

**ORDINANCE 2020-3**

**STATE OF WISCONSIN**

**Town of Richland, Richland County**

**REGULATING EXCAVATIONS OR OPENINGS IN ANY ROAD, HIGHWAY, BRIDGE, OR OTHER PUBLIC WAY  
IN THE TOWN OF RICHLAND, RICHLAND COUNTY WI**

**SECTION I PERMIT REQUIRED.**

Any person, firm, corporation, utility, or other entity ("Permittee") who wishes to excavate or place an obstruction within any Town of Richland Road shall first obtain a permit ("Encroachment") from the Town Board or an authorized representative. For the purpose of this section, "road", "highway", "bridges", "alley", means all public ways and thoroughfares and includes the entire width between the boundaries lines of every public way open to the use of the public as a matter of privilege for the purposes of vehicular travel.

**FEE.** The fee for a Road opening permit shall be established by Town Resolution and shall be paid to the Town Clerk who shall issue a receipt therefore.

**THE ISSUANCE AND ACCEPTANCE OF THE PERMIT SHALL OBLIGATE THE PERMITTEE TO THE  
FOLLOWING CONDITIONS:**

- (a) A cash bond or irrevocable letter of credit shall be established by Town Resolution shall be filed with the Clerk. Such cash bond or letter of credit shall be held by the Town to guarantee the conditions of the permit for a period of two (2) years from the date of the issuance of the permit.
- (b) The Permittee shall agree, in writing, to indemnify and hold harmless the Town, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirety completed works of the Permittee.
- (c) The Town of Richland, through the Town Board or an authorized representative, shall have complete authority at all times over construction or repair operations which may have an influence on the highway.
- (d) The permitted facilities shall, if necessary, be altered at the expense of the Permittee to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of constructing and maintaining the permitted work shall be the obligation of the Permittee unless a contract for such costs has been executed between the Permittee and the Town of Richland.
- (e) This permit authorizes only the described works of, and for, the Permittee indicated on the face of the permit. It does not grant authority for the facilities of any other person or entity, either by present installation or future installation.
- (f) This permit does not transfer any land, or give, grant or convey any land right nor easement.
- (g) No part of the permitted work operations shall be commenced until warning signs, devices and methods to protect the public are established, in place and fully functional. Warning signs and devices

shall conform to the appropriate sizes, design and arrangements specified within the most current "Wisconsin Department of Transportation's Manual on Uniform Traffic Control Devices." It shall be the responsibility of the Permittee to provide and maintain at least the quantity of signs and devices therein described, but to also supplement those with such additional signs, devices and flagmen as are necessary to functionally protect persons and property from injury or damage at all times and under all conditions, including changed or changing conditions. The Permittee shall assure all traffic control facilities are well maintained and functional until all operations related to the permitted work are completed.

(h) Issuance of this permit does not constitute authority for any interference with traffic. A minimum of one lane of traffic shall be open at all times. Whenever the contractor's operations obstruct or endanger a traffic lane and no marked detour has been provided, the contractor shall furnish a flagman to direct traffic through or around the congested area. The Town shall have the right to require additional flagmen as it shall deem necessary.

(i) Vehicles, equipment, and materials shall not be parked or stored on the open lanes of the highway at any time. No vehicles or supplies shall be parked or stored on the shoulder areas directly opposite the area of current operation. The Permittee shall regulate equipment, material, and vehicles to assure consistently safe conditions. Any material or equipment left on the shoulder areas overnight shall be properly marked with standard flashers.

(j) It shall be the responsibility of the Permittee to determine the location of, and protect or cause to be protected from any damage, any facilities already in place in the area to be influenced by the permitted work. All notification of others is likewise the responsibility of the Permittee.

(k) The Permittee shall be responsible for perpetuating all existing section corner markers which might be affected by the work authorized by this permit. The County Surveyor shall be notified prior to any section corner monument being disturbed or removed.

(l) All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Town Board or an authorized representative. Access to all private drives and public road intersections shall be maintained, and all disturbed areas shall be repaired with like material as to the work authorized by this permit.

(m) When restoration is not accomplished voluntarily and without delay, the Town may issue a notice setting forth a final date by which restoration shall be completed. If the Permittee fails to satisfactorily complete all restoration within the time thus established, the Town may arrange directly for all needful restorations, and all costs associated with such restorations and the arrangements therefore shall be a cost obligation of the Permittee, and may be charged against the cash bond or letter of credit. In the event the cash bond or letter of credit is insufficient for such purposes, the Permittee shall be liable to the Town for the excess cost over the amount of the cash bond or letter of credit.

(n) Any damage or maintenance due to settlement of any other causes occurring within the highway right-of-way, as a result of the issuing or exercising of this permit, must be corrected by the Permittee, or his agent, successors or assigns, in the time and manner designated by the Town Board or an authorized representative, for a period of 2 years from the date of the issuance of this permit.

(o) The Permittee shall provide the supervisor of the permitted work with a copy of this permit and is responsible to assure the latter's familiarity with all details and requirements thereof. A copy of this approval, along with any plans and special provisions, shall be available on the job site. The Permittee is the responsible party for all work permitted under this permit and any complaints or requirements for correction will be taken up with the Permittee directly. The Permittee shall be responsible to the Town for any failure to comply with any part of the permit.

(p) Upon completion of the work the Permittee shall file a written notice with the Town Board or an authorized representative.

## **SECTION II INSURANCE; HOLD HARMLESS AGREEMENT.**

(1) Prior to commencement of excavation work, a permittee must furnish the Town Board or an authorized representative satisfactory written evidence that he has in force and will maintain during the life of the permit and the period of excavation public liability insurance of not less than \$100,000.00 for one person, \$300,000.00 for one accident, and property damage insurance of not less than \$50,000.00.

(2) Prior to the commencement of any excavation work, a permittee shall enter into an agreement in writing with the Town to hold the Town of Richland harmless from any and all claims and damages, and from all causes of any nature whatever in connection with his work or any part thereof, during the construction and until the same has been completed and all repairs completed and approved by the Town, and he shall pay all losses, damages or claims that the Town may be liable for, and hold the Town harmless in all things, from any accident or casualty, damages, losses or claims which may happen or arise by reason of any failure, neglect, or refusal on his part or that of any servant or agent to prevent the same and such permitted shall further agree to comply with any of the ordinances of the Town of Richland and the statutes of the State of Wisconsin for the protection of the public. The permittee must also protect and hold the Town harmless against any and all claims or fees for any patented article or arrangement that may be used in connection with the work.

## **SECTION III REGULATIONS GOVERNING ROAD OPENINGS.**

(1) No opening in the road for any purpose shall be permitted when the ground is frozen, except where necessary as determined by the Town Board or an authorized representative.

(2) In opening any road or other public way, all paving or ballasting materials shall be removed with the least possible loss of or injury to surfacing materials and together with the excavated material from trenches shall be placed so as to cause the least practicable inconvenience to the public and permit free flow of water along gutters.

(3) Every person shall enclose with sufficient barriers each opening which they may make in the road or public ways of the Town. All machinery and equipment shall be locked or otherwise effectively safeguarded from unauthorized use when not being used by the permittee, his agents, or employees. Red lights shall be kept burning from sunset to sunrise, one red light to be placed at each end of the opening in the road or way and other lights sufficient in number and properly spaced to give adequate warning. Except by special permission from the Town Board or an authorized representative no trench

shall be excavated more than 250 feet in advance of pipe laying nor left unfilled more than 500 feet where pipe has been laid. All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property through the period of the work. Each person making such opening shall be held liable for all damages, as well as cost of any appeal, that may result from the neglect by such person or his employees of any necessary precaution against injury or damage to persons, vehicles, or property of any kind.

(4) In opening any road, the paving materials, sand, gravel and earth or other material moved or penetrated and all surface monuments or hubs must be removed and replaced as nearly as possible in their original condition or position and as found prior to the project start. Any excavated material which in the opinion of the Town Board or an authorized representative is not suitable for refilling shall be replaced with approved backfill material. All rubbish shall be immediately removed, leaving the road perfect repair, the same to be so maintained for a period of two years. In refilling the opening, the earth must be puddled or laid in layers not more than 6 inches in depth and each layer rimmed, tamped, or flushed to prevent after-settling. When the side of the trench will not stand perpendicular, sheathing and braces must be used to prevent caving. No timber, bracing, lagging, sheathing or other lumber shall be left in a trench. The Town may in any case elect to have the Town make the pavement repair in lieu of the permittee, in which case the costs for pavement repair and of maintaining the repaired area for two years shall be charged to the person making the road opening.

#### **SECTION IV**

- A. EXCAVATION IN NEW ROADS LIMITED.** Whenever the Town Board determines to provide for the permanent improvement or repaving of any road, such determination shall be made not less than 30 days before the work of improvement or repaving shall begin. Immediately after such determination by the Town Board or an authorized representative shall notify in writing each person, utility, or other agency owning or controlling any sewer, water main, conduit or other utility in or under said road or any real property abutting said road, that all such excavation work in such road must be completed within 30 days. After such permanent improvement or repaving, no permit shall be issued to open, cut or excavate said road with concrete surface for a period of ten (10) years or with bituminous surface for a period of five (5) years after the date of improvement or repaving unless in the opinion of the Public Works Committee upon recommendation to the Town Board an emergency exists which makes it absolutely essential that the permit be issued.
- B. EMERGENCY EXCAVATIONS AUTHORIZED.** In the event of an emergency, any person owning or controlling any sewer, water main, conduit or utility in or under any road and his agents or employees may take immediate proper emergency measures to remedy dangerous conditions for the protection of property, life, health, or safety without obtaining an excavation permit; provided that such person shall apply for an excavation permit not later than the end of the next succeeding business day and shall not make any permanent repairs without first obtaining an excavation permit hereunder. Landowners in need of emergency lateral repairs must contact the Town Board or an authorized representative for any excavations.

- C. TOWN OF RICHLAND WORK OR LAWFULLY EXCLUDED AGENCIES EXCLUDED.** The provisions of this chapter shall not apply to excavation work under the direction of the Town or to contractors performing work under contract with the Town necessitating openings or excavations in Town Roads, which openings or excavations shall be regulated by the contract between the Town and the Contractor or those utilities and entities set forth in Section 66.045(6) [66.0425] Wis. Stats., and any amendments thereto, are excepted from those provisions pertaining to the filing and drawing upon of the cash bond or irrevocable letter of credit, but are required to secure a permit from the Town as otherwise set forth above.

**SECTION V VIOLATIONS AND PENALTIES.**

Any person, firm or corporation who violates, disobeys, neglects, omits or refuses to comply with, or who resists the enforcement of any of the provisions of this chapter shall forfeit not less than \$100.00 nor more than \$500.00, together with the costs of prosecution, and if such forfeiture and costs are not paid may be imprisoned in the Richland County Jail until such forfeiture and costs are paid but not to exceed 90 days. Every day of that a violation exists shall constitute a separate offense.

Adopted December 09, 2020

Town of Richland Board  
Richland County WI