



**EXCAVATION WITHIN RIGHT-OF-WAY PERMIT**  
 Engineering Dept. • Phone: (608) 789-7505 • Fax: (608) 789-7367  
<http://www.cityoflacrosse.org>      [engineering@cityoflacrosse.org](mailto:engineering@cityoflacrosse.org)

<b>Permit No.:</b>
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<b>Date:</b>
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<b>Munis #:</b>
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<b>STATUS:</b>
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<b>CONTRACTOR</b>	Name:		
	Address:		
	City:	State:	Zip Code:
	Phone:	Cell:	Fax:

<b>PROJECT</b>	Location of Excavation:	
	Open Cut      (Circle One)      Boring	
	Area to be excavated (check all that apply): <input type="checkbox"/> Street <input type="checkbox"/> Blvd. <input type="checkbox"/> Curb/Gutter <input type="checkbox"/> Sidewalk <input type="checkbox"/> Alley <input type="checkbox"/> Other	
	Number of Traffic Lanes that will Close:	Number of Parking Lanes that will Close:
	Purpose of excavation (Check all that apply): <input type="checkbox"/> Water <input type="checkbox"/> San. Sewer <input type="checkbox"/> Storm Water <input type="checkbox"/> Gas <input type="checkbox"/> Electrical <input type="checkbox"/> Communication <input type="checkbox"/> Other:	
Estimated Start Date:	Completion Date:	

**Note #1: The undersigned understands and agrees to the following: 1) The permitted work shall comply with all permit provisions and conditions listed on and attached to this form; 2) That insurance requirements shall be met prior to approval either by submitting information with application or by keeping current information on file with the Engineering Department.; 3) The applicant shall contact City Dispatch and the City Traffic Engineer 24 hours prior to the closure of any traffic lanes and shall provide an estimate of the duration of closure. Temporary traffic control shall be provided and maintained by the applicant and shall comply with Part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).**

**Note #2: Once invoiced, application fees may not be refunded.**

(PRINT) AUTHORIZED REPRESENTATIVE	TITLE	DATE

\_\_\_\_\_  
 (SIGN) AUTHORIZED REPRESENTATIVE

<b>Office Use Only</b>	Customer #:	Invoice #:
	Permit Issued By:	
	Permit Conditions:	



**CITY OF LA CROSSE**  
**ENGINEERING DEPARTMENT**  
**400 LA CROSSE ST**  
**LA CROSSE, WI 54601-3396**  
**PHONE: 608-789-7505**  
*Email: [Engineering@cityoflacrosse.org](mailto:Engineering@cityoflacrosse.org)*

## **Excavations and Openings Factsheet**

- When is a permit needed?
  - Anytime you make any excavation or opening in any street or alley right of way.
  
- Cost
  - \$35
  - Once invoiced, application fees may not be refunded. Details of the permit, including dates, may be modified with approval of the Engineering Department.
  
- Bond on file with the Engineering Department
  - Before permit, deposit with engineering department an Indemnity Bond of \$10,000.00.
  
- Insurance certificate on file with Engineering Department
  - Carry comprehensive General Liability Insurance and completed Operations Insurance.
  - Minimum combined single limit of \$500,000 for bodily injury & property damage per occurrence.
  - The insurance required shall be written by insurance companies who are rated "B" or better in Best's Key Rating Guide and shall be licensed to do business in the state of Wisconsin.
  - Certificate shall name the City of La Crosse as Additional Insured.
  
- Regulations
  - No openings when ground is frozen except in emergencies.
  - Opening shall be enclosed with sufficient barriers.
  - All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property.
  
- Temporary traffic control shall be provided and maintained by the applicant and shall comply with Part 6 of the Manual on Uniform Traffic Control Devices.
  
- All materials removed or penetrated must be replaced as soon as possible to their original condition and be maintained for 3 years.

- Backfilling the opening, material shall be placed in maximum 12-inch lifts with each lift thoroughly compacted by mechanical means to a 95% of standard proctor density.
- Excavations in streets paved in the last 5 years are prohibited except in the case of emergencies or as approved by the Board of Public Works.
- Emergency excavations are authorized for any person / agency owning or controlling any sewer, water main, conduit, or utility. You may take immediate proper emergency measures to remedy dangerous conditions for the protection of property, life, health, or safety without first.
- Obtaining an excavation permit; provided that such person shall apply for an excavation permit not later than the end of the next succeeding business day.
- Any Excavation within an Archaeological District Boundary (Copy of map on file in the Department of Planning and Development) shall follow municipal code Sec. 20-119 & 20-120 and notify the Fire Prevention and Building Safety department 2 days prior to excavation.
- Street Department shall be contacted for pavement restoration requirements at 608-789-7340
- Non-Emergency Dispatch shall be notified of all Traffic Lane Closures and Re-openings at 608-785-9634
- (MTU) Municipal Transit shall be notified of all Bus Route Traffic flow disruptions at 608-789-8380
- Engineering Department shall be notified for concrete sidewalk, driveway and roadway forms and reinforcement inspections 24 hours in advance of pour at 608-789-7505
- Parks and Recreation Department shall be contacted if potential tree damage may be caused from the excavation for their consultation on limiting damages City trees at 608-789-4915.

Revised 2/2023