

TOWN OF NEWBOLD, ONEIDA COUNTY, WISCONSIN
TOWN ORDINANCE 19 TOWN UTILITY PERMIT POLICY

1.00 INTRODUCTION

1.10 OVERVIEW OF UTILITY ACCOMMODATION

The Town constructs, operates, and maintains the Town Highway System. Utility companies provide service to major centers of population as well as to individual users. Both the Town and utility companies typically provide facilities that consider future as well as present needs. Cooperation between these two entities is essential if the public is to be served at the lowest costs consistent with the respective public service needs, obligations, and interests.

1.20 PRIMARY PURPOSE OF THE TOWN HIGHWAY SYSTEM

The primary purpose of the Town Highway System is to provide a safe and convenient means for the vehicular transportation of people and goods. Any permitted use and occupancy of highway right-of-way for non-highway purposes is subordinate to the primary interest of the traveling public.

1.30 PURPOSE OF THE UTILITY ACCOMMODATION POLICY

The purpose of this document is to prescribe the policies and procedures that shall be met by any utility whose facility currently occupies, or will occupy in the future, any Town Highway right-of-way or bridge over which the Town has maintenance jurisdiction.

1.40 UTILITY ACCOMMODATION

1. Permits

It is the policy of the Town to permit utility facilities on Town Highways when:

- a) Such use and occupancy does not adversely affect the primary functions of the highways or materially impair their safety, operational, or visual qualities.
- b) There would be no conflict with the provisions of federal, state or local laws or regulations or the accommodation provisions stated herein, and
- c) The occupancies would not significantly increase the difficulty or future cost of Town highway construction or maintenance.

2. Additions

Nothing in the policy shall be construed as limiting the rights of the Town to impose restrictions or requirements in addition to and/or deviations from those stated herein in any permit where the Town deems it advisable to do so. An appropriate explanation for such action should be provided to the utility.

3. Alterations

No permits except as specified below shall be issued for utility work after November 1st and cannot begin again until load limits are lifted the following year. Permitted work must be completed or cease on or before November 1st of each year. Exception permits issued for utility work after November 1st shall be limited to emergency work or service to one location. The exception shall be approved by the Public Works Director. The permitted facilities alteration, improvement, safety control, and maintenance of the highway may be ordered after permit approval. All costs for constructing, maintaining, and relocating the permitted facilities shall be the obligation of the applicant, unless a specific Town-executed utility parcel or agreement otherwise provides.

If the utility encounters hardship during installation that prevents installation in accordance with the permit, the utility may (at the risk of having to move the installation) make changes to permitted installation. The Town has final determination as to the validity of the hardship. If the Town determines that the changes were made due to the installer's preference, and not due to hardship, the utility will take action within 10 days to correct such alterations. For clarification purposes, hardships are solid rock, uncrossable swamps, cemeteries, or similar circumstances that make construction physically or economically unfeasible.

2.00 PERMIT REQUIREMENTS

2.10 NEED FOR A PERMIT

A utility shall obtain a permit from the Town before any use or occupancy of the Town highways is allowed.

2.20 PERMIT AUTHORIZATION TO USE AND/OR OCCUPY RIGHT-OF-WAY

By issuance of a permit, the Town formally indicated that, subject to all applicable permit conditions, a specified use and/or occupancy of right-of-way is not adverse to the highway interests at the time of the permit approval.

The Town does not guarantee that the public title to the right-of-way is free and clear, does not certify that it has sole ownership, and does not indicate any intention to defend the utility in its peaceful use and occupancy of said lands.

The permit does not transfer any land; nor give, grant or convey any land right, or interest in land or easement.

Written authorization from the Town does not relieve the utility from compliance with all applicable federal and state laws and codes, and local laws and ordinances which affect the design, construction, materials, or performance of the work. The Town's authorization shall not be construed as superseding any other governmental agency's more restrictive requirements.

Each permit shall require the standard indemnification language as part of the overall document.

The utility should retain a copy of the permit in their files during the entire time the facility is located on, over, or under Town Highway right-of-way.

3.00 REQUIRED INFORMATION

3.10 GENERAL USE

A utility's request to use and occupy the right-of-way must include the appropriate permit form, drawings or sketches, and installation information so that the effect on the highway operation, traffic safety, and visual qualities can be evaluated.

Traffic Safety requirements shall follow the current State of Wisconsin Department of Transportation Work Zone Field Manual located at wisconsin.gov/Pages/doing-bus/local-gov/traffic-ops/manuals-and-standards/wzfm.aspx

3.20 PERMIT APPLICATION FORMS

Utilities shall only use permit application forms which are made by the Town and available from the Town. Alteration of the permit form by the applicant is prohibited and shall be cause for application rejection or permit revocation.

One original form shall be submitted per application to the Town clerk via regular mail, courier service, e-mail, or delivered in person.

The telephone number of the applicant shall be included on each permit form.

The current permit form is shown in the appendix.

3.30 PERMIT DRAWINGS

Each permit application shall contain adequate drawings showing the existing and/or proposed location of all utility facilities within the right-of-way with respect to the existing highway or any planned highway improvement. The details shall include dimensions from the proposed utility installation to the commonly accepted right-of-way line and to the edge of the traveled way. For highway crossings, a cross-section detail showing depth of bury or overhead clearance is required along with location of any bore pits (if needed). A distance reference from the crossing to the nearest public roadway intersection is also required. Land tes (e.g. approximate distance from the proposed facility to side road intersection, county line, etc.) shall be submitted with all permit drawings.

3.40 INSTALLATION INFORMATION

The utility shall provide installation information:

1. The information shall include, but is not limited to, a general description of the location, size, type, nature, and extent of the utility facilities to be installed or to be adjusted, and the impact on the utility's existing facilities to remain in place within the right-of-way.
2. The Town may require the utility to provide a description of proposed construction procedures, special traffic control and protection measures, proposed access points, coordination of activities with the highway contractor, and/or vegetation to be removed.
3. When an attachment to a structure is proposed, additional information is required. This information should include, but is not limited to bridge number, weight of lines, hanger spacing, hanger details, and expansion/contraction details

4. Restoration must be completed to original or better condition within two weeks of completion, to include: topsoil, seed, and mulch as needed. A non-compliance fee/fine of \$100 per day shall be assessed if restoration to original grade and slope not met.

3.50 METRIC/ENGLISH UNITS

Although the Town may be working with the Metric System in the future, English units or English units followed by Metric equivalents in parentheses should be used on all permit forms. After the Town's formal conversion to the Metric System, this section may be changed to reflect new Metric permit requirements.

3.60 FEES

Fees established by the Town Board shall be posted in the Community Center and on the Town Website in the Fee Schedule.

*** Permits and fees are not required for spraying and trimming.

4.00 LOCATION REQUIREMENTS

4.10 GENERAL LOCATION

Utility facilities shall be located in such a manner in order to minimize the need for later adjustment to:

1. Accommodate proposed highway improvements.
2. Permit servicing or expanding such lines without obstruction or interference to the free flow of highway traffic.
3. Provide adequate vertical and horizontal clearance between underground utility facility and a structure or other highway facility to allow maintenance of all facilities.
4. Be outside of the 45-degree cone of support for the footings of all highway structures.

4.20 CROSSING LOCATION

Utility facilities shall cross a highway on a line as nearly perpendicular to the highway alignment as possible.

Conditions which are generally unsuitable or undesirable for underground crossings should be avoided. Crossing locations to be avoided include:

1. Deep cuts.
2. Near footings of bridges and retaining walls.
3. Across highway intersections.

4. At cross drains where the flow of water may be obstructed.
5. In wet or rocky terrains, where it may be difficult to attain minimum bury.

4.30 UNDERGROUND LONGITUDINAL LOCATION

The longitudinal location of underground utility facilities within the right-of-way shall provide as much clearance from the traveled way as conditions will allow. Such lines shall be in uniform alignment and be located at or as near as practical to the right-of-way line.

To maintain a reasonable uniform utility alignment, location variances may be allowed when irregular-shaped portions of the right of way extend beyond the normal right-of-way limits. No utility lines are allowed in the ditch bottom or on the inslope, unless specifically authorized.

The underground longitudinal location shall follow the current State of Wisconsin Department of Transportation Highway Maintenance Manual located at wisconsin.gov/Documents/doing-bus/real-estate/permits/09-15-25.pdf

4.40 ABOVE GROUND LONGITUDINAL LOCATION

The longitudinal location of above ground utility facilities shall be outside of the clear zone. Such lines shall be on the uniform alignment and be located at or as near as practical to the right-of-way line. Exceptions may be granted when no other location is feasible or when the clear zone extends to the right-of-way line.

The above ground longitudinal location shall follow the current State of Wisconsin Department of Transportation Highway Maintenance Manual located at wisconsin.gov/Documents/doing-bus/real-estate/permits/09-15-25.pdf. The above ground facilities shall be marked by a six (6) foot pole.

If any above ground utility facility is within the clear zone or is determined to be in a location that has a higher-than-average accident potential, the Town may require:

1. The utility facility to be approved yielding or breakaway constructions, or
2. The utility facility to be protected by a Town approved barrier such as a beam guard, crash cushion, etc. To maintain a reasonably uniform utility alignment, location variances may be allowed when irregular-shaped portions of the right-of-way extend beyond the normal right-of-way limits.

4.50 EXISTING UTILITIES

When a utility facility exists within the right-of-way of an existing or proposed highway, it may remain provided it does not adversely affect highway safety based on sound engineering judgement and economic considerations. The existing facility shall be relocated if:

1. It conflicts with any construction or maintenance activities, or
2. It is located longitudinally under the pavement or shoulder for a reconditioning or

reconstruction project.

3. Found to not be within accepted standards for depth of bury, or overhead clearance or in the locations not acceptable to the Town.

Exceptions may be granted for 1 and 2 above based on sound engineering, judgement and economic considerations.

5.00 MISCELLANEOUS

5.10 EFFECTIVE DATE

This ordinance shall take effect and be in force from and after its passage and posting as provided by law.

5.20 SEVERABILITY

If any section, subsection, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses, phrases, or portions may be declared invalid or unconstitutional.

Approved by the Town Board on 3/26/2026

Public Hearing on 4/30/2026