



1.0 General

Typically, a utility obtains a permit from WisDOT before installing a service connection to an existing distribution facility within the right-of-way (ROW). However, WisDOT recognizes that a utility must respond promptly to its customers when they request service connections for their homes or businesses. In order to accelerate this process, a utility may apply for an expedited service connection permit (ESCP) that bypasses the normal permit approval process. The ESCP acts as a universal permit through which a utility may submit a simple, one-page plan of a proposed service connection that WisDOT will strive to approve within three business days of the submittal.

This procedure does not affect [HMM 09-15-15, 1.1](#) Emergency Work. Approvals for emergency service connections or repairs should still be handled by a phone call to the appropriate region office.

All work described in this policy shall comply with the entire *Utility Accommodation Policy (UAP)*. Any ESCP issued to a utility does not supersede the authority of other governmental agencies' more restrictive requirements.

Similar to other WisDOT utility permits, the ESCP is effective for perpetuity unless WisDOT revokes it for continuous *UAP* violations. In addition, WisDOT may also suspend an ESCP for repeated *UAP* violations (e.g., site restoration) or if a utility has been delinquent in complying with provisions of approved permits.

2.0 Application Information

Use WisDOT's standard permit/application form [dt1553](#) to apply for an ESCP. Only one ESCP per utility company is needed – even for large companies – unless the company prefers an ESCP for each utility type it serves. For example, a utility company may obtain separate ESCPs for gas and for electric.

Fill out the form as shown in [Attachment 1](#). The information inside each red box will be **different** for the various utilities. For question 1, list the utility company name and the address of its main headquarters. Multiple office locations such as service territory headquarters may be used instead. For question 9, select the utility facility type(s). For question 18, list the main contact for the utility company, or the main contacts in the various service territory offices. For question 19, fill out the 24/7 emergency contact information. For question 21, add any other information ~~that may be relevant, e.g., providing service territory maps and/or lists.~~ Use the [form's](#) back ~~section page of the form to provide for~~ information that cannot be inserted in the respective boxes on the front page, [or any other relevant information, e.g., providing service territory maps or lists.](#)

3.0 Work Restrictions

If a utility cannot meet all of the conditions listed below, then it shall obtain a regular permit for that specific service connection. Under an ESCP, accomplish all work:

- 1) Without any interference or disruption to traffic. Exceptions may be granted for low-volume (2,000 ADT or less), two-lane rural highways.
- 2) Without open cutting any paved surface.
- 3) For long-side connections, using untrenched construction techniques only [HMM 09-15-45, 3.2](#). In addition, the boring machine head shall not be guided from the highway surface. Bores shall be perpendicular to the highway, and bore pits established no closer to the highway than the toe of inslope or back of curb. The use of the median area is prohibited – even to check the boring machine head.

Overhead, long-side service connections may be allowed on low-volume (2,000 ADT or less), two-lane rural highways during off-peak travel hours. The use of a law enforcement officer to stop traffic may be required.

4.0 Coverage

The ESCP only applies to service connections. In addition, extending the existing distribution line up to 300 feet is allowable to facilitate installation of the service.

Both overhead and underground short-side¹ service connections are allowable (Figures 1 and 2).

Long-side² service connections are also allowable (Figures 3 and 4), but may be limited to underground installations.

Long-side service connections from distribution lines outside of the ROW are also allowable (Figure 5).

Installation of an appurtenance or pole in the ROW to accommodate the service is allowed.

KEY:

- ROW = Right-of-Way
- PL = Property Line
- D = Distribution
- S = Service
- ☒ = Pedestal, Pole, Valve or Handhole

Figure 1: Short-side service connection

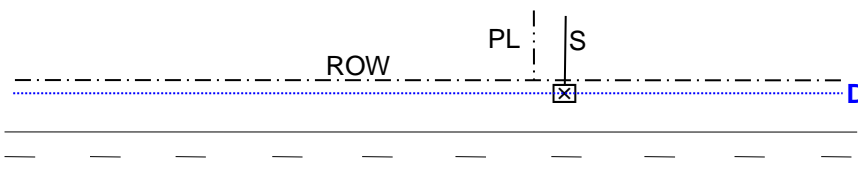


Figure 2: Short-side service connection plus distribution extension

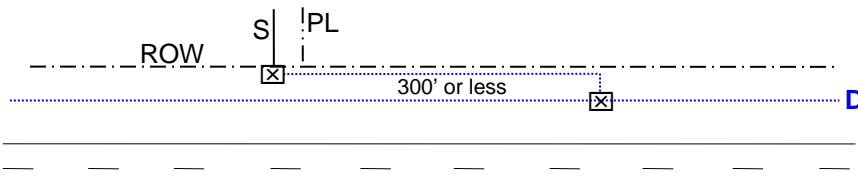


Figure 3: Long-side service connection

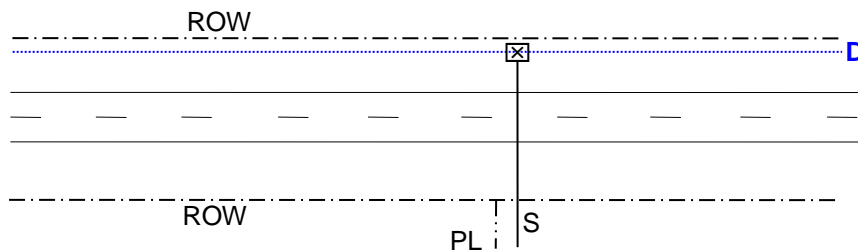


Figure 4: Long-side service connection plus distribution extension

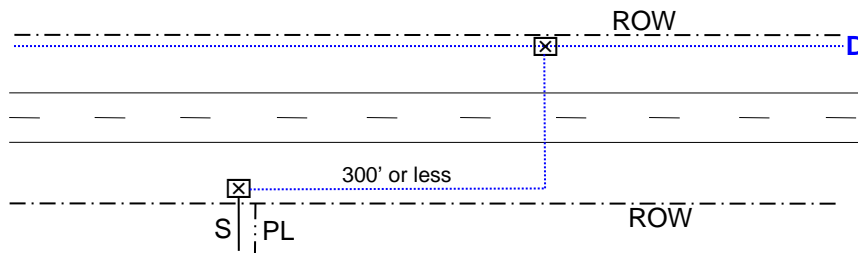
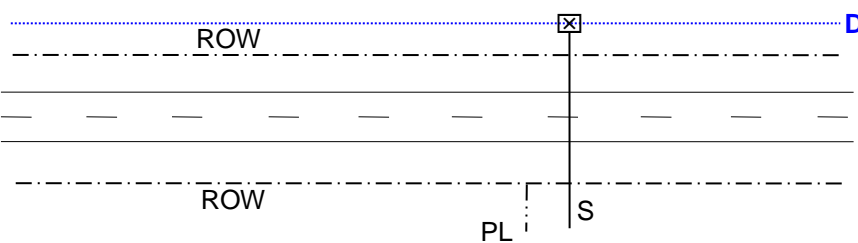


Figure 5: Service connection from distribution outside of ROW



¹ Same side of the highway as the distribution line

² Opposite side of the highway as the distribution line

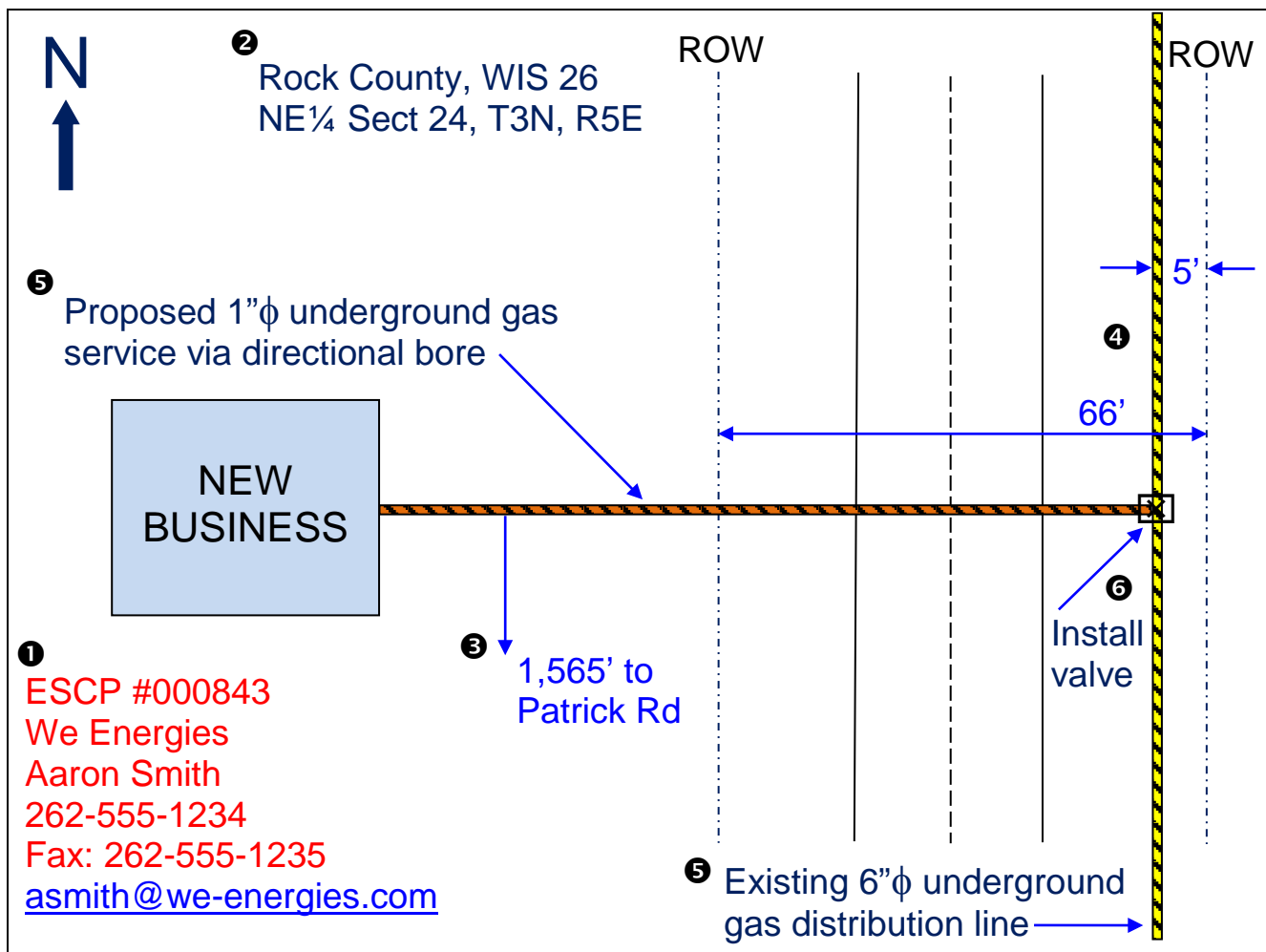
5.0 Implementation

Once WisDOT has approved an ESCP, use the following process to obtain approval for installing a service connection. Submit, by email (preferred), fax or hand delivery, a simple one-page plan of the proposed service for WisDOT review **at least three business days** prior to the start of the work. See [Figure 6](#). A copy of the utility's work order may be sufficient for this. Include the following information on the plan:

- 1) Utility ESCP number, utility name, employee contact along with his/her telephone, fax and email [address](#).
- 2) County name, highway, town, range, section and quarter section numbers.
- 3) Distance from the nearest public road intersection to the proposed service line.
- 4) Distances from existing facility to nearest ROW line and total ROW width
- 5) Existing distribution line and proposed service connection. Label aboveground or underground for both.
- 6) Location of any appurtenance or pole, if needed, to be installed within the ROW
- 7) Label ROW lines, other existing utilities, north arrow, etc. (not numbered on plan below)

Neither the ESCP nor the submitted plan authorizes a utility to start work. The plan is not to be used as an "FYI" to WisDOT that work will begin. Wait for the region utility permit coordinator or other WisDOT representative to approve the plan **before** proceeding with the proposed service work. The method will usually be by email or return fax. Call the region office if the utility representative does not hear from WisDOT after submitting the plan.

Figure 6: Sample Plan for Proposed Service Work under an ESCP



Attachment 1: Sample DT1553 Form Used as an ESCP



APPLICATION/PERMIT TO CONSTRUCT, OPERATE AND MAINTAIN UTILITY FACILITIES ON HIGHWAY RIGHT-OF-WAY

Wisconsin Department of Transportation
 DT1553 7/2017 s. 66.0831, 84.08, 85.15, 86.07(2)(a), 86.16, 182.017 and other applicable Wis. Stats.

1. Applicant (Utility facility owner) Name and Address XYZ Communications, Inc. 123 Anywhere Street Yourtown, WI 55555		2. Work Start Date Varies	3. Work Finish Date* Varies	6. Location Description (1/4 section, section, town, range; provide plat and/or location maps) Varies – Plans for the proposed work shall be sent to the appropriate region office at least 3 working days prior to starting work. See HMM 09-15-20	
9. Facility Type (Check all that apply) and Description (Size, material, voltage, pressure, # fibers, etc.) <input checked="" type="checkbox"/> Comm: <u>Varies</u> <input type="checkbox"/> Electric: _____ <input type="checkbox"/> Gas/Oil: _____ <input type="checkbox"/> Water: _____ <input type="checkbox"/> Sewer: _____ <input type="checkbox"/> Casing: _____ <input checked="" type="checkbox"/> Conduit: <u>Varies</u> <input type="checkbox"/> _____ <input type="checkbox"/> Transmission <input type="checkbox"/> Service <input type="checkbox"/> Distribution <input checked="" type="checkbox"/> Service (ESCP)		4. Is the work due to a WisDOT highway project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		7. Work Location (List all that apply) Town: <u>Varies</u> Village: <u>Varies</u> City: <u>Varies</u> County: <u>Varies</u>	
10. Facility Orientation (Check all that apply) <input checked="" type="checkbox"/> Underground <input checked="" type="checkbox"/> Overhead <input checked="" type="checkbox"/> Crossing <input checked="" type="checkbox"/> Parallel <input type="checkbox"/> OSOW high clearance route <input type="checkbox"/> Structure attachment <input type="checkbox"/> Scenic easement (Off right-of-way)		5. Applicant Work Order (if any) N/A		8. Highway (List all that apply) WIS: <u>Varies</u> US: <u>Varies</u> Interstate: _____	
11. Work Types (Check all that apply) <input checked="" type="checkbox"/> New facility <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/> Joint install <input type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Improve or repair existing <input checked="" type="checkbox"/> Discontinue, left in place		12. Proposed Work Methods (Check all that apply) <input checked="" type="checkbox"/> Trench <input checked="" type="checkbox"/> Plow <input checked="" type="checkbox"/> Place fill <input type="checkbox"/> Rock blasting <input checked="" type="checkbox"/> Place cable <input type="checkbox"/> Open cut in conduit pavement <input checked="" type="checkbox"/> Hand/mechanical excavation Bore: <input type="checkbox"/> Hydraulic (Auger/Jack/Tunnel) <input type="checkbox"/> Pneumatic (Mole) <input type="checkbox"/> Directional 1 (Manually tracked) <input type="checkbox"/> Directional 2 (Computer tracked) <input checked="" type="checkbox"/> Unknown (At this time)		13. Work Zone Description (Check all that apply). (Provide relevant diagram(s) with application.) <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Full road closure: detour <input type="checkbox"/> Full road closure: temporary <input type="checkbox"/> Lane closure: without flagging <input type="checkbox"/> Lane closure: with flagging <input type="checkbox"/> Lane encroachment (2 feet or less) <input type="checkbox"/> Intersection/roundabout <input type="checkbox"/> Shoulder/parking lane closure <input type="checkbox"/> Railroad crossing Freeway/expressway location <input type="checkbox"/> Off shoulder: < 30' off white line <input type="checkbox"/> Off shoulder: ≥ 30' off white line <input type="checkbox"/> Near right-of-way line or fence Non-freeway/expressway location <input checked="" type="checkbox"/> Off shoulder: < 15' off white line <input checked="" type="checkbox"/> Off shoulder: ≥ 15' off white line <input type="checkbox"/> Back of curb: < 2' behind <input checked="" type="checkbox"/> Back of curb: ≥ 2' behind	
14. Is the facility near a survey monument? HMM 09-15-35 If yes, call (866) 568-2852 or email geodetic@dot.wi.gov . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Will appurtenances be installed with the facility? If yes, provide a description and/or specification for each item. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		16. Trans 401 project designation? If Major, provide a formal erosion control plan. HMM 09-15-55 <input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor	
17. Are any environmental approvals, certifications or permits required from other regulatory agencies, including tribal governments? If yes, provide a copy of each item. If no, provide proof of other agency coordination as needed. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					

* Includes permanent restoration. If the permitted work has not started by the "Work Finish Date", this permit is null and void. If the permitted work has started, but has not been completed by the "Work Finish Date", the work shall not be completed unless authorized through an approved written time extension or a subsequent permit. **ANY PERMIT ISSUED IS REVOCABLE.**

18. Utility Person Responsible for Construction Joan Smith	Telephone Number 800-555-5554	It is understood and agreed that WisDOT approval is subject to the applicant's full compliance with all pertinent statutes, as well as any regulations and rules of other jurisdictional agencies (which may be more restrictive), any supplemental permit provisions, and WisDOT's Utility Accommodation Policy , current edition.
19. Utility or Project 24/7 Emergency Contact XYZ Ops Center	Telephone Number 800-800-8000	
20. Provide company name and address of utility authorized representative if not employed by the applicant. <i>John R. Public</i>		7/4/2017 (Date)
		Operations Manager 800-555-5555 JQP@emailaddress.com (Title) (Telephone Number) (Email Address)
21. Provide additional work details, if needed (use back page or include separate pages) Service installations that require something other than what is checked in questions 10-17 will be submitted with a regular permit application.		<i>This permit does not transfer any land, or give, grant or convey any land right, right in land, or easement in WisDOT right-of-way. It is not assignable or transferrable. If a utility facility changes ownership, this permit terminates. The new owner must obtain a permit in order to operate and maintain the facility in WisDOT right-of-way.</i>

For Wisconsin Department of Transportation Use Only

<input checked="" type="checkbox"/> UTILITY SHALL NOTIFY WisDOT REPRESENTATIVE LISTED BELOW 3 DAYS BEFORE STARTING ANY WORK: Region contact, office address, telephone number and email address See HMM 09-15-70	<input checked="" type="checkbox"/> Review All Supplemental Permit Provisions <input checked="" type="checkbox"/> Revisions Made to Drawings or Other Pages <input type="checkbox"/> Lane Closure System notification required HMM 09-15-60 <input type="checkbox"/> Insurance or performance bond required <input type="checkbox"/> Joint installation: See permit(s) # _____ <input type="checkbox"/> Private utility (Non-public ownership and/or use) <input checked="" type="checkbox"/> Expedited Service Connection Permit <input type="checkbox"/> This permit voids & supersedes # _____ issued: _____ <input type="checkbox"/>	Application Received 7/4/2017 Application Completed 7/10/2017 Permit Issued 7/13/2017 Permit Extended _____ Permit Amended _____ Permit Number 999999
	4802 Sheboygan Ave, Rm 501, Madison, WI 53705 (608) 266-3438 robert.fasick@dot.wi.gov (Bureau of Highway Maintenance Contact Information)	<i>Robert C. Fasick</i> (WisDOT Authorized Representative Signature – If filled via computer, Brush Script font)

APPLICATION/PERMIT TO CONSTRUCT, OPERATE AND MAINTAIN UTILITY FACILITIES ON HIGHWAY RIGHT-OF-WAY *(continued)*

Wisconsin Department of Transportation DT1553

Use this section to provide information that does not fit on front page

INDEMNIFICATION

This Applicant shall save and hold the State, its officers, employees, agents, and all private and governmental contractors and subcontractors with the State under Chapter 84 Wisconsin Statutes harmless, as allowed by Wisconsin law, from actions of any nature whatsoever (including any by Applicant itself) 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 the Applicant, pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way, (1) while the Applicant is performing its work, or (2) while any of the Applicant's property, equipment, or personnel, are in or about such place or the vicinity thereof, or (3) while any property constructed, placed or operated by or on behalf of Applicant remains on the State's property or right-of-way pursuant to this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way; including without limiting the generality of the foregoing, all liability, damages, loss expense, claims, demands and actions on account of personal injury, death or property loss to the State, its officers, employees, agents, contractors, subcontractors or frequenters; to the Applicant, its employees, agents, contractors, subcontractors, or frequenters; or to any other persons, whether based upon, or claimed to be based upon, statutory (including, without limiting the generality of the foregoing, worker's compensation), contractual, tort, or whether or not caused or claimed to have been caused by active or inactive negligence or other breach of duty by the State, its officers, employees, agents, contractors, subcontractors or frequenters; Applicant, its employees, agents, contractors, subcontractors or frequenters; or any other person.

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 this permit or any other permit issued by the State for location of property, lines or facilities on highway right-of-way in the past or present, or that are located on any highway or State property or right-of-way with or without a permit issued by the State, for any loss of data, information, or material; for trademark, copyright or patent infringement; for unfair competition or infringement of personal or property rights of any kind whatever. The 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.

Any transfer, whether voluntary or involuntary, of ownership or control of any property constructed, placed or operated by or on behalf of the Applicant that remains on the State's property or right-of-way pursuant to this permit shall not release Applicant from any of the indemnification requirements of this permit, unless the State is notified of such transfer in writing. Any acceptance by any other person or entity, whether voluntary or involuntary, of ownership or control of any property constructed, placed or operated by or on behalf of the Applicant that remains on the State's property or right-of-way pursuant to this permit, shall include acceptance of all of the indemnification requirements of this permit by the other person or entity receiving ownership or control.