

WCHA UTILITY ACCOMMODATION POLICY**Policy 96.90**

Effective: January 1, 2022	96.00 Utility Accommodation 96.90 Appendices
Supersedes: January 1, 2000 August 21, 2012	
By: County Highway Commission	

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The following sections are hereby included with this policy to provide the user additional, specific information:

Section 96.901	County Map
Section 96.902	County Contact Information
Section 96.903	Permit Application Form
Section 96.904	Highway Clearance Diagram
Section 96.905	Trench Location Details
Section 96.906	Open Trench & Surface Restoration
Section 96.907	Private Signage Requirements
Section 96.908	WDNR Regional Services Centers
Section 96.909	Stop Work Notice
Section 96.910	Environmental Discovery Checklist
Section 96.911	Completion Form
Section 96.912	Maintenance Responsibility Memo
Section 96.913	Fee Schedule
Section 96.914	Work Zone Flagging Policy

WCHA UTILITY ACCOMMODATION POLICY

Policy 96.90

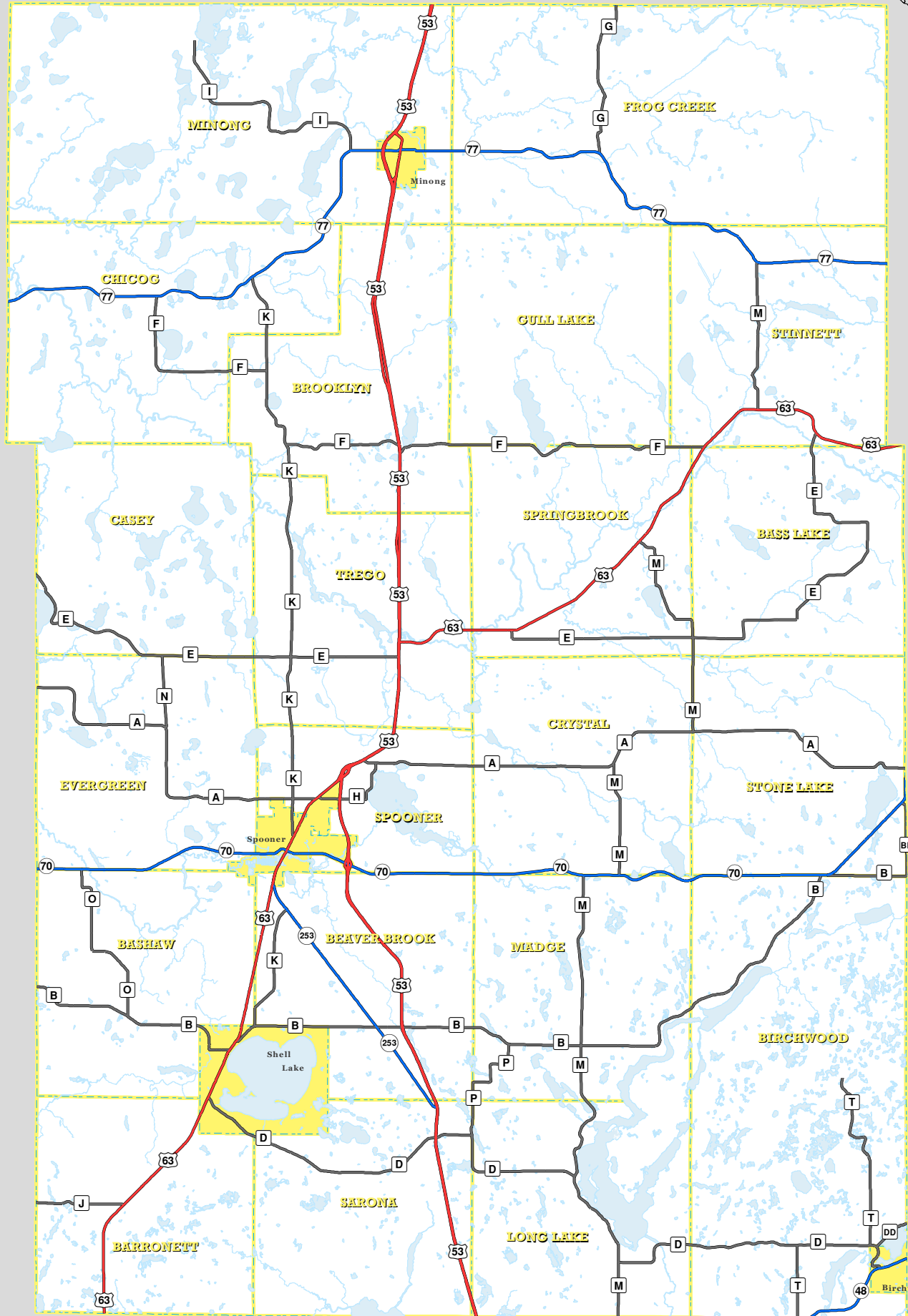
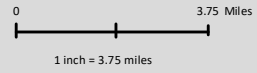
Effective: January 1, 2022	96.00 Utility Accommodation 96.90 Appendices Section 96.901 County Map
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See Next Page

Washburn County, WI Road Infrastructure



Washburn County
Land Information Office
Shell Lake, WI



WCHA UTILITY ACCOMMODATION POLICY**Policy 96.90**

Effective: January 1, 2022	96.00 Utility Accommodation 96.90 Appendices Section 96.902 County Contact Information
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Washburn County Highway Department

1600 CTH H
Spooner, WI 54801
715-635-4480 phone
715-388-7945 fax

Utility Permit Contacts:

Brian Daniels, Highway Commissioner*

bdaniels@co.washburn.wi.us

715-635-4486 Office

715-323-0313 Cell

Adam Gronning, Highway Operations
Manager**

agronnin@co.washburn.wi.us

715-635-4481 Office

715-641-0570 Cell

*Primary contact for utility permits

**Secondary contact for utility permits

WCHA UTILITY ACCOMMODATION POLICY**Policy 96.90**

Effective: January 1, 2022	96.00 Utility Accommodation 96.90 Appendices Section 96.903 Sample Permit Application Form
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WASHBURN COUNTY HIGHWAY DEPT

APPLICATION/PERMIT to CONSTRUCT, OPERATE, and MAINTAIN UTILITIES WITHIN HIGHWAY RIGHT-OF-WAY

Applicant/Company:
Address:
Office Phone:
Cell Phone :
Plans Prepared By:
Company:
Email:
Phone:

LOCATION INFORMATION
Highway(s):
Town/Village/City of:
1/4 of the 1/4 Sec T N R E
ADDITIONAL INFORMATION
Annual Service Connection Permit? Yes No
Utility Work Order #
Fee Required? Yes No Amount \$

DESCRIPTION OF PROPOSED WORK (Check and fill out all that apply)

UTILITY TYPE: Electric Gas/petroleum Communications Water Sanitary sewer Private line
Transmission Distribution Service Facility Size/Capacity: (diameter, # fibers, psi, Kv, etc.)

ORIENTATION: Overhead Underground Parallel to Hwy centerline Hwy crossing Bridge attachment Tunnel

WORK TYPE: New construction Improve/repair existing Maintenance Removal Abandon in place

CONSTRUCTION METHOD(S): Plow Trench Bore Suspend on poles/towers Open cut Hwy Cased

Tree cutting/removal Chemical treatment of trees/brush Erosion Control Designation: Major Minor

Provide additional narrative if needed:

NAME AND PHONE NUMBER OF UTILITY REPRESENTATIVE RESPONSIBLE FOR CONSTRUCTION:

Estimated Starting Date: Estimated Completion/Restoration Date:

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodation Policy of the above-named county in effect at the time of this application, and with any special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

By: (Signature of Applicant/Company Authorized Representative) (Title) (Date)

(Typed/Printed Name of Person Signing Above or Electronic Signature Code) (Authorized Applicant/Company Representative Telephone Number)

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVAL BY PERMITTING AUTHORITY

The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated in the WCHA Utility Accommodation Policy of the above-named county including the Indemnification as included in 96.03 of the WCHA Utility Accommodation Policy in effect on the date of this application.

Supplemental Provisions Attached: Yes No

By: (Authorized Representative for County)

(Title) (Date)

Date Revised: 1/18/2022

PERMIT NUMBER:

FEE RECEIVED: \$
CHECK NUMBER:
DATE ISSUED:
HWY PROJECT #:

PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE:

Pursuant to Wisconsin Statutes, WisDOT Highway Maintenance Manual, and other County Regulations, this permit is granted to allow performance of the specific work described or referenced herein. The following standard provisions and any included special provisions shall govern:

1. Comply with the conditions and requirements of the WCHA Utility Accommodation Policy (UAP); most current version.
2. Permitted facilities shall, if necessary, be altered at the expense of the Applicant/Owner to permit alteration, improvement, or maintenance of the highway as may hereafter be ordered. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant/Owner; unless a contract for such costs has been executed by County.
3. Permitted Utility location shall be installed at the furthest horizontal location from the centerline, shall maintain a consistent centerline offset, shall meet the minimal offset and cover requirements of the UAP, and shall not deviate in position from the approved Permit submittal documents without written COUNTY consent and approval.
4. No open cutting for a crossing will be allowed where the pavement is too narrow to maintain one-way traffic at all times, unless County has granted permission for a detour. Wherever the pavement is opened, spoil shall be hauled away and the trench shall be backfilled with sand, gravel, or structural fill (compacted in layers).
5. Pavement removed shall be replaced in accordance with County specifications.
6. Applicant shall provide ALL NECESSARY SIGNS, FLAGMEN, AND LIGHTS required per conformance with the "Manual on Uniform Traffic Control Devices". When a detour is allowed, local newspapers shall be notified, by the Applicant, in advance of the work being started. All flaggers shall be certified.
7. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of County representative. Access to all private drives and public street intersections shall be maintained, and all areas completely restored.
8. Trenching, tunneling, or excavating shall be performed in accordance with requirements of OSHA, Wisconsin Department of Commerce, this policy, and any applicable local regulations.
9. Copy of the permit approval, along with any plans and special provisions, shall be available on the job site.
10. Upon completion of the work, Applicant/Owner shall file a written notice of completion with the County.
11. Other jurisdictions that may have permit authority are to be contacted; for example, WDNR, Township, County Land & Water Conservation.
12. Issuance of a Permit does not exempt Applicant/Owner from any other Federal, State, County, or Local Agency Permits or approval processes.

INDEMNIFICATION

1. APPLICANT shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees, and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury, and loss of life), damages, costs, or expenses which COUNTY, its officers, employees, agencies, boards, commissions, and representatives may sustain, incur or be required to pay by reason of APPLICANT engaging in the activities authorized by the Permit or which arise out of or are connected with, or are claimed to arise out of or be connected with any of the work done by the APPLICANT, or the construction or maintenance of facilities by APPLICANT, pursuant to the Permit, on, under, or over highway right-of-way, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, costs, or expenses caused or resulting from the acts or omissions of County, its agents, boards, commissions, officers, employees, or representatives. Without limiting the generality of the foregoing, the liability, damage, loss, expense, claims, demands, and actions indemnified against shall include all liability, damage, loss, expense, claims, demands, and actions for damage to any property, lines, or facilities placed by or on behalf of the APPLICANT pursuant to the permit, for any loss of data, information, or material; for trademark, copyright, or patent infringement; for unfair competition or infringement of any other so-called "intangible" property right; for defamation, false arrest, malicious prosecution or any other infringement of personal or property rights of any kind whatever. APPLICANT shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and actions. The obligation of APPLICANT under this paragraph shall survive the expiration or termination of the Permit.
2. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, employees, and representatives under the indemnity provisions of paragraph 1, above, APPLICANT will at all times during the term of the Permit keep in full force and effect comprehensive general liability and auto liability insurance policies issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department, with liability coverage provided for therein in the amounts of at least \$1,000,000 Combined Single Limit (CSL). Covered afforded shall apply as primary. COUNTY shall be given ten (10) days advance notice of cancellation or non-renewal. Upon issuance of the Permit, APPLICANT shall furnish COUNTY with a certificate of insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If APPLICANT insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of issuance of the Permit, and the Certificate of Insurance shall state that coverage is Claims-Made and indicate the Retroactive date. APPLICANT shall maintain coverage for the duration of the Permit and two years thereafter. APPLICANT shall furnish COUNTY, annually on the Policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that APPLICANT shall furnish COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either APPLICANT or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by the APPLICANT. In the event any action, suit, or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to APPLICANT and shall cooperate with APPLICANT attorneys in the defense of the action, suit, or other proceeding. APPLICANT shall furnish evidence of adequate Worker's Compensation Insurance.
3. In case of any sublet work under the Permit, APPLICANT shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of APPLICANT.

The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in paragraphs 1-3, above, such waiver to be in writing only.

WCHA UTILITY ACCOMMODATION POLICY

Policy 96.90

Effective: January 1, 2022

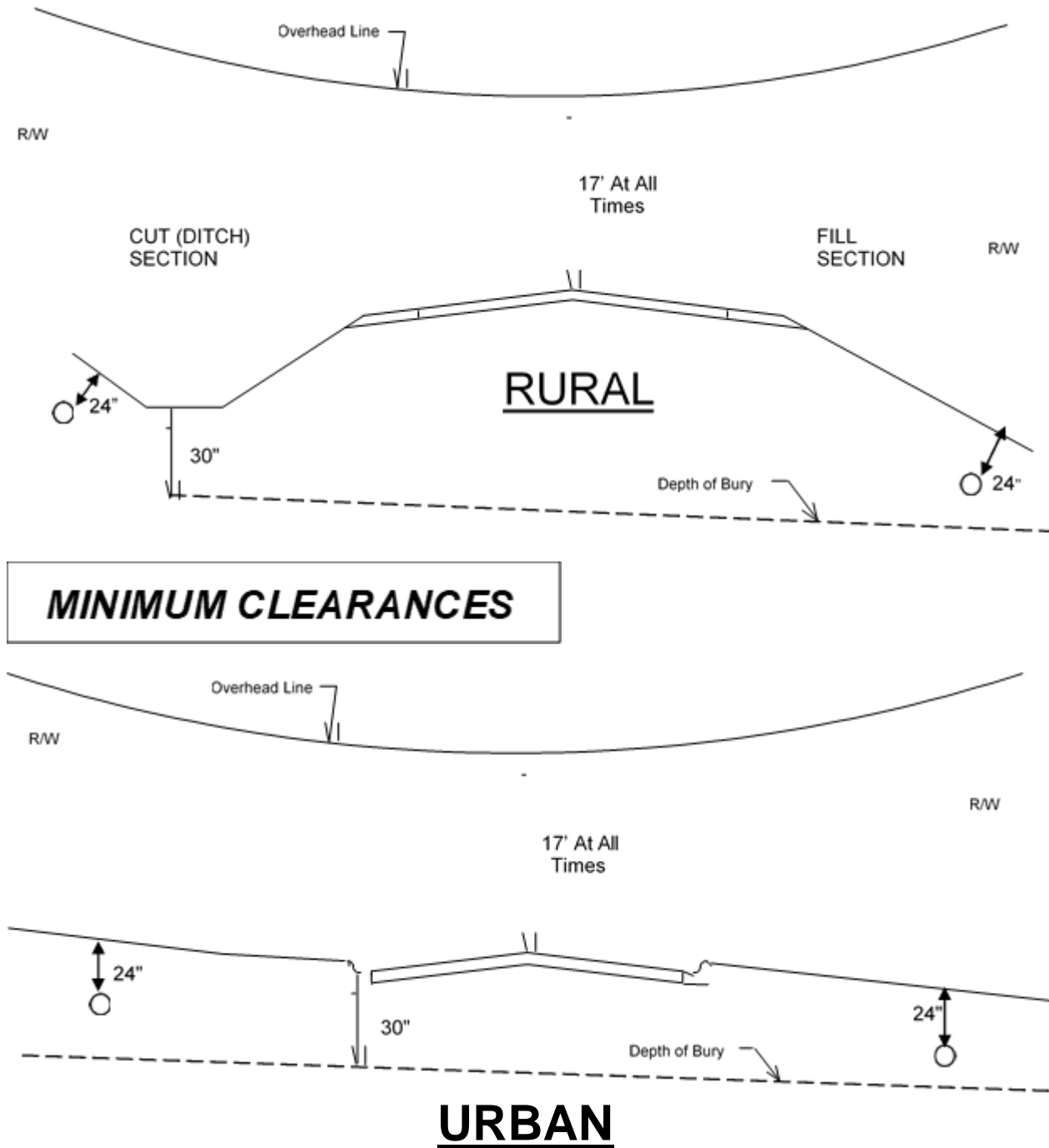
96.00 Utility Accommodation
96.90 Appendices

Supersedes: January 1, 2000
August 21, 2012

Section 96.904 Highway Clearance Diagram

By: County Highway Commission

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Effective: January 1, 2022

96.00 Utility Accommodation

96.90 Appendices

Supersedes: January 1, 2000

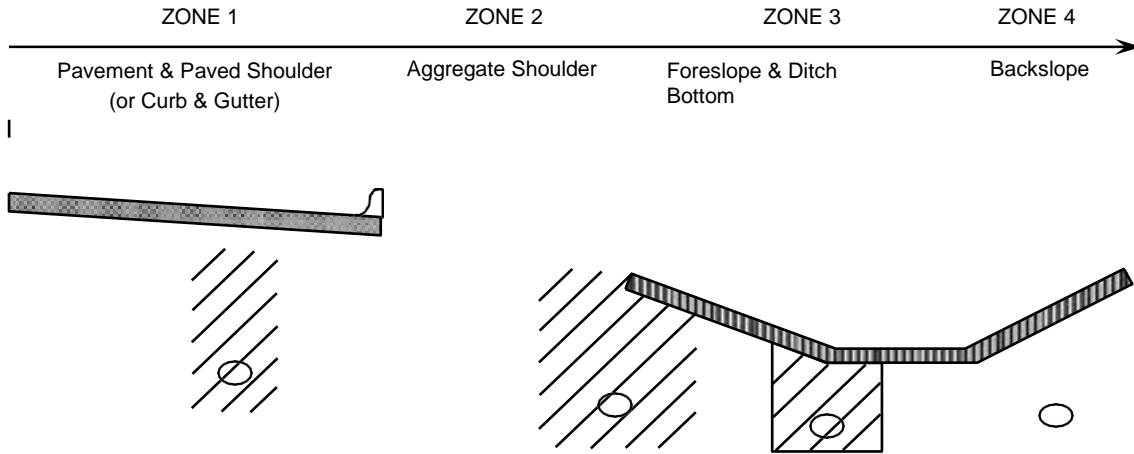
Section 96.905 Trench Location Details

August 21, 2012

By: County Highway Commission

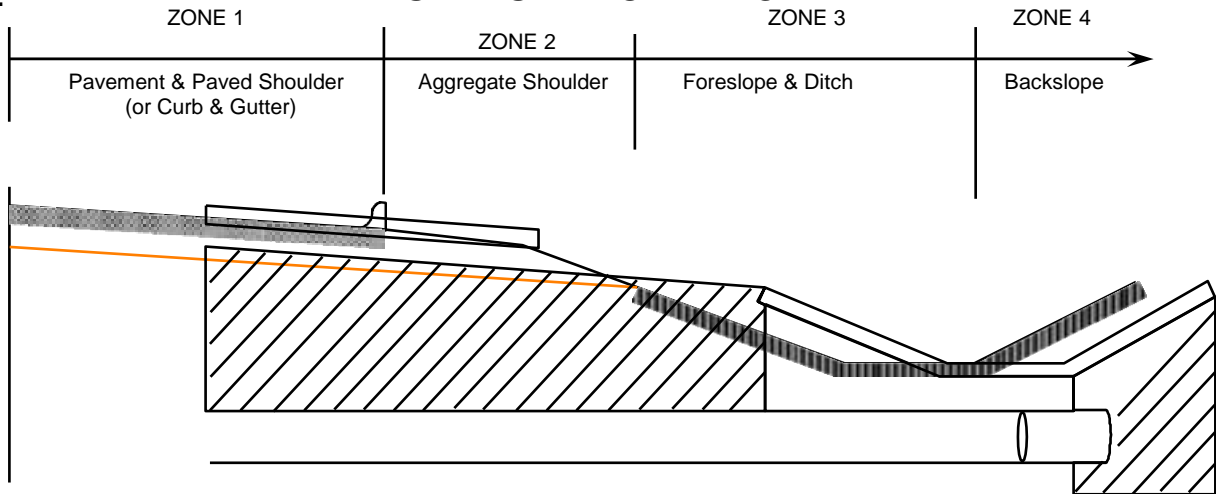
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L LONGITUDINAL EXCAVATION



BACKFILLING EXCAVATION DETAIL DRAWINGS

C TRANSVERSE EXCAVATION



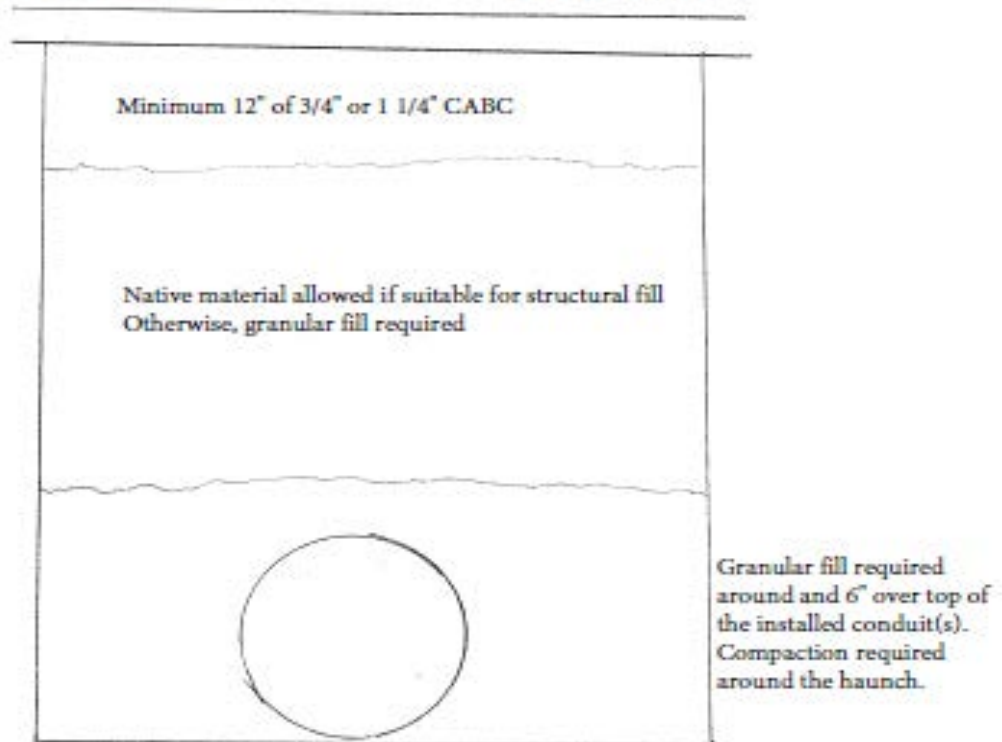
Effective: January 1, 2022	96.00 Utility Accommodation 96.90 Appendices
Supersedes: January 1, 2000 August 21, 2012	Section 96.906 Open Trench Policy and Surface Restoration Detail
By: County Highway Commission	
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Open trench methods may be allowed, provided the following requirements are met;

- Pavement condition is a PASER rating of 5 or less;
- Applicant/Owner shall own the property on both sides abutting the right-of-way if the facility is capable of conveying surface water from one side of the highway to the other or the area is enrolled in an established drainage district;
- Applicant/Owner agrees to own the facility, pipe, casing, or structure being installed and accepts the perpetual maintenance responsibility of the facility and the excavation in accordance with this Utility Accommodation Policy;
- Inspection of the installation shall be at the Applicant/Owner's expense;
- Slurry backfill may be required if native soils are deemed unacceptable to County (WisDOT slurry backfill formula from HMM 09-15-45 or equal);
 - Place material in clean concrete mixer truck and mix following (water amount as provided).
 - Run at mixing speed for 1 full minute to ensure even mixture prior to placement.
 - More Flowable (for each cubic yard): Sand = 1,600 pounds; #1 Stone = 1,400 pounds; #2 Stone = 1,000 pounds; Water = 25 gallons
 - More Rigid: subtract 400 pounds of #1 Stone and add 400 pounds of #2 Stone to Flowable formula.
- Surface restoration (96.97) and backfill activities (96.95) shall meet the conditions of the UAP.

Saw cut match joint:
clean, even cut
minimum 1 ft back from edge of excavation.

Replace surface asphalt with minimum 4" HMA:
2" Binder = 3LT 5828S
2" Surface = 4LT 5828S



All backfill materials to be free of rocks, large stones, roots, stumps, or any other deleterious materials. Place and compact in minimum lift heights of 12"; provide suitable mechanical methods. Compact soils to minimum 95% standard proctor or 90% modified proctor criteria per ASTM.

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By: County Highway Commission	
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For private facilities placed in accordance with this policy that are not incorporated within the Digger's Hotline service system, the installation shall be marked and identified at the right-of-way line nearest the utility location with a sign. Signs shall be provided by the County at the Applicant/Owner's expense. Signs shall provide warning that a private utility is in the vicinity with a current contact phone number and the County permit number reference as well. Applicant/Owner shall be responsible for maintenance of this sign until the facility is either removed or properly abandoned.

SAMPLE:



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Effective: January 1, 2022	96.00 Utility Accommodation 96.90 Appendices Section 96.908 WDNR District Offices List
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SPOONER
DNR SERVICE CENTER
 810 W MAPLE ST
 SPOONER WI 54801
 715-635-2101-phone
 715-635-4105-fax
 Office Hours
 Monday thru Friday
 8:30 a.m. to 4:00 p.m. remaining open over the lunch hour

CUMBERLAND
DNR SATELLITE CENTER
 1341 2ND AVE BOX 397
 CUMBERLAND WI 54829
 715-822-3590-phone
 715-822-3592-fax
 Office Hours
 Monday thru Friday
 11:00 a.m. to 2:00 p.m.

HAYWARD
DNR SATELLITE CENTER
 10220 STH 27
 HAYWARD, WI 54843
 715-634-2688-phone
 715-634-9232-fax
 Office Hours
 Monday thru Friday
 11:00 a.m. to 2:00 p.m.

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STOP WORK ORDER

In accordance with the requirements of the Washburn County Utility Accommodation Policy (UAP), you are hereby ordered to immediately cease and desist with all work associated with permit # _____.

Stop Work instruction is being ordered on behalf of Washburn County Highway Commissioner in accordance with section _____ of the Washburn County UAP.

SITE LOCATION:

Highway _____ If divided, please indicate direction NB SB EB WB
 County _____ City Town Village of _____
 Distance from nearest public roadway intersection or mile marker _____
 Other landmarks? _____

CONDITION RESULTING IN STOP WORK ORDER:

The following situation has occurred which is resulting in the Stop Work Order:

The following corrective action is required:

Only work to correct the defect as described herein may commence. No other Work on this project shall commence until such time as the defect is corrected to the satisfaction of the County and the UAP.

Signed,

Highway Commissioner

Effective: January 1, 2022	96.00 Utility Accommodation 96.90 Appendices Section 96.910 Environmental Discovery Checklist
Supersedes: January 1, 2000 August 21, 2012	
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As soon as environmental conditions are discovered in the Department’s right-of-way,
STOP WORK IMMEDIATELY
and be prepared to report the following information to the contacts listed in 96.08(E):

SITE LOCATION:

Highway _____ If divided, please indicate direction NB SB EB WB
County__ City Town Village of _____
Distance from nearest public roadway intersection or mile marker _____
Other landmarks? _____

ENVIRONMENTAL CONDITION:

1. Archaeological/Historical

What was found (burials, foundation, arrowheads)? ____ Is the location of the find marked?

Yes No If yes, how is it marked? _____ Approximate area (dimensions) of the
find? ____

2. Contaminated Sites, UST’s LUST’s

What was found? _____ Appearance of soils or liquid? _____

Odor of soils or liquid? _____ Approximate size of tank or area of
contamination uncovered? _____ Is there an obvious liquid or product in
the tank? Yes No

Is there an obvious smell? Yes No If yes, can you describe it (varnish, kerosene,
gasoline, diesel, other, unknown)?__

Soil type(s) encountered (sand, gravel, clay, till)? _____ Depth to groundwater (if known)? _____

Any previous land use knowledge (local history, memory of site as a business)? _____

Is the location of the find marked? Yes No

If yes, how is it marked? _____

WCHA UTILITY ACCOMMODATION POLICY

Policy 96.90

Effective: January 1, 2022	96.00 Utility Accommodation 96.90 Appendices
Supersedes: January 1, 2000 August 21, 2012	Section 96.910 Environmental Discovery Checklist (Continued)

By: County Highway Commission

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If arrowheads or buildings were discovered, has the State Historic Preservation Officer been notified? Yes No By whom? _____

Name of contact: _____ Phone: _____

If a burial was encountered, has the Burial Sites Preservation Office been notified?

Yes No By whom? _____

Name of contact: _____ Phone: _____

If a contaminated site, UST or LUST was discovered, has DNR been notified? Yes No

By whom? _____

Name of contact: _____ Phone: _____

Has WisDOT been contacted? Yes No

By whom? _____

Name of contact: _____ Phone: _____

Name of contact: _____ Phone: _____

Has the Bureau of Environment been notified (this is not a utility responsibility)? Yes No

By whom? _____

Name of contact: _____ Phone: _____

Name of contact: _____ Phone: _____

Other contacts: _____

STATUS OF PROJECT:

Has work stopped in the area? Yes No **IF NO, STOP WORK IMMEDIATELY!**

Has the area been secured (fenced, staked or marked, roped off or delineated by traffic control devices)? Yes No

Can project work continue in another area? Yes If yes, for how long? _____

Can the affected area be avoided (utility facility placed in another location)? Yes No

Has any completed utility work been clearly marked (staked, paint marked, or flagged)?

Yes No

Is any of the completed utility facility active, energized, etc.? Yes No

Is this utility being relocated to facilitate a highway project? Yes No

RESUMING WORK:

Did WisDOT indicate a timeframe in which someone would respond? Yes No

What is that timeframe? _____ Who will authorize resuming work? _____

When can the work be resumed? _____ Date authorization received? _____

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Supersedes: January 1, 2000 August 21, 2012	Section 96.911 Completion Certificate
By: County Highway Commission	
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Personalize for your County use:

**RETURN THIS COMPLETION CERTIFICATE
TO THE WASHBURN COUNTY HIGHWAY DEPARTMENT
WHEN SITE IS RESTORED**

(For Utility Permits)

E-Mail or Fax to Address Listed Below

Date _____

**To: WASHBURN COUNTY HIGHWAY DEPARTMENT
1600 CTH H
Spooner, WI 54801**

ATTN: Brian Danielsen

TELEPHONE: 715-635-4486

FAX: 715-388-7945

E-MAIL: bdaniels@co.washburn.wi.us

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT: _____

TELEPHONE: _____

COUNTY PERMIT NO.: _____

UTILITY WORK ORDER# _____

The work requested under the above-mentioned highway permit has been completed. The Department can now review to insure proper restoration to the affected highway right-of-way has been made.

Signature: _____

Printed Name: _____

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Supersedes: January 1, 2000 August 21, 2012	Section 96.912 Maintenance Responsibility Memo
By: County Highway Commission	
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Utility Policy Memorandum

To: All Utility Companies with Facilities on Roads within the County

From: Brian Danielsen, Highway Commissioner

Re: Utility Marker Installation Policy

Utility Marker Installation Effective Dates:

All New Equipment/Line Service: Upon Installation of Device

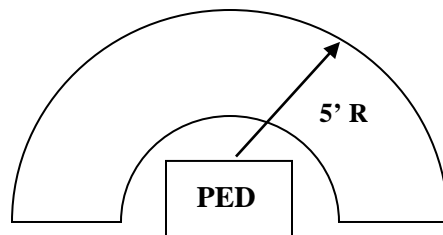
All Upgrading/Repairing Equipment/Line Service: Upon Installation of Upgrade/Repair

Any Existing Equipment/Line Service: as of January 1, 2011

High Visibility Pedestals/Cabinets Utility Markers

As per the Utility Accommodation Policy and to reduce accidental damage to telecommunications pedestals or any other utility fixtures, a highly visible utility marker shall be installed on each pedestal/fixture in all right of way areas that will have a tall grass, snow covered and vegetation/brush overgrowth areas. The markers shall be installed and maintained by the utility to be visible to vegetation mowers, brush cutters, snowplows and other right of way maintenance equipment. Utility markers are available to fit all varieties of topography and the type (height) of pedestal/fixture being installed, which generally would be 4' to 6' in length. The utility markers shall have a bright reflective tape placed on the top 12" of the utility marker. The reflective material may have orange and/or white striping material. The maintaining utility company shall also maintain a 5' vision clear zone (180 degrees in the right of way area) in the pedestal/fixture area of any/all brush and/or trees (See diagram below).

ROAD TRAVEL LANES



Right of Way Line

Right of Way Line

Diagram A

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By: County Highway Commission	Page 1 of 1

Fee Schedule

\$50.00 application fee will be charged for each utility permit application

Notes:

1. Fees are due upon application and are non-refundable
2. Not all open cut applications will be approved, particularly if alternate construction is feasible.

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By: County Highway Commission	
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WASHBURN COUNTY HIGHWAY DEPARTMENT POLICY FOR WORK ZONES ON COUNTY HIGHWAYS

The purpose of this policy is to ensure that the work zones on Washburn County Highways are subject to consistent signing and flagging operations.

Effective January 20, 2020, all flaggers working on the Washburn County Highway System are required to be certified. The requirement is to ensure flaggers receive proper training to promote safety to themselves, their coworkers, and the travelling public. Flagging Certification shall include:

4 hours of classroom training from a certified trainer.

8 hours of in the field/on the job training.

2 hours of refresher training every 2 years.

Training shall meet the requirements identified in the Wisconsin Flagging Handbook.

Flaggers will need to show proof of certification if asked by Washburn County representatives. If a flagger fails to show proof of certification, the project may immediately be shut down until a certified flagger can take over flagging duties. Flaggers must follow the 2020 Wisconsin Flagging Handbook.

The use of portable rumble strips will not be required for work zones on the Washburn County Highway System.

All work zones on the Washburn County Highway System must be properly signed according to the MUTCD or Wisconsin Flagging Handbook. Failure to set up work zones properly may result in immediate shutdown of the operation until proper signing is in place.