



VILLAGE OF BELLEVUE
2828 ALLOUEZ AVE,
GREEN BAY, WI 54311
920-468-5225 / FAX 920-965-1699

Page 1 of 3
Village Permit # _____

PERMIT APPLICATION

Construct / Operate / Maintain Utilities Within Municipal Right-of-Way

APPLICANT / COMPANY INFORMATION

Owner Name: Contact Person:

Current Address:

City: State: ZIP Code:

Phone: 24 Hr Contact No.: FAX No.:

E-Mail:

Plans Submitted: Yes No Plans Prepared by:

Construction Warranty Form Enclosed: Yes No All effected parties have/will be notified of the planned construction work including home/business owners. Yes No

Erosion Control Measures Planned: Yes No Policy of Insurance against liability to 3rd parties on File with The Village of Bellevue: Yes No

CONTRACTOR INFORMATION

Contractor Name: Contact Person:

Current Address:

City: State: ZIP Code:

Phone: 24 Hr Contact No.: FAX No.:

E-Mail:

LOCATION INFORMATION - Please include complete description of work area

Street Address:

DESCRIPTION OF PROPOSED WORK - CHECK ALL THAT APPLY

Utility Type: Water Sanitary Sewer Storm Sewer Service Conduit

Electric Transmission Distribution Pedestals Jct. Box / Vault

Fiber Communication Gas/Petroleum Utility Pole Anchor

Curb Cut/Drive Other _____

ORIENTATION - CHECK ALL THAT APPLY

Village ROW County ROW State ROW Utility Easement

Underground Overhead Parallel to Centerline Crossing Road



VILLAGE OF BELLEVUE
 2828 ALLOUEZ AVE,
 GREEN BAY, WI 54311
 920-468-5225 / FAX 920-965-1699

Page 2 of 3
 Village Permit # _____

TYPE OF CONSTRUCTION - CHECK ALL THAT APPLY

- Potholing Trench / Open Cut Plow / Knife Bore / Drill Televising To Be Done

Work or Job # Facility Size / Capacity: Depth of Bury:

POTENTIAL CONFLICTS WITH VILLAGE PROPERTY (To Be Completed by the Village unless known)

- Village Water Main or Lateral Village Sanitary Sewer or Lateral Village Storm Sewer or Lateral
 Village Owned Electrical Village Owned Fiber Optic Village Owned Street Trees

PERMIT APPLICATION

Construct / Operate / Maintain Utilities Within Municipal Right-of-Way

PERMIT APPLICATION FEE PART (I) CHECK SINGLE BOX			WORK PERFORMED FEE PART (II) CHECK SINGLE BOX		
County or DOT ROW Permit Applied For (Please provide the village with a copy)	<input type="checkbox"/>	NO FEE	**Work Performed Fee Waived if project is done in conjunction with a village construction project.	<input type="checkbox"/>	WAIVED
Village Property Owner (or Designee) performing emergency repairs conducted within Village ROW	<input type="checkbox"/>	\$50.00	Village Property owner performing emergency repairs conducted within Village ROW	<input type="checkbox"/>	NO FEE
Individual or Duplex Service Line Only	<input type="checkbox"/>	\$50.00	Work Performed within a Designated Utility Easement Only (Proof Required and Provided)	<input type="checkbox"/>	NO FEE
Small Utility Project Permit (Less than 500')	<input type="checkbox"/>	\$75.00	Work Performed within a Designated Utility Easement Only (No Proof Provided)	<input type="checkbox"/>	\$50.00
Minor Utility Project Permit (Less than 1000')	<input type="checkbox"/>	\$100.00	Boring / Excavation within Street Right-of-way with No Crossing or conflicts with Village Utilities	<input type="checkbox"/>	\$100.00
Medium Utility Project Permit (1000' to 3000')	<input type="checkbox"/>	\$150.00	Boring / Excavation / Potholing within Street ROW Crossing or Conflicting with Village Utilities	<input type="checkbox"/>	\$250.00
Large Utility Project Permit (3000' to 5000')	<input type="checkbox"/>	\$200.00	Boring / Excavation / Potholing within Street ROW Crossing or Conflicting with Village Utilities & Street Trees	<input type="checkbox"/>	\$375.00
Very Large Utility Project Permit (> 5000')	<input type="checkbox"/>	\$250.00	Road / Street - Boring / Open-Cut Excavation within Impervious Areas (Includes Potholing)	<input type="checkbox"/>	\$750.00

FEE CALCULATION

PART (I) PERMIT APPLICATION FEE _____
 PART (II) WORK PERFORMED FEE _____
 TOTAL UTILITY PROJECT PERMIT FEE \$ _____

**Work must be completed prior to curb and gutter placement and final pavement placement.

- Bill Me (Pre-Authorized Utility Only)
 Fee Enclosed

THIS IS NOT AN INVOICE

Receipt # _____

ALL OTHER INFORMATION

Estimated Starting Date: Estimated Completion Date:



VILLAGE OF BELLEVUE
2828 ALLOUEZ AVE,
GREEN BAY, WI 54311
920-468-5225 / FAX 920-965-1699

Page 3 of 3
Village Permit # _____

SIGNATURES

The applicant has received and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodation Policy in effect at the time of this application, and with any special provisions listed below or attached hereto, and any plans, details, or notes attached hereto and made a part thereof. By signing, the applicant hereby accepts responsibility for the project.

Signature of Owner: _____ Date: _____

Signature of Contractor: _____ Date: _____

Signature of Municipal Representative: _____ Date: _____

Title of Municipal Representative: _____ Telephone#: _____

VILLAGE COMMENTS AND SPECIAL PROVISIONS

Submit Completed Application to:
E-mail to: kvanderloop@villageofbellevue.org
or FAX to: 920-965-1699
or Mail to: Village of Bellevue
2828 Allouez Ave
Green Bay, WI 54311



VILLAGE OF BELLEVUE
2828 ALLOUEZ AVE,
GREEN BAY, WI 54311
920-468-5225 / FAX 920-965-1699

Village Permit # _____

**FIVE-YEAR WARRANTY AGREEMENT
(For Utility Permits)**

RECIPIENT'S INFORMATIONS

SEND TO: VILLAGE OF BELLEVUE
Attn: Public Works
2828 Allouez Ave
Green Bay, WI 54311
E-mail: kvanderloop@villageofbellevue.org
Phone: 920-615-7225
FAX: 920-965-1699

UTILITY OWNER'S INFORMATION

Owner's Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ FAX: _____ E-mail: _____
Emergency Contact Number: _____
Contact Person: _____ Phone: _____

CONTRACTOR PERFORMING WORK

Company Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ FAX: _____ E-mail: _____
Emergency Contact Number: _____
Contact Person: _____ Phone: _____

INFORMATION OF WORK TYPE AND LOCATION

Street Address / Location Description: _____
Work Order / Job Number: _____
Project Description (Include Depth, Width, and Length) _____

SIGNATURES

As the authorized representative of the above listed company, I hereby agree to accept the financial responsibility for the maintenance of the designated utility work associated with the project (utility work, roadway, sidewalk, curb) on or along the above mentioned Municipal road, for the period of five (5) years, from the restoration/final acceptance date of the project completion certificate. Lawn restoration and landscaping shall be a two (2) year warranty. The warranty begins on the date of the acceptance by the Municipality. In an
Emergency situation, if the Municipality notifies you of a maintenance problem, and it is not resolved in a timely manner, the Municipality will perform the maintenance on the project and all costs would then be billed to the owner of the facilities.

Signature of Authorized Owners Representative: _____ **Date:** _____

Printed Name: _____ **Title:** _____

**FOR VILLAGE OFFICE USE ONLY
NOTIFICATION OF RECEIPT**

Signature of Municipal Representative: _____ **Date:** _____

Printed Name: _____ **Title:** _____



VILLAGE OF BELLEVUE
2828 ALLOUEZ AVE,
GREEN BAY, WI 54311
920-468-5225 / FAX 920-965-1699

Village Permit # _____

COMPLETION CERTIFICATE
(For Utility Permits)

RECIPIENT'S INFORMATION

SEND TO: VILLAGE OF BELLEVUE
Attn: Public Works
2828 Allouez Ave
Green Bay, WI 54311
E-mail: kvanderloop@villageofbellevue.org
Phone: 920-615-7225
FAX: 920-965-1699

OWNER'S INFORMATION

Owner's Name:

Address:

City: State: ZIP:

Phone: FAX: E-mail:

Contact Person: Phone:

INFORMATION OF WHERE WORK WAS PERFORMED

Street Address / Location Description:

Project Description (Describe Depth, Width, and Length):

SIGNATURES

The work requested under the above mentioned utility permit has been completed. The Village of Bellevue can now review the project to insure proper restoration to the affected Municipal right-of-way has been made.

Signature of
Authorized Representative:

Date:

Printed Name:

Title:

FOR OFFICE USE ONLY

UTILITY PROJECT FIELD INSPECTED BY:

Signature of Municipal
Representative:

Date:

Printed Name:

Title:

Administrative Policy #24:

RIGHT OF WAY EXCAVATION POLICY AND PERMITTING

PURPOSE

It is the intent of this policy to try and provide uniform permit procedures and fees throughout Brown County as it relates to excavations within the right-of-way. The permit policy will apply to the construction of communication, fiber optic, cable/video, utility service, and excavation in the street right-of-way or utility easements for all work conducted within the village limits for which the Village has permitting authority.

PERMIT APPLICATION

A Utility Project Permit is required to install any or all communication and utility services in the Village of Bellevue street Right-of-way, Village public property, and platted public utility easements and shall be obtained by application to the Department of Public Works on the forms provided by the Village. The Utility Project Permit shall apply to video, telecommunication, cable television, electric, natural gas, landscaping, and other utility systems; and is applicable to all excavation projects including above or below grade structures. Project permit forms include the Project Permit Application, Warranty, and Project Completion forms along with this policy. This permit also covers the review of a County or State ROW permit for conflicts with village utilities.

The applicant shall indemnify and hold harmless the Village from all costs, damages and liabilities of every kind including all expenses and costs of defending any suit for damages on account of any claims, valid or otherwise, as to which it is claimed or alleged by any claimant that such excavation was the sole or a contributing cause.

A utility project permit application shall include a properly signed and completed Village Utility Project Permit Application form, (a copy of a signed County or State ROW Permit, if applicable), a Village Construction Warranty form, Engineering Plans, along with the required fees. The Completion Certificate and As-Built Drawings shall be provided upon completion of the project.

Minor utility projects which consist of an Individual or Duplex Service, a Small, or Minor Utility Project shall submit their application forms a minimum of 5 business days prior to the proposed start of project.

Major utility projects which consist of Medium, Large and Very Large Utility Projects shall submit their application forms a minimum of 15 business days prior to the proposed start of project.

DEFINITIONS

Utility Project Permit: The permit required for a Utility Project.

Individual or Duplex Service Line: A service line that is constructed from a connection point in the ROW or Utility easement and continues directly onto the property in which it will service. No other ROW or Utility easement is needed to extend or to gain access.

Small Utility Project Permit: A Small Permit is an extension of the Individual or Duplex service line where the service line needs to be extended in the ROW or Utility easement (less than 500') in order to gain access to the property being serviced.

Minor Utility Project Permit: Repairs or minor modifications which do not include additions of structures, or other work which does not modify the existing function or capacity of the existing utility system and is considered routine maintenance work. Work area is confined to an area less than 1000'.

Medium Utility Project Permit: Repairs, modifications, or replacement which include additions of structures. Work area is confined to an area less than 3000' in any village right-of-way or utility easement.

Large Utility Project Permit: Consists of a project where Communication, fiber optic, video cable, natural gas, electric, or other underground utility service or similar non-municipal utility service that includes project installation work including equipment, above or below grade structures, multiple overhead poles; and work area is less than 5000' on any village right-of-way or utility easement.

Very Large Utility Project Permit: Same as the Large Utility Project Permit but extends for more than 5000 feet on any village right-of-way or utility easement.

Maintenance: Repairs or minor modifications which do not include additions of structures, or other work which does not modify the existing function or capacity of the existing utility system and is considered routine maintenance work.

Director of Public Works: The Director of Public Works or authorized agent.

Business Days: Working days of the Village of Bellevue, does not include weekends or holidays

Emergency: Emergency excavations are normally performed under the following circumstances:

- a. An unforeseen excavation is necessary in order to prevent a condition that poses a clear and immediate danger to life and/or health.
- b. An excavation is required to repair a utility service outage.
- c. An immediate excavation is required in order to prevent significant property or environmental damage.
- d. The repair of an existing unstable condition which may result in any of the conditions listed above, (for example, a leak in any service or main, or a fault in a primary or secondary wire or cable).

STANDARD PROVISIONS

1. The applicant shall comply with the Village of Bellevue Municipal Code of Ordinances pertaining to street obstruction and shall obtain necessary permit(s) prior to starting any work. Applicant shall assume all responsibility for any claim of damage against the Village caused by such obstruction. Further, the applicant shall sign and barricade the work zone in accordance with applicable Municipal Ordinance. Warning signs and barricades shall be in place prior to the start of permitted work and shall stay in place until all permit associated work is completed including possible restoration. If any street closures are to

occur, the village must be notified, so that emergency services can also be made aware of this.

2. The applicant shall comply with Section 404.8, Village of Bellevue Code of Ordinances, pertaining to street excavation and shall assume all responsibility for any claim of damage against the Village caused by such excavation.
3. The applicant shall assure that proper erosion control measures are implemented prior to and at all times during work operations according to the Technical Reference Guide contained in the Municipal Code of Ordinances. The applicant shall be responsible for providing and maintaining erosion control measures to protect all restored areas upon completion of the permitted work until the replacement vegetation achieves a minimum 70% cover. Where applicable, applicant shall obtain a Construction Site Erosion Control Permit pursuant to the Village of Bellevue Municipal Code of Ordinances.
4. The applicant shall provide traffic control in a manner meeting the State MUTCD for work zones. Each traffic control device shall have the contractor's name, address and telephone number and shall be such that the contractor or his authorized representative can be reached 24-hours per day.
5. A copy of the Utility Project Permit and Construction Site Erosion Control Permit, along with plans and specifications, shall be kept at the work site and shall be made available for examination by the Village representative at all times.
6. Permitted utilities shall be installed a minimum horizontal clearance of eight (8) feet and minimum vertical clearance of two (2) feet from existing village owned Fiber optic, Electrical lines, Sanitary sewer, Storm sewer, and Water mains; unless otherwise approved by the Director of Public Works.
7. All costs for removing, altering, replacing, constructing, and/or maintaining the utilities installed under this permit shall be the sole responsibility of the applicant, his successors, or assigns. The permitted facilities shall, if necessary, be altered at the expense of the applicant to facilitate alteration, improvement, or maintenance of Village facilities, as may be ordered by the Director of Public Works.
8. Permitted facilities shall be located as defined within this permit and constructed as shown on the engineering plans provided with the utility permit application. Any part of a facility found to be otherwise located shall be subject to correction to such extent as the Director of Public Works may specify and at the sole cost of the applicant.
9. It shall be the responsibility of the applicant to determine the location of, and protect or cause to be protected from any damage, all sewer and water utilities, electrical lines, and fiber optic lines already in place in the area of the permitted work.
10. Whenever any person while so excavating, digging in, on or removing any material from any public right-of-way shall uncover, strike, disturb or discover any pipe, conduit, casing or other object used to transmit water, sewage, storm water, electrical current or communication, he shall report the fact to the Director of Public Works before progressing further with the excavation or removal. The Director of Public Works shall, upon receipt of such report, inspect the excavation and determine what damage, if any, has been done to the pipe, casing or cable and notify the proper department maintaining same if the pipe, casing or cable has been damaged or appears to have been damaged.

a. Any damage caused to existing village owned sewer, water, fiber or electrical infrastructure, by the applicant due to the permitted work shall be repaired immediately and all costs associated with the repair shall be the sole cost of the applicant. The Director of Public Works may require televising the existing sewer utilities, at the sole cost of the applicant, to confirm existing utilities were not damaged during the work.

11. NOTIFICATION. An applicant who has been authorized to excavate or dig in accordance with the terms of this section shall notify adjacent property owners and the Director of Public Works of the date on which they will begin excavation and the period of time that will be required to complete work in the ROW. No excavation authorized under this chapter may be initiated until such notification has been made, and the Director notifies the applicant of a start work notice.

a. Property owners located adjacent to the work area of a Major Permit Project shall be properly notified in writing of the proposed work at least 10 days before beginning the work. All notification of adjacent property owners is the responsibility of the applicant. The notification shall consist of the Utility Company requesting the work to be completed including names and phone numbers of contact persons for questions to be answered, the type of work to be completed, the name of the contractor company doing the work, the expected start date, expected duration of work, request for property owners to locate their underground utilities, the expected restoration schedule along with the expected final completion date along with any interruptions or possible inconveniences to the property owner for access to their properties.

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

13. The permitted work shall be coordinated, and in no case interfere with any public improvements being undertaken at the same time. It shall be the responsibility of the applicant to obtain the information from the Village regarding existing sewer and water utilities, fiber optic, and electrical lines in the proposed work area and incorporate this information into the design and construction plans for the work to minimize interferences, improve safety and optimize the location of the proposed utilities.

14. Construction work and site restoration shall be in accordance with the applicable sections of the Village Standard Specifications and Construction Standards for Public Works Construction, current edition.

15. Pavement excavations shall be permitted only in locations authorized by the Director of Public Works. Unless otherwise authorized, any utility pipes or cables installed across and beneath pavement shall be installed by jacking and/or dry auguring, with no open cut excavation permitted between points no less than five (5) feet outside the back of curbs or outer shoulders.

16. Any turf area disturbed by the permitted work shall be restored in accordance with the Village terrace restoration policy. Turf restoration shall be completed within fourteen (14) days of completion of the utility work unless variance is allowed by the Village.

17. Any non-metallic underground pipe or cable shall include a metallic tracer wire or a metallic tracer tape at the same alignment and depth as the carrier, cable or conductor. Such installation shall be as specified by the Village.

18. Installation of above ground markers within the public right-of-way is prohibited, unless otherwise approved or directed by the Director of Public Works.

19. Manhole covers, pull boxes, valve boxes, and like facilities shall be adjusted to the level of the immediately adjacent grades and shall be visible at all times and not buried with ground or landscape material.

ENGINEERING REQUIREMENTS

1. Provide two (2) sets of engineering plans with the Utility Permit Application. The plans shall include the following:

- a. Location and depth of all proposed cable, fiber optic, structures, cabinets and access boxes. Dimension proposed utilities and structures to the street right-of-way, easements, and property boundaries.
- b. Show all planned excavations and bore pits for the project. Any excavations added or deviations from the plan after issuance of the permit must be approved by the Village to commencing.
- c. Show all existing utilities, including municipal sewer and water, manholes, laterals, storm inlets, fiber optic and electrical line and all other utilities including cable, telephone and electrical power lines.
- d. All private easements to be used for utility placement must be shown and a copy of the easements provided with the engineering plans.
- e. A traffic control plan meeting State MUTCD requirements for construction in the right-of-way.
- f. Site restoration including topsoil, seeding, straw mulch, and daily watering must be specified.
- g. Utility cabinets, structures and other above grade facilities are to be located on private or public utility easements outside the right-of-way. Any cabinet so requested by the Village shall be marked with a visible marking flag specifying what it is.
- h. Landscaping of all above grade cabinets must be provided and approved by the Village. All cabinets must be shielded from the homes view, by landscaping and must not inhibit traffic vision.

2. Indicate applicable electrical requirements on the plans and submit an electrical permit application if applicable.

3. Applicable requirements of the Village Construction Site Erosion Control Ordinance shall be shown on the plans.

4. Incorporated by reference is the Brown County Accommodation Policy Nos. 96.01 thru 96.90, pages 1-42, dated January 2010. Please refer to these requirements.

5. Record drawings of the construction work shall be provided to the Village upon completion of project.

STREET AND ROADWAY EXCAVATION

1. EXCAVATION WORK. No person shall tunnel under or excavate, dig upon or in, remove any tree or remove any material from any street, alley, sidewalk or public place unless the excavation is accomplished as follows:

- a. Pavement excavated shall be outlined with straight, deep full depth saw joints prior to the start of excavation. These saw joints shall be placed at least one foot away from the edge of the proposed trench.
- b. The excavation shall not in any case be larger beneath the ground surface than at the surface of the excavation itself. Undercutting of any pavement courses shall be avoided.
- c. Access to fire hydrants, mailboxes and other street equipment shall be maintained at all times.
- d. Adjoining private property shall be protected by providing proper foundations and bracing and other suitable measures for this purpose.
- e. All gutters shall be maintained free and unobstructed unless so directed by the Village.
- f. The excavator shall not begin any excavation on any street within the Village before 7 a.m. and work must be completed one hour before dusk. These times may be waived in an emergency.

2. TRENCH BACKFILLING. Excavations occurring within the limits of existing or proposed pavements, driveways, parking areas and sidewalks shall meet the following requirements:

- a. The backfill fill from the bottom of the conduit to a point one foot above the conduit shall be fine granular material carefully placed by hand and well tamped to fill completely all the spaces under and adjacent to the conduit so as to form a bed that will preclude subsequent settlement.
- b. The remainder of the backfilling shall consist of select backfill materials consisting of 3/4" crushed aggregate. This backfilling shall be made immediately after placing the hand backfill and shall be accomplished by placing and compacting in layers not to exceed 8" in depth meeting WDOT highway design manual approved and mechanically compacted to obtain 95% standard proctor density or compacted to original conditions, whichever is greater. All surplus excavation material shall be disposed of by the applicant. Excavations shall be closed by the end of the workday or properly signed, barricaded and lit.

3. PAVEMENT RESTORATION. Excavations within an existing asphalt or concrete street surface shall be restored as follows:

- a. Asphalt streets – Replace to original depth with crushed aggregate base course, bituminous concrete binder and surface material (see standard details).
- b. Concrete streets – Replace trench to original depth with crushed aggregate base course and concrete pavement meeting standard details, installed by a Village pre-qualified contractor.
- c. Curb & Gutter – Replace with Grade B concrete. Work to be performed by a Village pre-qualified contractor, per standard specification.
- D. Driveways & Sidewalks – Replace with Grade B concrete. Work to be performed by a Village pre-qualified contractor, per standard specification.
- e. Test Holes or Cored Potholes – Excavations (not to exceed 10" Diameter) shall be completely backfilled with 3/4" well-graded crushed aggregate base course (CABC). No clean stone or pea gravel will be accepted. The CABC must be mechanically compacted in lifts not to

exceed 12". The original core(s) can be set back into the excavation 'dry' for a short period of time (not to exceed 5 days) if multiple cores are to be re-instated so they can be done at the same time. Cores must be re-installed in the same hole that they were removed from. The bonding agent must meet or exceed a brand called Utili-Bond which can be found at: <http://www.utilicor.ca/downloads/pdf.Utilibond-reference-manual.pdf> Cores are to set at the same elevation as the adjacent pavement and any excess bonding agent shall be washed off/removed. Please note that any cores drilled in or directly in front of pedestrian ramps require upgrading the entire ramp to meet current federal requirements. Also if the core falls directly on or within 6" of an existing joint or crack will require complete panel replacement, not core replacement.

f. Patching - During periods when bituminous concrete material is not available the applicant may request permission to utilize cold mix asphalt material. When requested and approved by the Village, the applicant may use cold mix as a temporary patch until final repairs are made. Consideration in granting this approval includes the availability of hot mix asphalt and the number of repairs to be made. The applicant shall be responsible for maintaining the cold mix until the final repair is completed.

g. Surface tolerances for street repairs shall meet the standard for new construction. The finished surface of the street repair, when tested with a ten (10) foot straightedge parallel to the centerline or perpendicular across joints, will show variations measured from the testing face of the straightedge to the surface of the street repair shall not exceed one-quarter (1/4) inch. In the event pavement variances exceed the 1/4 -inch requirement or other quality factors during the five-year warranty period, reasonable consideration of the condition of the surrounding street will be made in determining compliance with the Five-Year Warranty Agreement.

h. Immediately after placing the surface course, the areas shall be cleaned and left in a safe and satisfactory manner and the street opened to traffic.

INSURANCE REQUIREMENTS

1. A utility, contractor or excavator must execute and have on file with the Village annually (calendar year) a Policy of Insurance against liability to 3rd parties while performing said work. If the utility fails to backfill and resurface to original street pavement conditions the Village shall proceed to accomplish the permanent pavement repairs necessary and will charge the utility for such repair based on the fee schedule adopted by the Village Board.

WARRANTY REQUIREMENTS

1. A Five Year Warranty Agreement is required stating that the applicant shall be responsible for maintenance and repair costs of any open-cut trench, pavement failure, tree damage, sidewalk and curb construction for a 5-year period after submission of the signed project Completion Certificate.

2. The Village may require the applicant at its sole cost to video televise any existing underground municipal utilities adjacent to the applicant's work to confirm that no damage was incurred to the municipal utilities.

SUPERVISION AND EMERGENCY ACTION

1. SUPERVISION. The Director of Public Works or designee shall from time to time inspect all excavations and tunnels being made in or under any public street or other public place in the Village to see the enforcement of the provisions of this section.

2. EMERGENCY ACTION. Nothing in this section prohibits the making of such excavations as may be necessary for the preservation of life or property, for the location of trouble in conduit or pipe for making repairs, providing that the person making such excavations shall apply to the Village for a permit on the first working day after such work is commenced.

UTILITY PROJECT PERMIT FEE SCHEDULE

The following fee schedule applies to permits issued for utility construction in the municipal street right-of-way or utility easements within the municipality. Definitions can be found in Administrative Policy #24-ROW Excavation Policy and Permitting.

FEE PART I:	<u>PERMIT APPLICATION FEES</u>	<u>NOTE</u>	<u>FEE</u>
	County or DOT ROW Permit Applied For		No Fee
	Village Property Owner (Performing Emergency Dig)		\$50
	Individual or Duplex Service Line Only	(1)	\$50
	Small Utility Project Permit Application Fee	(2)	\$75
	Minor Utility Project Permit Application Fee	(3)	\$100
	Medium Utility Project Permit Application Fee	(4)	\$150
	Large Utility Project Permit Application Fee	(5)	\$200
	Very Large Utility Project Permit Application Fee	(6)	\$250
	*Permit application fees waived if utility project is done in conjunction with street construction project as long as utilities are constructed prior to curb and gutter and final paving.		

FEE PART II:	<u>WORK TO BE PERFORMED</u>	<u>NOTE</u>	<u>FEE</u>
	Village Property Owner (Performing Emergency Dig)		No Fee
	Work Performed within a Designated Utility Easement	(7)	No Fee
	Work Performed within a Designated Utility Easement (No Proof)		\$50
	Boring / Excavation within Street ROW	(8)	\$100
	Boring / Excavation within Street ROW	(9)	\$250
	Boring / Excavation / Potholing within Street ROW	(10)	\$375
	Road / Street / Sidewalk – Pothole / Open Cut Excavation		\$750
	* Open cut excavation fee waived if need for open-cut caused by public health, safety or welfare emergency.		
	** If multiple types of work above for "Fee Part II" are being performed then fees will be based on highest fee listed above.		
	*** Any upgrades that do not meet the definitions of a work performed fee schedule will be bumped up to the next higher fee schedule.		

NOTES:

- (1) A service line ran directly from the main feeder to the final destination with no other ROW or Easement used.
- (2) Applies to any utility project size less than 500' continuous centerline feet of roadway.
- (3) Applies to any utility project size less than 1000' continuous centerline feet of roadway.
- (4) Applies to any utility project size less than 3000' continuous centerline feet of roadway.
- (5) Applies to any utility project size less than 5000' continuous centerline feet of roadway.
- (6) Applies to any utility project size greater than 5000' continuous centerline feet of roadway.
- (7) Proof of the existing Easement being used must be included with the permit.
- (8) No Crossing or Conflicts with Village Utilities
- (9) Crossing or Conflicting with Village Utilities
- (10) Outside of Impervious Area conflicting with Street Trees

NOTE: TOTAL UTILITY PERMIT FEE IS EQUAL TO FEES OF PART I AND PART II

The costs of Bellevue's engineering services are in addition to the permit application fee and are considered non-permit costs. The engineering services may vary for each project depending on the scope of the project. These services will be estimated and included with the initial permit application. The engineering services may include the following tasks:

Research of documents/plans and printing cost, Technical assistance during design, Plan technical review for ordinance compliance, Engineering meetings, Inspection of the work for ordinance compliance, Erosion control compliance inspections, Final inspection for completion and warranty

The estimated engineering services cost will be included and invoiced with the permit application fee. The engineering services are considered non-permit costs and are billed at cost plus overhead.

If additional Bellevue engineering and services such as non-compliance inspections for erosion control or construction related problems, these inspection and administrative costs will be invoiced to the Permittee as incurred.