



Village Hall (262) 567-2757  
Fax (262) 567-4115  
Department of Public Works (262) 567-2422  
Police Department (262) 446-5070  
Building Inspector (262) 490-4141  
[www.summitvillage.org](http://www.summitvillage.org)

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

## VILLAGE OF SUMMIT ROW APPLICATION CHECKLIST

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**Please complete this checklist and submit with your application.**

**ELECTRONIC APPLICATION CHECKLIST**

- 1 Copy of Village of Summit ROW Permit Application
- Return email address included in Village of Summit ROW Permit Application
- 1 Copy of drawing for each job location
- E-mail in your completed application packet with **“ROW PERMIT”** in the subject heading to:

[pwdirector@summitvillage.org](mailto:pwdirector@summitvillage.org)

**PAPER APPLICATION CHECKLIST**

- 1 Copy of Village of Summit ROW Permit Application
- Return email address included in Village of Summit ROW Permit Application **OR** 1 Self-Addressed, stamped, return envelope (if hard copy desired through mail)
- 1 Copy of drawing for each job location
- Mail in or drop off your completed application packet at:

**VILLAGE OF SUMMIT  
ATTN: DEPARTMENT OF PUBLIC WORKS  
37100 DELAFIELD RD  
SUMMIT, WI 53066**

**PAYMENT**

- Payment Required:
  - \$75 per ROW permit application
  - \$50 for Dumpster, Mobile Storage, Trailer, Construction/Demo Unit Placement within ROW
  - N/A (no fee required for work performed by Public Utilities)

- Payment Method:
  - Mail in check (make out to “Village of Summit”)
  - Pay in person (cash or check made out to “Village of Summit”)
  - N/A (no fee required or work being performed by Public Utilities)

\*If there is a fee that you are mailing in/dropping off separately from your permit, be sure to refer to the location of work and type of permit somewhere with the payment.



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## VILLAGE OF SUMMIT APPLICATION FOR PERMIT TO EXCAVATE, CONSTRUCT, MAINTAIN OR REPAIR FACILITIES IN PUBLIC RIGHT-OF-WAY

(Pursuant to Wisconsin Statutes and Village of Summit Municipal Code)

BUSINESS/APPLICANT INFORMATION		DATE
Business/Applicant Name		Business Contact
Business/Applicant Address		Suite/Unit #
Business/Applicant City		State ZIP
Business/Applicant Phone		Business/Applicant Email
<b>ROW WORK PROPOSAL</b>	Start Date	End Date
Location of Proposed Work (Highway or Street Right-of-Way)		
Description of Location (Street Address, Quarter Section, etc.) <i>For each job location, attach a copy of a drawing.</i>		
Type of Work Proposed – Road: <input type="checkbox"/> No Cut <input type="checkbox"/> Pavement Cut <input type="checkbox"/> Jack & Bore/Directional Drill <input type="checkbox"/> Curb Cut (Driveway)		
Type of Work Proposed – Service:		
<input type="checkbox"/> Cable/Telephone <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Culvert Required, Size: _____ inches <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Water Utility <input type="checkbox"/> Other: <input type="checkbox"/> Placement of Dumpster, Mobile Storage, Trailer, Construction/Demo Unit		
Description of Work Proposed ( <i>include start/end dates; for dumpsters or units in the ROW – include size of units and if overnight storage is requested</i> )		

### APPLICANT SIGNATURE

*It is understood and agreed that any approval hereof shall be subject to the applicant's full compliance with the pertinent statutes and laws, as well as the codes, rules, and regulations of jurisdictional agencies, with all permit provisions and conditions listed on the reverse side hereof and will all standard and special provisions, drawings, and notes incorporated herein or attached hereto. Accomplishment of any part of the permitted work shall evidence the applicant's agreements to fully comply with and be bound by the permit in all its parts.*

Signature of Applicant or Applicant Representative	Title	Date
Printed Name		

### PERMIT APPROVAL

*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 herein and on the reverse side hereof and all attachments hereto.*

Director of Public Works or Designee	Date	Permit No.
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## VILLAGE OF SUMMIT ROW APPLICATION CHECKLIST

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### REMARKS:

- All roads with new pavement installation within the last FIVE (5) years cannot be disturbed without the permission of the Director of Public Works or his/her Designee.
- All roads must be cleanly sawcut prior to excavating.
- Slurry backfill is required in all roads and under all hard surfaces within the Village Right-of-Way (1 bag concrete slurry mix required).
- Applicant must call (262) 567-2757 for inspection of all backfilling and pavement restoration work performed.

### PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

Pursuant to Wisconsin Statutes and the Municipal Code of the Village of Summit, this permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern:

1. The Applicant agrees to indemnify and hold harmless the Permitting Authority, 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 entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.
2. The entire cost of constructing and maintaining the permitted facilities shall be the obligation of the Applicant.
3. When one-way traffic or a detour is used, the Applicant shall provide and maintain all necessary signs, barricades, flaggers, and lights required according to the "Manual on Uniform Traffic Control Devices." When a detour is required, Village staff shall review and approve a traffic control plan prepared by the Applicant prior to the work being started.
4. Access to all private drives and public street intersections shall be maintained, and all disturbed areas shall be completely restored to the satisfaction of the Permitting Authority or its representative.
5. All construction shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Workforce Development, and any applicable local regulations.
6. A copy of this approval, along with any plans and special provisions, shall be available on the job site.
7. All work must be coordinated with the Village of Summit, Waukesha County, and the Wisconsin Department of Transportation. VILLAGE INSPECTION IS REQUIRED. – **Call for Inspection: (262) 567-2757**
8. Upon completion of the work the Applicant shall file a written notice with the Permitting Authority.
9. All pavements removed shall be replaced in kind. Complete pavement restoration shall take place within 7 days of the pavement removal, unless prior approval is granted by the Village.
10. All grass restoration shall take place within 7 days of the completion of the construction. The restoration within grass areas shall consist of topsoil, seed, fertilizer and mulch, or topsoil and sod.
11. While taking any actions approved under this permit, Applicant shall at all times provide access to any property abutting the street. Any interruption to access must be approved by the Village.

### **12. Special Conditions (office use only):**