

City of Monona – Public Works/Engineering Dept.

5211 Schluter Road
Monona, Wisconsin 53716
Phone: (608) 222-2525
Fax: (608) 222-9225
Website: http://www.mymonona.com/pages/city_government/city_departments/details/67



Permit to Construct, Maintain or Repair Facilities within Street Right-Of-Way (Excavation Permit)

Project Location: _____ Permit #: _____
 Permit Fee: \$ 50.00

Owner Name (applicant): _____ Owner Phone: _____

Owner Street Address: _____ Owner Fax: _____

Contractor: _____ Owner Cell Phone: _____

Contractor Address: _____ Contractor Phone: _____

Contractor Fax: _____

Contractor Cell Phone: _____

Description of Work: _____

Plans Prepared By: _____ **Enclose a sketch/plan of the project**
(* Note: 11 x 17 maximum plan size)

Proposed Method of Installation for Utility Construction*:

- Tunnel Suspend on poles Cased Open Cut
 Jack and Bore Suspend on towers Trench Plow

*** NOTE:** For utility construction the applicant must be a pre-qualified contractor for that calendar year and have an approved set of connection plans by the City of Monona Engineer's Office prior to applying for a permit.

Estimated Starting Date: _____ Estimated Restoration Date: _____

The application is made pursuant to Section 6-1-2, Code of Ordinances, City of Monona. The applicant agrees to comply with the provisions of this ordinance and assume the obligations and liabilities prescribed therein and will keep the City of Monona, its officers, employees and successors free and harmless of any damage claims resulting from the construction undertaken by the applicant.

By: _____ Date: _____

Title: _____

Applicant must notify the City of Monona Engineering Department 48 hours prior to starting construction.

FOR OFFICE USE ONLY

Conditions of Approval: _____

Signed: _____ Date: _____

Title: _____

For more information see our website at http://www.mymonona.com/pages/city_government/city_departments/details/67 or call (608) 222-2525.

City of Monona Municipal Code



Sec. 6-1-2 Excavations in Streets

- (a) **Permit Required.** No person or utility shall make or cause to be made any excavation in or under any street, alley or sidewalk in the City without first obtaining from the City Engineer a written permit therefore.
- (b) **Excavator to Save City Harmless.** The application for the permit shall state the purpose for which the permit is desired and the location of the proposed excavation, which shall contain an agreement that the applicant will pay all damages to persons or property, public or private, caused by the applicant, the applicant's agents, employees or servants in the doing of the work for which the permit is granted, and that he will save the City free and harmless of any damages or claims against it by reason of the execution of the work for which the permit is granted. Any applicant may be required as a condition to the granting of a permit, in the discretion of the Council, to file an undertaking in such amount as the Council shall determine to leave the street, sidewalk, or alley in as good condition as the same was in when the work was commenced, to at all times keep the place where the excavation is made properly guarded by day and lighted by night and to save the City harmless from any and all damages, costs and charges that may accrue from the applicant's use of such street, alley or sidewalk by reason of such excavation.
- (c) **Permit Does Not Grant Occupancy Privilege.** No permit for an excavation granted under this Section shall convey or grant any privilege to occupy the space within or below any street, or sidewalk, or any utility, vault, pipe, drain or any other thing.
- (d) **Size and Closing of Excavations.** When excavations are made under the provision of this Section, the excavation shall not be larger and shall not be left open longer than the necessities of the work demand.
- (e) **Materials From Excavation Not to Interfere With Public.** In opening any street or other public way, all materials for paving or ballasting shall be removed with the least possible injury or loss and together with the excavated material from the trenches shall be placed where the least practicable inconvenience to the public will be caused, and admit free passage of water along the gutters.
- (f) **Openings to Have Protection.** All openings made in the public streets or alleys in accordance with permission given pursuant hereto shall be enclosed with sufficient barriers, approved lights or flashers shall be maintained upon the same at night, and all necessary precautions shall be taken to prevent accidents.
- (g) **Materials to Be Replaced.** In opening a trench on any street or lot, the sidewalk materials, sand, gravel and earth, or whatever material is removed or penetrated, shall be replaced in a manner satisfactory to the City Engineer and any remainder removed at once, leaving the street or sidewalk in perfect repair and shall be so maintained for a period of one (1) year thereafter. In addition, all gas, water and electric lines or conduits must be protected from injury or settling in a manner satisfactory to the City Engineer. In refilling the excavation all earth, stone and screenings shall be thoroughly and properly tamped and the surface of the street, sidewalk or alley left in as good condition as the same was in before the excavation was made.
- (h) **Paved Streets.** When any excavation is made in a permanently paved road or street or in any road or street which at any time is to be permanently paved, all clay or hard pan must be removed and the excavation entirely backfilled with sand or gravel or other required material thoroughly wet and consolidated or tamped in six (6) inch layers. The general orders on tunnel, caisson and trench construction as issued by the Wisconsin Department of Industry, Labor and Human Relations are adopted by reference and shall govern such construction.
- (i) **No Excavation When Ground Frozen.** No excavation in the streets, alleys, or other public ways shall be permitted when the ground is frozen, except as approved by the City Engineer.

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Utility Service Connections

Existing Utility Service Laterals

Typically, both water and sanitary sewer service laterals have been stubbed out to the lot line for each lot.

For water service laterals 3" or less, no special testing procedures are required by the Water Utility. For water service laterals 4" or greater, the water service lateral needs to be treated as a water main and requires filling, chlorination, flushing, sampling, and pressure testing prior to service being put in use. These items must be conducted under the inspection of Water Utility personnel. The enclosed new service connection policy should be given to the lot developer at the time of building permit issuance. This policy is to be strictly followed. In all cases, only Water Utility personnel are authorized to operate curb stop valves or 4" lateral valves located in the street. Inspection of sanitary sewer lateral construction is performed by the Building Inspector.

New Utility Service Laterals

In instances where new utility service laterals need to be installed, a street right-of-way permit is required. In addition, only those contractors pre-qualified with the City for a particular calendar year to perform utility connections are allowed to perform such work. All such work is subject to inspection by the Engineering Department or the Water Utility personnel.

For water service laterals 3" or less, no special testing procedures are required by the Water Utility. For water service laterals 4" or greater, the water service lateral needs to be treated as a water main and requires filling, chlorination, flushing, sampling, and pressure testing prior to service being put in use. These items must be conducted under the inspection of Water Utility personnel. The enclosed new service connection policy should be given to the lot developer at the time of building permit issuance. This policy is to be strictly followed. In all cases, only Water Utility personnel are authorized to operate curb stop valves or 4" lateral valves located in the street. Inspection of sanitary sewer lateral construction is performed by the Building Inspector.

Questions concerning utility service connections should be directed to Jeff Greger, Assistant to City Engineer, at (608) 222-2525 or via email at jgreger@ci.monona.wi.us. The Engineering office is located in City Hall at 5211 Schluter Rd., Monona, WI 53716. For more information see our website at http://www.mymonona.com/pages/city_government/city_departments/details/67.

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Water & Sewer New Service Connection Policy

Introduction

There are five important steps in applying for a new water and/or sewer service connection:

1. Service connection plan review and approval
2. Excavation permit/pre-qualification statement
3. Pipe installation and testing
4. Water meter installation
5. Open the service valve

It is extremely important that these steps are complied with and in the same order listed above. The policy herein is established according to regulations set forth by the Wisconsin Department of Natural Resources, the Wisconsin Public Service Commission as well as the City of Monona Municipal Code.

I. Service Connection Plan Review and Approval

The Applicant for a new service shall submit an application to the City Engineering Department. The application shall include the following material:

- A. **Cover Letter:** Identifying the applicant's name, address and phone number, the owner's, the developer's, the general contractor's, the excavating subcontractor's and the plumber's. The letter shall also include: the address of the property for which the service is applied, the type of use, the date when the work is intended to be performed and the date when the building is intended to be occupied.
- B. **Plans and Specifications:** Site plans of the proposed development (four copies) showing the location of the municipal water mains surrounding the proposed building, the proposed connection location, the size of the pipe, the type and all other pertinent information.
- C. **Plumbing Permit:** An approved plumbing plan and a plumbing permit.
- D. **Fire Department Permit:** An approved fire protection plan from the Monona Fire Department.

The City of Monona will consider the party submitting the application as the responsible party for the work and will communicate any information to the person listed as "the applicant" on the cover letter. It is recommended that the contractor performing the installation of the service be the applicant.

The City Engineering Department will within two (2) weeks review the application and return it to the applicant either approved, conditionally approved or rejected. The Engineering Department, for most practical reasons, may contact the applicant and set up a meeting with him/her and verbally communicate the required necessary changes. The applicant shall make the required revisions and submit new plans (four copies) to the Engineering Department. If satisfactory plans are received, the City Engineer will then stamp the plans approved and return two approved copies to the applicant. The contractor performing the work shall have an approved copy of the plans on site at all times for the duration of the installation work.

II. Excavation Permit/ Pre-Qualification Statement

The contractor performing the installation work should apply to the City of Monona for an excavation permit. This permit will allow the contractor to excavate in public right-of-way. It is required that the contractor have the permit in hand and on the job site prior to commencing the excavation work. Also prior to the issuing of an excavation permit the City of Monona must have on file a satisfactory pre-qualification statement and an approved set of plans (by the Engineering Department) submitted by the contractor. Contractors must submit an updated pre-qualification statement every calendar year. Pre-qualification statement and excavation permit forms may be obtained from the City Clerk's office.

III. Pipe Installation and Testing

The work shall be performed in accordance with the Standard Specifications Manual for Water and Sewer.

- E. **Pipe Installation:** At the time the contractor is ready to do the work, he/she should contact City Hall, a minimum of seventy-two (72) hours in advance, and make arrangements for inspection. The utility clerk will then put together an inspection work order for the Water Utility operators. The contractor may not start the connection work if a Water Utility operator/ representative is not present on site. Immediately after the contractor installs the service shut off valve, it shall become the property of the City of Monona Water Utility and the contractor SHALL NOT operate it.
- F. **Pipe Filling:** After installation is completed, the contractor should make arrangements to have a City of Monona Water Utility operator turn the service valve to fill the pipe with water.
- G. **Flushing and Sampling:** After the pipe is allowed to sit (a recommended period of seventy two (72) hours), a City of Monona Water Utility operator with the assistance of the contractor will flush the pipe for a sufficient period of time and subsequently take a sample and send it to the State Lab of Hygiene for testing. If the sample turns out "unsafe", procedures B and C of this section would have to be repeated.
- H. **Pressure Testing:** After confirming the safe sample, a pressure test must be performed. The contractor shall make arrangements to conduct the test, by calling the City for a scheduled appointment. Before the appointment can be made the City should have on file the sample result back from the State Lab confirmed "safe".

IV. Meter Installation

After all the requirements of section IV are satisfied, the contractor may apply for a meter installation for domestic water use. The Utility Clerk will (at the request of the contractor) then issue a work order for a meter installation. The contractor shall furnish and install all necessary piping for the meter installation. The meter will be installed by the City of Monona Water Utility operator.

V. Open the Service Valve

After all the requirements of section III and IV are met, the service shut off valve may be opened by the City of Monona Water Utility operator. The contractor shall NOT operate the service valve.

THE SERVICE VALVE WILL NOT BE OPENED UNTIL ALL REQUIREMENTS SET FORTH IN THIS POLICY HAVE BEEN SATISFACTORILY MET.

VI. Penalty

Any violation of this policy will be subject to applicable penalties set forth by the City of Monona Municipal Code.

Prepared by: Constatine A. Acra, City Engineer
Approved by: Public Works Committee – December 4, 1991

Questions concerning utility service connections should be directed to Jeff Greger, Assistant to City Engineer, at (608) 222-2525 or via email at jgreger@ci.monona.wi.us. The Engineering office is located in City Hall at 5211 Schluter Rd., Monona, WI 53716. For more information see our website at http://www.mymonona.com/pages/city_government/city_departments/details/67.

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Service Connection Inspection Work Order

Owner: _____ Permit #: _____

Address/Location: _____

Contractor: _____ Completed by: _____

Contractor Address: _____ Date: _____

Contact Person: _____ Parcel #: _____

Phone: _____ Fax: _____ Cell: _____ Pager: _____

NOTE: The contractor should have a valid excavation permit and a set of plans approved by the Engineering Department, available on site, prior to requesting an installation inspection.

1. Pipe Installation:

Scheduled for: _____ Time: _____

Installed per the approved plans and completed by: _____

Inspected by: _____ Date: _____

2. Pipe Filling:

Scheduled for: _____ Time: _____

Performed by: _____ Date: _____

3. Flushing and Sampling:

Scheduled for: _____ Time: _____

Flushed and Sampled by: _____ Date: _____

Confirmed Safe by: _____ Date: _____

4. Pressure Test:

Scheduled for: _____ Time: _____

Inspected and Confirmed as Passing Test by: _____ Date: _____

Note: A meter installation work order may be issued if the four steps above are confirmed satisfactory

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