1.0 WisDOT Permit Required

Obtain a WisDOT utility permit before using and/or occupying state trunk highway (STH) right-of-way (ROW). This includes:

- Underground (buried) and aboveground (on surface, aerial, blow-out clearances) locations
- Occupying existing poles or ducts owned by a different utility (e.g., communications cable attached to electric company poles)
- Application by the *main owner*, not a contractor, developer, property owner, etc., for the portion of sewer and water laterals within STH ROW (See animation).

Exceptions to permits are listed in 3.1, 3.2 and 3.3.

1.1 Emergency Work

Emergency situations may arise when immediate action to protect public safety requires utility operations within STH ROW that are not in full compliance with the provisions of the *Utility Accommodation Policy (UAP)*. Nothing in the *UAP* shall be construed as requiring a utility to delay such emergency repair.

Emergency repairs may be performed when physical conditions or time considerations prevent applying for the usual WisDOT utility permit. However, as soon as practical, advise the appropriate WisDOT region office of the emergency, the plans or actions for alleviating the unsafe situation(s), and the arrangements made for the control and protection of traffic or pedestrians affected by the proposed operations. When the *UAP* requires a utility permit for such work, obtain one as soon as possible and make any alterations that WisDOT deems necessary through the permit approval process.

1.2 WisDOT Permit Authorization to Use and/or Occupy Highway Right-of-Way

By issuance of a permit, WisDOT formally indicates that, subject to all applicable permit conditions, a specified use and/or occupancy of STH ROW is not adverse to highway interests at the time of permit approval. WisDOT *does not* (1) warrant that public title to the ROW is free and clear, (2) certify that it has sole ownership, and (3) indicate any intention to defend the utility in its peaceful use and occupancy of said lands.

A permit does not transfer any land, or give, grant, or convey any land right, right in land, or easement in STH ROW. It is not assignable or transferrable. It terminates when the associated facility changes ownership. The new owner must then obtain a permit to occupy, operate and maintain the utility facility on STH ROW.

WisDOT's permit approval does not relieve a utility from compliance with all applicable federal, state, local, and tribal laws, codes, regulations, and ordinances that affect the design, construction, materials, or performance of its work and shall not be construed as superseding any other governmental agency's more restrictive requirements. However, if the utility is directly under contract with WisDOT, and WisDOT chooses to supersede local ordinances or permitting requirements, then the utility shall be exempt from a governing agency's ordinances or permits under WisDOT's statutory authority.

Retain a copy of the WisDOT permit in a utility's files during the entire time the utility facility is located on, over or under STH ROW. All WisDOT utility permits are revocable. See HMM 09-15-10 for possible step-by-step compliance actions.

1.3 Environmental Checklist

Environmental permits, approvals, or coordination may be required from other regulatory agencies as part of a utility's project or relocation in STH ROW. Perform an environmental review prior to submitting a WisDOT permit application (dt1553). HMM 09-15-16 provides an environmental checklist (Checklist) for a utility to fill out and determine the level of environmental coordination required. Submit the completed and signed Checklist with the permit application.

2.0 Required Permit Information

A utility's request to use and occupy STH ROW cannot be considered until adequate information is provided regarding its proposed work. The amount of detail will vary with the installation's complexity and the highway involved but must include the current permit application form, Checklist, drawings, work zone traffic control plans, and installation information so WisDOT can fully evaluate the effect on future WisDOT projects, highway operations, maintenance, traffic safety, and visual qualities.

2.1 Permit Limits

Include the limits (project endpoints) of all proposed work in the permit application. If the utility facility extends into more than one county, submit a separate permit application for each county. The permit authorizes only the described work of and for the applicant indicated on the permit. The permit does not grant authority for the present or future installation of any other facility.

2.2 Permit Application Form & Instructions

Use WisDOT's single-page, double-sided, *Application/Permit to Construct, Operate and Maintain Utility Facilities on Highway Right-of-Way* dt1553. Instructions are also available to explain each question and the information required on the permit application form as a separate document dt1553i. The indemnification language on the back page must be included with each permit application submitted. An application may be rejected or permit revoked if the applicant or authorized representative alters the form.

Submit one original **with an authorized signature** of the permit application form to the appropriate region office HMM 09-15-70. The permit form, engineering drawings and other documentation should be sent by email attachment or file transfer protocol (FTP) site, either of which is preferred to provide the fastest processing. The application may also be sent via regular mail, courier service or in person. Copies[1] may be reproduced from the original. Submission of permit materials by fax is prohibited.

If a utility has an expedited service connection permit, submit location drawings for the service by email at least three working days prior to starting the work. See HMM 09-15-20 for details.

2.3 Permit Drawings

Provide adequate drawings with each permit application showing the proposed utility facility location within the ROW with respect to the existing highway, any proposed highway improvements, and existing utility facilities. The details shall include dimensions from the proposed utility installation to the commonly accepted ROW line or edge of the traveled way (white edge line or fog line).

For highway crossings, provide cross-section details showing overhead clearance or depth of bury along with bore pit locations if needed, and a distance from the crossing to the nearest public road intersection. Submit land tie information (for example, approximate distance from the proposed facility to a side road intersection, county line, section corner, etc.) with all permit drawings. Use a plat map (Figure 1) or a similar map depicting Public Land Survey System (PLSS) information since WisDOT uses it to document section-town-range information listed in dt1553 question 6 and to file approved permits.

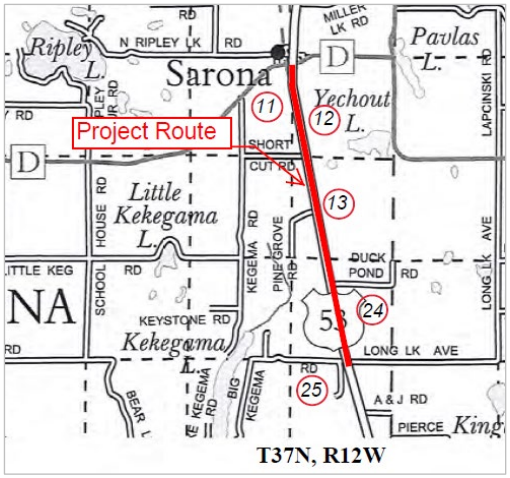

Figure 1: Plat Location Map

Do not submit drawings that have a proprietary disclosure language like the example shown in Figure 2. WisDOT permits are subject to the State's Open Records Law. Therefore, WisDOT cannot safeguard the information contained within them. Utilities are advised not to put proprietary or confidential information in a permit.

"PROPRIETARY INFORMATION NOT FOR DISCLOSURE. These plans contain proprietary or confidential information, and the recipient must not disclose, copy, recreate or distribute the plans or information contained therein, either directly or indirectly, to other entities or individuals, without written or express permission from *utility name*."

Figure 2: Proprietary Disclosure Language

[1] Consult the Region office for the number of copies desired with each paper application.

2.4 Installation Information

Provide the following installation information, which includes, but is not limited to:

1. A 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 ROW. This includes operating voltages for transmission lines, fiber counts, fluid or gas line pressures, etc.
2. A description of proposed construction procedures, work zone traffic control, pedestrian traffic control (if required), other work site protection measures, erosion control measures, proposed access points, coordination of activities with a highway contractor, and trees/vegetation[2] to be removed and replaced.
3. For structure attachments, the bridge number, weight of lines, hanger spacing, hanger details, and expansion/contraction details. See HMM 09-15-30 for additional structure attachment requirements.

2.5 Application Modification

WisDOT reserves the right to modify a utility's permit application as needed to protect highway interests. The modifications may be more restrictive than what was originally proposed. The permit, as approved, shall embody the conditions to which the utility shall comply to use or occupy the ROW.

3.0 Maintenance Items Exempt from an Additional Permit

Certain maintenance and other types of utility activities are considered minor in nature and may be performed without an **additional** permit. However, should any of these selected activities be performed on facilities located on freeway ROW or require a Lane Closure System notification (HMM 09-15-60, 4.0), obtain a WisDOT utility permit prior to performing the work.

3.1 Communication Utilities

No additional permit is required for:

1. Repair or replacement of overhead service wire
2. Repair or replacement of overhead cable and terminal hardware, two spans or less
3. Replace pole, same location, maximum of 10 poles per 5-mile section

   Note: Once a new pole is installed, transfer all attached facilities (electric, telephone, CATV, etc.) to the new pole in a timely manner. Completely remove the old pole in accordance with HMM 09-15-45, 5.1.
4. Locate buried cable
5. Stake route for proposed buried cable
6. Connect and test wiring at buried cable pedestal locations
7. Crossarm, bracket, and hardware repair/replacement
8. Add anchor, guy, or brace between pole and ROW line or no closer to traveled way than pole
9. Trench pole to maintain or increase roadside clearance
10. Repair or replacement of overhead conductor, two spans or less
11. Line patrolling
12. Survey lines
13. Test for location of underground lines
14. Inspection of manholes (includes water removal, cable tagging, and minor modifications, etc.)
15. Electrolysis surveys
16. Paint poles, towers, or crossarms
17. Straighten pole, crossarm, or brace
18. Test or treat existing pole
19. Remove debris from overhead line
20. Repair or add grounds
21. Re-sag, reattach, or rearrange conductor
22. Repair cable bonding
23. Replace pole tags and signs
24. Reinforce existing pole
25. Mark location of proposed pole; proposed cable
26. Grass cutting or snow plowing
27. Trim trees or remove brush for existing line (not cutting or spraying)
28. Minor line repair (splice, etc.)
29. Sign and marker installation/replacement
30. Replace/remove line in existing duct
31. Raise, lower, or temporarily disconnect existing overhead lines to avoid interference with an oversize load

[2] Includes living snow fence. See HMM 09-15-45, 2.2

3.2 Electric Utilities

No additional permit is required for:

1. Switching
2. Fuse replacement
3. Transformer replacement
4. Crossarm, bracket, and hardware repair/replacement
5. Add anchor, guy, or brace between pole and ROW line or no closer to traveled way than pole
6. Trench pole to maintain or increase roadside clearance
7. Replace pole, same location, maximum of 10 poles per 5-mile section

   Note: Once a new pole is installed, transfer all attached facilities (electric, telephone, CATV, etc.) to the new pole in a timely manner. Completely remove the old pole in accordance with HMM 09-15-45, 5.1.
8. Repair or replacement of overhead conductor, two spans or less
9. Line patrolling
10. Manhole inspection (includes water removal, cable tagging, minor modifications, etc.)
11. Electrolysis surveys
12. Test for gas
13. Test for location of underground lines
14. Paint poles, towers, or crossarms
15. Straighten pole, crossarm, or brace
16. Test or treat existing pole
17. Clean insulators
18. Remove debris from overhead line
19. Repair or add grounds
20. Re-sag, reattach, or rearrange conductor
21. Sample or test insulating oil
22. Repair cable bonding
23. Install or remove transformer or regulator
24. Survey lines
25. Replace outdoor light bulbs and cleaning glass
26. Repair or replace outdoor lighting control
27. Reset time clock or control switch
28. Replace pole tags or signs
29. Reinforce existing pole
30. Mark location of proposed pole; proposed cable
31. Grass cutting or snow plowing
32. Trim trees or remove brush for existing line (not cutting or spraying)
33. Sign and marker installation/replacement
34. Minor line repair (splice, etc.)
35. Replace/remove line in existing duct
36. Repair or replace overhead service
37. Reading service meters. *Note: Access from freeway shoulder allowed during non-peak rush hours only.*
38. Raise, lower, or temporarily disconnect existing overhead lines to avoid interference with an oversize load

3.3 Fluid and Gas Utilities

No additional permit is required for:

1. Leak surveys (vehicle/walk patrol), line patrolling
2. Pressure surveys (gauge check or chart setting)
3. Odorant checks
4. Regulator maintenance (change out, lockup check, spring change, etc.)
5. Valve maintenance (activation check, grease, replacement, etc.)
6. Line purging
7. Land survey
8. Exposed line survey and maintenance (on bridges, exposed valve assembly, etc.)
9. Line locates and facility marking
10. Up rating pressure of main (monitoring)
11. Abandonment of main, services, etc.
12. Pit (vault) maintenance (water removal, painting, minor modifications)
13. Minor cutouts and repair of lines (installation of clamps, welds, etc.)
14. Cathodic protection checks and related repair
15. Sign and marker installation/replacement
16. Relief vent line inspections
17. Maintenance/repair of telemetering equipment
18. Brush removal
19. Painting aboveground facilities
20. Grass cutting or snow plowing
21. Trim trees or remove brush for existing line (not cutting or spraying)