vaults, fiber optic cables, lines and other structures and appurtenances.) located in any right-of-way shall register with the City Engineer and pay the fee set forth in Section 11.11(3) of this Code. Registration consists of providing application information and paying a registration fee. This section shall not apply to those persons exclusively utilizing facilities provided by another right-of-way user.
2. Registration Prior to Work. No persons may construct, install, repair, remove, relocate, or perform any other work on, or use any facilities or any part thereof in any right-of-way without first being registered with the City Engineer.
  - The Applicant agrees to indemnify and hold harmless the Permitting Authority, its employees and 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. Accomplishment of the permitted work, or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
  - *Permit Application, Contact Information, Request for Preconstruction Inspection form and Deposit/Fee payment* shall be completed and received by the City of West Allis Engineering Department, 7525 W. Greenfield Ave. **Work shall not begin prior to a preconstruction inspection, at least 3 days prior to construction or maintenance.**
  - Additional permits may be required through other City Departments. Additional State or County permits may be required depending on the location of the project and the approved permits must be submitted with the City of West Allis application.
  - **All work** requires inspection by the City of West Allis Engineering Department, (414-302-8367). At least 24 Hours Advanced Notice is required to schedule said inspection. Failure to call for an inspection is cause for condemning the work. **West Allis Licensed and Bonded Concrete Contractor is required for permanent pavement restorations.**
  - It is the obligation of each Applicant to determine the location of, and avoid any damage to, the pre-existing lines and facilities of others. If the original permit location is found unfeasible, an alternate orientation of facilities shall be proposed through a separate permit application. If the City Engineer requires an additional plan, such plan shall be furnished by the Applicant and shall have sufficient detailed information so that the work can be reviewed by the City Engineering Department.
  - A Set of **As Built Plans** shall be submitted to the City of West Allis Engineering Department per the Registration to Occupy the City of West Allis Right-of-Way agreement.
  - It is understood and agreed that the established grade of the public sidewalk, curb and gutter, and street and alley paving must not be changed; and that, in connection with the work done under this permit, broken or damaged public utilities and permanent improvements must be repaired in a good workmanlike manner. Broken or damaged facilities will require additional permitting. If sidewalk is broken, it must be replaced with concrete 5 or 7-inches thick, as directed. In the event that work is not constructed as designated on the permit, the City Engineer reserves the right to condemn and, at the Applicant's expense, order removal and replacing of work done hereunder.


- The Engineering Department reserves the right to limit the number of permitted projects a contractor or utility owner may work on. Permitted work is limited to non-peak hours of 9AM to 3PM, M-F, unless prior authorization is obtained by the City Engineer.
- No proposed work shall be performed during the annual Wisconsin State Fair (The Fair). All roads and sidewalks shall be open for Public use without obstructions during the duration of The Fair.
- All proposed work, including reopening to Public use, to be completed within 5 working days. Permanent restoration to follow immediately. If this cannot be performed, excavations shall be covered with a minimum 2-inch temporary layer of concrete for sidewalk and 5-inch for pavement, roughly finished. Cold patch is not allowed. If restoration will not be completed by estimated restoration date an extension will need to be requested. If an extension is not requested by the restoration date, City Forces will restore, and all costs will be charged to the Applicant. Temporary concrete rules will apply during the Winter Moratorium and permanent restoration is to follow once lifted. A new or renewal of the permit will be required if the permit has expired.
- Two-way traffic is to be maintained at all times. Access shall be maintained at all times to businesses and Residents that may be located at or near the permitted work area. When one-way traffic is necessary (temporarily), the Applicant shall provide ALL NECESSARY SIGNS, FLAGMEN AND LIGHTS required according to the “Manual on Uniform Traffic Control Devices.” When a detour is allowed, local newspapers shall be notified by the Applicant in advance of the work being started. Flaggers are required if working in travel lane.
- All traffic control shall conform to the requirements of **Manual on Uniform Traffic Control Devices, 2023 latest Edition and all Wisconsin Addenda to the MUTCD** ([https://mutcd.fhwa.dot.gov/pdfs/11th\\_Edition/mutcd11thedition.pdf](https://mutcd.fhwa.dot.gov/pdfs/11th_Edition/mutcd11thedition.pdf)). MCTS conflicts are contractor responsibility and must reach out if buses are affected by construction or maintenance.
- Pavement removal or damage will require **full panel replacement** (joint to joint) unless specified by the City Engineer. Sidewalk and driveway approaches, when disturbed, are to be replaced entirely to City Standards from existing joint to joint. **Pavement must be sawed full depth.** Material shall be replaced in kind, 7-bag concrete mix required per West Allis specifications. 9-bag mix when deemed necessary. Pavement ties are required. Refer to the **City of West Allis Standard Specifications for Street Construction**. Pavement work shall be warranted for 12 months from final inspection. **Concrete stamp mandatory** (NOT from another municipality). All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Permitting Authority or its Representative. No core replacement will be allowed in any pavement. A minimum 4'x4' replacement required in concrete base. Asphalt may require additional cuts for the overlay. The Permittee or Contractor is to make all necessary repairs to sidewalk or lawn incidental to all work. Colored, stamped concrete will be replaced in its **entirety** if disturbed. Colored concrete specs will be provided prior to restoration. Pattern stamp will be the responsibility of the Applicant.
- If handicap ramps are disturbed or damaged, the Applicant shall reconstruct the ramp(s) to be American with Disabilities Act compliant. Compliancy will include: Detectable warning fields, replacing additional sidewalk, curb/gutter, and street pavement as needed to acquire grades.
- Pavement markings in accordance with **Sections 646 and 647 of Wisconsin Department of Transportation Standard Specifications** where disturbed, damaged, or removed shall be replaced in kind.
- All backfill shall be slurry. (In hard restoration areas backfill shall be **aggregate slurry**. Wherever the pavement is opened, the spoil materials shall be hauled away. In sod restoration areas the following shall apply: Surface shall be sod. Directly below the sod shall be 3" of topsoil, directly below the topsoil shall be one foot of backfill soil free of stones, roots or other foreign material then the remainder shall be **sand slurry**. The topsoil and backfill soil shall be mechanical compacted in the presence of a City Inspector.) Landscaping is to be restored as soon as practical. Sod restorations must be watered for a minimum of 21 days.
- A minimum of 5-feet horizontal clearance shall be maintained at all times, between facility and any existing or proposed City utilities. A minimum 18-inch horizontal clearance shall be maintained between facility and existing water main valve or City street light cable. In addition, a minimum 18-inch vertical clearance shall be maintained at all times between facility and any existing or proposed City utility, including privately owned water services, privately

owned sanitary sewer laterals, and privately owned storm sewer laterals. All clearance shall be measured from the outside wall of the City utility. Other clearances may be deemed necessary by the Engineer.

- For directional boring projects crossing two or more properties, a written notice delivered to each home or business at least three (3) days prior to the beginning of the work being conducted in the section affecting said property. A local telephone number of the Contractor's primary contact for the Public to call to discuss the project or any problems/complaints from Residents that may arise. Televising/ excavating storm laterals may be requested if inspection determines contractor neglect.
- All sewer mains and laterals will require "daylighting" directly over, and a minimum of 1 foot below the actual depth of the directional bore to visibly confirm that the bore head crossing has not damaged City facilities. "Daylighting" required of ALL water mains and laterals. Televising sewers, pre and post directional boring will also be accepted. Video(s) must be submitted to the Engineering Department. Core replacement will only be considered temporary until permanent restoration.

All permit televising examinations must be completed by means of a colored digital closed circuit television system. All televising shall follow the National Association of Sewer Service Companies (NASSCO's) PACP and LACP. The Contractor shall use the coding and PACP/ LACP condition grading system from NASSCO standards for defects and observations of features encountered in the pipe and at or inside service connections. The Contractor shall provide all necessary labor and equipment to complete this work. If the video equipment becomes lodged in a sewer, the Contractor shall remove it at their expense, including any excavation, backfilling, and surface restoration required. Televising video shall proceed at a steady pace not to exceed 30 feet per minute. Sewer televising inspections shall be provided to the City in either an electronic format (SharePoint, OneDrive, Etc.) or physical copy (flash drive). In all cases, the digital files and external hard drive shall become the property of the City of West Allis.

- Erosion Control is required. Refer to [Erosion Control Requirements](#) for all Contracts, City of West Allis Engineering Department.
- Proposed vaults shall maintain a 6-foot horizontal clearance with any City facility such as trees, hydrants, light poles or cabinets. The vaults shall have a base of a minimum of 18" depth No. 2 Coarse aggregate. A 2" drainpipe shall be installed in the base when required by the City. The cover of the vault shall be clearly identified with the utility ID. Vaults shall not be located within a City sidewalk; round cast iron frame/lid centered in 5' x 10' slabs only.

No trees, shrubs or other plant material is to be removed or disturbed in any fashion. Refer to **Tree and Root Protection, City of West Allis Specifications**. A minimum of 4-foot vertical depth below grade must be maintained near trees, otherwise 36" to 42" depth in the City ROW. If traffic control pattern pushes traffic towards terrace area, tree trimming may be required to avoid damage to trees & large vehicles. Additional charges for Forestry services may be issued. If any sidewalk panel requires replacement near City trees, additional panels may be required for the removal and replacement for arcs. Refer to the **City of West Allis Standard Specifications for Street Construction** Figure 14.  [West Allis Standard Specs 2024.pdf](#)

- Public storm and sanitary sewer systems and privately owned sewer laterals and services may not be located by utility location services, but it will be the responsibility of the Applicant to locate and protect them all from damage. The Applicant can obtain a copy or view a plan file showing existing city utilities and privately owned laterals from the City of West Allis Engineering Division, 7525 W. Greenfield Ave. or call 414-302-8367 for locations of existing sewers prior to excavating in the City right of way.  
<https://storymaps.arcgis.com/collections/9578705bf5b74ea99e14b3310ac15903?item=9>
- **Hydrant Use Charges: Please obtain a permit before tapping a hydrant.** When water is taken from a West Allis Water Utility hydrant before obtaining the required permit, a permit fee equaling four times the normal permit fee will be assessed (up to a maximum of \$2,000.00 per occurrence). Hydrant permit information can be found on the City of West Allis website at <https://westalliswi.viewpointcloud.com/categories/1084/record-types/6668> or by calling (414) 302-8830.
- Flexible couplings with stainless steel shear ring and clamps meeting ASTM C-1173 standards shall be used to connect existing clay or concrete pipe to new PVC pipe. PVC couplings shall be used to connect existing PVC pipe to proposed PVC pipe. All couplers shall be approved by the Engineering Department prior to installation.

- All steel plates, if used, shall be secured from any movement in all directions. Steel plates shall not be used if there is a forecast of any measurable snow. If road plates are left in the roadway, they shall be protected with proper traffic control devices (sandbagged in place) to prevent displacement of the plate by snow removal operations. Prior to snow events, the Applicant must notify the Engineering Department immediately if steel plates have been left on projects.
- The Applicant shall not store equipment, vehicles, or materials on streets without specific approval of the City Engineer.
- If City street lighting is damaged at any time, notify the Electrical Division at the City Yard 414-302-8873 **IMMEDIATELY** so that repairs may be made during regular working hours. Additional charges for electrical services may be issued.
- All stipulations must be met according to City of West Allis specifications.

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.

- **Winter Moratorium** is in effect from November 15<sup>th</sup> to April 15<sup>th</sup>. Only emergency work shall be allowed. All sidewalk, approaches, and pavement excavations taking place during the Moratorium shall be limited to 5 (five) working days to complete and reopen for Public use. Temporary concrete rules apply.

*If cold weather conditions or frost prevents permanent restorations until spring, restorations shall occur as soon as possible when weather conditions or frost allow. The Applicant shall provide a safe and durable temporary concrete surface until weather allows for a permanent repair.*

- The City of West Allis Engineering Department reserves the right to modify, revise, or revoke this permit at any time if it's deemed in the best interest of the City of West Allis. Failure to comply with any stipulations may jeopardize Applicant's ability to work in West Allis.
- The permitted facilities shall, if necessary, be altered at the expense of the Applicant to permit alteration, improvement, or maintenance of the street as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant unless a contract for such costs has been executed. This permit is issued upon the express condition that the Permittee will obey all ordinances of the City of West Allis, and all rules and regulations of the Engineering Department, relative to the purpose for which said permit is issued.
- This permit is valid for 90 days from permit date or November 15<sup>th</sup> (annual Winter Moratorium), whichever comes first. Once the work has commenced, all work including restorations shall be completed within thirty days. If an extension is needed prior to start date, this may be obtained by contacting Engineering. The minimal fee may be required to process extensions. A copy of this approval, along with any plans and special provisions, shall be available on the job site.

**THIS PERMIT MUST BE KEPT WITH JOB AND SHOWN UPON DEMAND TO ANY POLICE OFFICER OR AUTHORIZED REPRESENTATIVE OF THE ENGINEERING DEPARTMENT.**