

**APPLICATION & PERMIT FOR EXCAVATION AND/OR  
PERFORMANCE OF WORK WITHIN PUBLIC RIGHT-OF-WAY**

CITY OF GLENDALE  
5909 N. Milwaukee River Parkway  
Glendale, WI 53209  
Department of Public Works: (414) 228-1710

PERMIT NUMBER:  
\_\_\_\_\_

THE UNDERSIGNED HEREBY APPLIES TO THE CITY OF GLENDALE FOR THE FOLLOWING PERMIT (*check one*)

	CODE SECTION	PERMIT FEE
<input type="checkbox"/> SIDEWALK: Remove, replace, repair	6.2.2	\$50.00
<input type="checkbox"/> EXCAVATION: Streets, alleys, public ways, and grounds* *STREET DEPOSIT REQUIRED - SEE REVERSE SIDE OF THIS FORM	6.2.3	\$100.00
<input type="checkbox"/> EXCAVATION: Renewal for each 15 day extension period	6.2.3	\$50.00
<input type="checkbox"/> STREET PRIVILEGE: Move structure, temporary encumbrance	6.2.6	\$50.00
<input type="checkbox"/> DRIVEWAY: Construction, reconstruct, alteration or enlargement	6.3.1	\$50.00
<input type="checkbox"/> FIRE FLOW TEST: Water Dept. staff operates all hydrants and valves	9.1.4	\$125.00
<input type="checkbox"/> SMALL CELL: Install, remove or repair ( <i>plus all that apply below</i> ) <input type="checkbox"/> New Installation on City Facility per Location <input type="checkbox"/> Replacement Installation per Location <input type="checkbox"/> New Utility Pole Placement in City ROW per Location	9.4.3	\$20.00
	9.4.3	\$250.00
	9.4.3	\$100.00
	9.4.3	\$1,000.00
<input type="checkbox"/> FIBER BORING: Per permit, per location* <input type="checkbox"/> Plus \$300.00 per Plan Page: # of Pages _____ *BORING DEPOSIT REQUIRED - SEE REVERSE SIDE OF THIS FORM	9.4.3	\$300.00
	9.4.3	\$300.00

NAME OF APPLICANT (*Company name, unless individual*): \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ NAME OF CONTACT PERSON: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_ NAME OF FIELD CONTACT: \_\_\_\_\_

LOCATION OF WORK (*Address and/or description*): \_\_\_\_\_ FIELD CONTACT PHONE #: \_\_\_\_\_

DESCRIBE WORK AND METHOD PROPOSED: \_\_\_\_\_ PROPERTY OWNER NAME: \_\_\_\_\_  
PROPERTY OWNER PHONE #: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_ RENEWAL DATE/COMPLETION DATE: \_\_\_\_\_

By signing this application for permit, the applicant, his assignees, or successors, agree to indemnify and save harmless the City of Glendale and its officers from all liability for accidents and damage caused by any work covered by this permit; and that they will fill up and place in good and safe condition all excavations and openings made in the street; and they will replace and restore the pavement over any opening as near as can be to the state and condition in which it was found; and keep and maintain the same in such condition, normal wear and tear excepted, to the satisfaction of the Director of Public Works for a period of two (2) years; and that they will pay all fines or forfeitures imposed upon them for violation of any rule, regulation or ordinance governing street openings adopted by the Common Council; and they will repair any damage done to existing improvements during the progress of the excavation in accordance with the ordinances, rules and regulations of the City; and that they shall guarantee that, if the City shall make the street repair, the party opening the street will pay all costs of making such repair and of maintaining the same for two (2) years. **IT SHALL BE THE DUTY OF THE PERMITTEE TO NOTIFY THE DIRECTOR OF PUBLIC WORKS AND ALL PUBLIC AND PRIVATE INDIVIDUALS, FIRMS AND CORPORATIONS AFFECTED BY THE WORK TO BE DONE AT LEAST ONE (1) BUSINESS DAY BEFORE SUCH WORK IS TO COMMENCE. THE DIRECTOR OF PUBLIC WORKS SHALL ALSO BE NOTIFIED AT LEAST FOUR (4) HOURS PRIOR TO BACKFILLING AND/OR RESTORING THE SURFACE.**

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

**TO BE COMPLETED BY THE CITY OF GLENDALE:**

AMOUNT PAID	ADDITIONAL REQUIREMENTS	EXPIRATION	PERMIT ISSUED BY:
Permit Fee: \$ _____ Deposit: \$ _____ Other: \$ _____ Total Paid: \$ _____	<input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Other: _____	Permit expires 30 days from date issued unless noted below	NAME:
RECEIPT #: _____	DATE PAID: _____		DATE:

STIPULATIONS: \_\_\_\_\_

## ADDITIONAL INFORMATION

City of Glendale Code of Ordinances states, in part:

6.2.2(c) Sidewalk Permit Required. No person shall lay, remove, replace or repair any public sidewalk within the City unless he is under contract with the City to do such work or has obtained a permit therefor at least three (3) days before work is proposed to be undertaken.

6.2.3(a) Excavations: Permit Required. No person, partnership or corporation, or their agents or employees or contractors, shall make or cause to be made any opening or excavation in any public street, public alley, public way, public ground, public sidewalk or City-owned easement within the City of Glendale without a permit therefor.

6.2.3(e) Renewal of Permit. If operations have begun under an approved permit and will continue beyond the validation period, the permittee shall apply for a permit renewal by request to the Director of Public Works and payment of a Fifty Dollar (\$50.00) renewal permit fee for each fifteen (15) day extension period. Permit renewals shall be issued at the discretion of the Director of Public Works.

6.2.3(g) Insurance Required. A permit shall be issued only upon condition that the applicant submit to the Director of Public Works satisfactory written evidence that applicant has in force and will maintain during the time the permit is in effect public liability insurance of not less than \$500,000 per one (1) person, \$500,000 for one (1) accident and property damage coverage of not less than \$500,000. The policy shall name the City of Glendale as the third party insured.

6.3.1(b) Driveways: Permit Required. No person, firm or corporation shall construct, reconstruct, alter or enlarge any private driveway within the limits of the dedicated portion of any public street under the control and jurisdiction of the City of Glendale without first obtaining a permit therefor. Driveway permit applications shall be accompanied by a drawing accurately depicting the portion of the proposed private driveway to be constructed, reconstructed, altered or enlarged lying within the dedicated portion of the public street, the dimensions thereof, and a statement of the materials proposed to be used.

9.4.3(b) Wireless Communication Systems; Use of Right-of-Way: Permit Required. All new installations or structural alterations of such facilities shall require a permit to be issued by the City of Glendale. Such permit review shall be placed under the authority of the City Administrator, Director of City Services, or their designate. The permit fee shall be in addition to and separate from any other applicable electrical or building permits required under State or Local law. In the event of a knockdown, the City of Glendale is not liable or responsible for immediate reinstallation of the small cell unit and/or pole.

9.4.3 & 6.2.3(f) Deposits. Prior to the issuance of a permit involving excavations, a deposit for street repairs shall be made to the City Treasurer. Not less than one hundred eighty (180) days after the proper completion of the work for which said deposit was made, said deposit shall be returned upon order of the City Engineer, unless, in the opinion of the Common Council, it shall be necessary to correct, complete or supplement said work, in which event said deposit for any work thereof may be retained to pay costs for completion of said work, without prejudice to any right of remedy which the City of Glendale may have against any person or persons doing such work. Deposits shall be required along with payment of the application fee. NOTE: Deposits may be increased at the discretion of the Director of Public Works.

Street Deposit: Excavation on asphalt street	\$1,000.00 per opening
Street Deposit: Excavation on concrete street	\$3,000.00 per opening
Boring Deposit	\$3,000.00 per permit, per location
Monitoring Well Boring	\$1,000.00 per monitoring well

*REFER TO CITY OF GLENDALE CODE OF ORDINANCES  
FOR ADDITIONAL CONDITIONS AND SPECIFICATIONS*