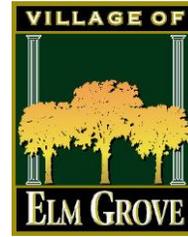


**VILLAGE OF ELM GROVE
PUBLIC WAY
DISTURBANCE PERMIT
REQUIREMENTS**



Prior to initiating any excavation or other type of work that will disturb any public street or way, a Public Way Disturbance Permit shall be obtained. Such a permit is required due to the permitting process for work within public ways established by Section 212-14 (E) of the Village of Elm Grove Code of Ordinance. The Director of Public Works must approve the Public Way Disturbance permit.

All permits submitted for review must include, at a minimum, payment of a three hundred dollar (\$300) base fee. In the event that the proposed work will be done within a paved surface area, a restoration fee of \$40 per square yard (of disturbed area) shall be submitted along with the base fee. A slurry backfill shall be used for roadway restoration, in accordance with Section 212-14 (D) (3) of Village Code. Should multiple borings be used to disturb any paved surface area, each individual boring shall be considered as one square yard.

Should the proposed work be located within a grassed surface area (i.e. a ditched area adjacent to a paved roadway), a restoration fee of \$2 per lineal foot (of disturbed area) shall be submitted along with the base fee.

PRE-SUBMISSION REQUIREMENTS:

The following items are required to be submitted to the Director of Public Works **prior to** the issuance of a Public Way Disturbance Permit:

- ✓ Name, address and phone number of contractor
- ✓ Name, address and phone number of property owner
- ✓ A corporate surety bond in the amount of \$2,000
- ✓ A \$300 base fee and associated fees for any disturbed area (see attached fee worksheet for further detail; cash or check payable to the *Village of Elm Grove*)
- ✓ Estimated amount of disturbed area (if any), in square yards, of paved area
- ✓ Estimated amount of disturbed area (if any), in lineal feet, of grassed area
- ✓ A drawing indicating the approximate location of the work to be done
- ✓ A description indicating the general nature of the work to be done
- ✓ Any other information deemed reasonable/necessary by the Director of Public Works to accommodate a thorough review of the application

POST-SUBMISSION REQUIREMENTS:

A final inspection shall be coordinated with the Director of Public Works. All final work is subject to the approval of the Director of Public Works. **Any outstanding balance related to the permitted work shall be paid in full to the Village at the time of final approval.**



PUBLIC WAY DISTURBANCE PERMIT

The Village of Elm Grove | 13600 Juneau Blvd. | (262)-782-6700

Property Owner Name: _____
Property Mailing Address: _____
Property Owner Phone: _____
Property Owner Email: _____

Project Location: _____
Project Manager Name: _____
Property Manager Address: _____
Property Manager Phone: _____
Property Manager Email: _____

A description of the general nature of the work to be done: _____

Pre-Submission

A.) Base Permit Fee		\$ 300.00
B.) Total square yardage of disturbed paved surface area _____	x \$40.00	\$ _____
C.) Total linear footage of disturbed grassed surface area _____	x \$2.00	\$ _____
D.) Total due at submission (add lines A, B, C)		\$ _____

(If you do not have any disturbed paved surface area or disturbed grassed area, please use zero.)

Signature of Applicant: _____ **Date:** _____

Approved by:

Director of Public Works: _____ **Date:** _____

Post-Submission

Final Inspection Date: _____
Outstanding Permit Fee Total: _____
Director of Public Works Approval: _____

Permit Checklist

- ___ Complete and Signed Application (above)
- ___ Copy of Corporate Surety Bond in the Amount of \$2000.00
- ___ Check for the Fees - Payable to the Village of Elm Grove
- ___ A Drawing Indicating the Approximate Location of the Work to be Done
- ___ Any Additional Items Needed by the Director of Public Works
- ___ Coordinate Final Inspection with the Director of Public Works