

# PERMIT FOR STREET OPENING

CITY OF MIDDLETON  
7426 HUBBARD AVE.  
MIDDLETON, WI 53562  
Phone: (608)821-8370  
Email applications to:  
[cweber@cityofmiddleton.us](mailto:cweber@cityofmiddleton.us)

PERMIT NO. \_\_\_\_\_  
DATE \_\_\_\_\_  
ISSUED BY \_\_\_\_\_

Address/Location \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

## TYPE OF WORK (Circle all applicable)

|                       |               |                   |                 |             |
|-----------------------|---------------|-------------------|-----------------|-------------|
| <b>Work Site:</b>     | Street _____  | Terrace _____     | Sidewalk _____  | Other _____ |
| <b>Facility Type:</b> | Gas _____     | Electric _____    | Telephone _____ | Other _____ |
| <b>Category:</b>      |               | Main _____        | Service _____   | Other _____ |
| <b>Activity:</b>      | Install _____ | Repair _____      | Abandon _____   | Other _____ |
| <b>Method:</b>        | Bore _____    | Open Trench _____ |                 | Other _____ |
| <b>Restoration:</b>   | Asphalt _____ | Concrete _____    | Sod _____       | Other _____ |

Time Period Requested: \_\_\_\_\_ through \_\_\_\_\_  
Beginning Date Ending Date

## PERMIT PROVISIONS: (See Notes Regarding Permit Provisions and Additional Permit Requirements on back)

1. All methods and materials shall conform to the City of Middleton Standard Specifications, and applicable City ordinances.
2. Applicant shall indemnify the City from any and all damages, costs and injuries that may be incurred by the execution of the work.
3. The City may make such investigations as it deems necessary to determine the ability of Applicant to perform the work. The City reserves the right to deny a permit to any Applicant that fails to satisfy the City that such Applicant has the ability to complete the work.
4. Traffic Control shall be provided by Applicant in accordance with part VI of the MUTCD, latest revision.
5. Applicant shall notify Public Works staff at 608-821-8370 at least **1 week** in advance of any street closing. The Public Works Department will be responsible in notifying any respective parties of said street closures.
6. Applicant shall notify the Public Works Department if a water service curb stop box will be within the limits of planned concrete work.
7. Applicant shall notify the Public Works Department at least three (3) working days prior to commencement of the work.
8. Applicant shall notify the Public Works Department at least one (1) full working day prior to placing concrete or asphalt.
9. All open trenches shall be steel plated at the end of each day's work.
10. Utility trenches shall be backfilled per standard detail drawing 200-2.
11. Pavement patches shall be replaced with materials and thicknesses per standard detail drawings 600-12 through 600-14. When hot mix asphalt is not available, Applicant shall provide a temporary pavement patch, to be replaced with hot mix asphalt by June 15 of the following year.
12. Residential and commercial driveway aprons shall be constructed per applicable standard detail drawings 600-3 and 600-4.
13. Sidewalks shall be constructed of 5" concrete over 4" granular base, except adjacent to commercial driveways, where concrete shall be 7".
14. Terrace areas disturbed by Applicant shall be restored with a minimum of 6" topsoil, sodded, and watered for a minimum of 14 days.
15. Any construction work within 10' of City terrace tree must be approved by City Forester, per Ordinance 20.06.
16. All required restoration shall be completed within two (2) weeks of closing of the excavation.
17. If the work covered by this permit is not completed within the allowed time, the City may, at its option, complete the work and invoice Applicant for all costs involved.
18. All work covered by this permit shall be guaranteed by Applicant for a period of one (1) year from the ending date of the permit.

Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

Approved by City of Middleton Department of Public Works \_\_\_\_\_

Date \_\_\_\_\_



## INSTRUCTIONS – PERMIT FOR STREET OPENING

Fill out **Permit for Street Opening** for following types of activities:

- Work within the right-of-way that disturbs any paved area (street, sidewalk, driveway, curb)
- Work within the right-of-way that disturbs more than 20 square feet of terrace area

Permit application must include an attached drawing of work to be completed: drawings shall show, at a minimum, location of work in relation to rights-of-way, intersection limits, **existing City of Middleton Utilities**, etc.

Applicant is responsible for compliance with all permit provisions.

A **LAND DISTURBING PERMIT** also is needed from City of Middleton Building Inspector if:

1. An area of 4,000 square feet or greater will be disturbed; or
2. Earth moving operations involve more than 400 cubic yards; or
3. Trenching will exceed 400 linear feet for any utility work; or
4. Any street segment longer than 125 feet is to be constructed or reconstructed; or
5. Any land disturbing activity will have a high potential for soil erosion or water pollution.

Applicant is directed to read the attached information regarding the City of Middleton **Street Tree Education Program (STEP)**, provided by the City Forester. The applicant is responsible for street tree protection and for coordinating work with the City Forester (608-831-8372).

### **NOTES REGARDING PERMIT PROVISIONS:** *(Indexed by Permit Provision #)*

1. Applicable City of Middleton Ordinances include:
  - Chapter 8 – Streets, Sidewalks & Gutters
  - Chapter 26 – Storm Water Runoff Control
  - Chapter 28 – Erosion Control
3. In determining Applicant’s qualifications, the City may consider:
  - a. The extent of Applicant’s experience and performance record on construction projects of a similar nature within the past three years; and
  - b. The probability of the work being carried out to successful completion within the time specified and by the methods and with the equipment the Applicant proposes to use.
4. The MUTCD is the Manual on Uniform Traffic Control Devices, published by the Federal Highway Administration.
7. Applicant shall notify Public Works Department one (1) full working day prior to placing concrete or asphalt, this includes:
  - a. All base preparation and form work (or patch preparation) completed; and
  - b. Specified depths of materials provided for; and
  - c. Concrete or asphalt work to be done no sooner than 8 WORKING HOURS from notice to City for inspection of form work.
- 9-13. Standard detail drawings are available to Applicant at: [cityofMiddleton.us/268/Standard Detail-Drawings](http://cityofMiddleton.us/268/Standard-Detail-Drawings)

# **STREET TREE EDUCATION AND PROTECTION PROGRAM (STEP)**

Middleton values its public trees.

Middleton is a vibrant and growing community and recognizes the value and contributions of new development and construction projects. With proper safeguards and adherence to conditions set forth under STEP, Middleton can continue to grow and maintain the quality of life we've come to know here. If you have any questions about STEP or think you might be doing something that could cause damage to public trees and shrubs, please contact the City Forester for additional information. Abatement measures are often available that will permit the activity to take place while protecting public property.

## **APPLICABILITY**

You need to know the conditions and requirements set forth in city ordinances and STEP if you will be working in or around public trees in the City of Middleton. This is especially true if you are a developer, in the construction business, in the telecommunications industry, lawn care or tree pruning business or are an adjacent property owner who may be doing things on your land that will impact adjoining public property.

## **ACTIVITIES OF CONCERN**

Middleton's STEP program addresses, but is not limited to, the following types of activities that have been shown to damage or kill public trees and shrubs. Like damage to any other public property, fines and or restitution of damages can be sought.

1. Compaction of soil within the tree drip line by vehicles, including cars, trucks, cement trucks and other delivery vehicles, bobcats, graders, sky traks and other construction equipment,
2. Storage of construction materials within the tree drip line,
3. Exposure to damaging chemicals, including concrete truck wash water and other waste disposal,
4. Excavation or trenching within the tree drip line,
5. Pruning or topping,
6. Damage to tree trunks by lawn care equipment,
7. Physical damage to trunks, limbs, or roots,
8. Changes in grade within the tree drip line, either grading soil away or depositing fill, or
9. Moving or removing trees and shrubs.

In some cases, there are ordinances prohibiting such activities, and in others, prior permits are required. Please see the reverse side for existing ordinances. When working around Middleton public trees, it's important to stay in STEP

## **Contractors Responsibility for Tree Protection**

Before any construction commences, and throughout the duration of construction, you must protect all City terrace trees with a barrier of staked construction fence. The protective barrier must encompass a square around the tree, each side equal to the distance from the sidewalk to the curb (or a minimum of 6' if there is no sidewalk). The City Forester or their designee must inspect and approve protective measures before excavation or construction can begin.

### **20.06 DAMAGE TO TREES AND SHRUBS.**

(1) No person shall, in any public area or private area without the permission of the owner, break, injure, mutilate, kill or destroy any tree or shrub, permit any animal under his or her control to do so, permit any fire to injure any portion of any tree or shrub, permit any leak to exist in any gas line within the root zone of any tree or shrub, permit any toxic chemical to seep, drain, or be emptied on or about any tree or shrub, or permit electric wires to come into contact with any tree or shrub. **During construction operations, each contractor or builders shall erect construction fence protective barriers around public trees and shrubs which could be injured during construction and shall obtain the City Forester's approval of the adequacy of such barriers before construction is commenced. No person shall fasten any sign, rope, wire or other material to or around or through any public tree or shrub without first obtaining permission from the City Forester. No person shall remove any guard, stake or other device or material intended for the protection of a public tree or shrub,** or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water, and fertilizer. No person shall attach any sign, poster, notice or other object on any tree, or fasten any guy wire, cable, rope, nails, screws or other device to any tree; except that the City may tie temporary no parking signs to trees, when necessary, in conjunction with street improvement work or parades.

(2) Protection During Excavations. All trees on any terrace/median or other public owned property near any excavation or construction of any building structure or street work shall be sufficiently guarded and protected by those responsible for such work as to prevent any injury to said trees. No person shall excavate any ditches, tunnels or trenches, or install pavement within a radius of ten (10) feet from any public tree without a permit from the City Forester.

### **20.09 VIOLATIONS.**

Any person who shall violate any provision of this ordinance shall be subject to a penalty as prescribed by s.30.04 of this Code and shall have the costs of abatement or correction assessed as an additional penalty.

The costs of correction to be assessed as an additional penalty for violations of the ordinance will be as follows:

1. First offense - \$250.00 plus replacement cost of tree.
2. Second offense - \$500.00 plus replacement cost of tree.
3. Subsequent offenses - \$1,000.00 plus replacement cost of tree.