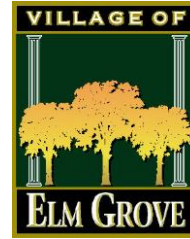


**VILLAGE OF ELM GROVE
PUBLIC WAY
DISTURBANCE PERMIT
REQUIREMENTS**



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
- ✓ If directional boring is a component of the proposed work to be performed, permittee shall televise any and all adjacent sanitary or storm sewers and provide copy to Public Works Director prior to issuance.

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.**

- ✓ If directional boring is a component of the proposed work to be performed, permittee shall televise any and all adjacent sanitary or storm sewers and provide copy to Public Works Director after work is completed.



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