



# Highway Maintenance Manual

Bureau of Highway Maintenance

Chapter 9 Right-of-Way Use & Permits

April-August 2014

Section 15 Utility Accommodation

Subject 1 Purpose & General Policy

## 1.0 Originator of the Utility Accommodation Policy

The State Maintenance Engineer in the Bureau of Highway Maintenance is the originator of this chapter and section. All questions and comments on its contents should be directed to Bob Fasick, State Right-of-Way Accommodation & Permits Engineer, at 608-266-3438, or email [robert.fasick@dot.wi.gov](mailto:robert.fasick@dot.wi.gov).

## 2.0 Introduction to Utility Accommodation

WisDOT operates the state trunk highway system to provide a safe and convenient means for the transportation of people and goods, and utility companies provide essential services to the public. Both WisDOT and utility companies typically provide facilities that consider present as well as future needs. Cooperation between the two entities is essential if the public is to be served at the lowest possible cost consistent with their respective public service needs, obligations and interests. Although WisDOT strives to accommodate utility facilities whenever possible, the permitted use and occupancy of highway right-of-way (R/W) for non-highway purposes is **subordinate** to the primary interests and safety of the traveling public.

## 3.0 Utility Accommodation Policy – General Information

The *Utility Accommodation Policy (UAP)* prescribes the policies and procedures that shall be met by any utility whose facility currently occupies, or will occupy in the future, any highway or bridge over which WisDOT has maintenance jurisdiction.

The *UAP* applies to all public and private utilities as defined in [HMM 09-15-05, 2.0](#). It also applies to all existing utility facilities retained, relocated, replaced, or altered, and to new utility facilities installed on state R/W. Highway facilities (e.g., lighting, traffic signals, changeable message boards, etc.) operated by WisDOT for the purposes of motorist safety are not bound by the *UAP*.

The *UAP* is structured with integrated sections – meaning that two or more sections may need to be read together to fully understand a utility accommodation issue. The reader is cautioned that by only reading one section, and not the other related section(s), it may lead to *UAP* misinterpretation. HMM<sup>1</sup> 09-15-00 and the *UAP* are synonymous.

Typically, WisDOT utilizes 3.1 – [3.5](#) when handling requests for utility accommodation or managing facilities that are already located on the R/W:

### 3.1 Permits

WisDOT permits utility facilities on state trunk highways when:

- 1) Such use and occupancy does not adversely affect the primary functions of the highways or materially impair their safety, operational, or visual qualities,
- 2) There would be no conflict with the provisions of federal, state or local laws or regulations or the accommodation provisions stated herein, and
- 3) The occupancies would not significantly increase the difficulty or future cost of highway construction or maintenance.

A utility shall abide by the current version of the *UAP* each time a permit is authorized for its work. When future changes are made to the *UAP*, an existing utility facility is not required to meet the new version unless proposed changes to that facility require a new permit from WisDOT.

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### **3.2 Design Responsibility**

The utility shall be responsible for the design of the facility to be installed or adjusted within the R/W. WisDOT shall be responsible for review of the utility's proposal and for permit approval.

### **3.3 Additions**

Nothing in the *UAP* shall be construed as limiting the rights of WisDOT to impose restrictions or requirements in addition to and/or deviations from those stated herein in any permit where WisDOT deems it appropriate. An explanation for such action should be provided to the utility.

### **3.4 Adjustments/Relocations**

If necessary, a utility shall adjust and/or relocate any affected portion of its permitted or unpermitted facility that occupies WisDOT R/W to facilitate the alteration, improvement, safety enhancement or maintenance of a highway as may be directed by WisDOT. The adjustment or relocation may affect facilities off the R/W as well. A utility is responsible for all costs associated with the adjustment or relocation unless a specific WisDOT executed utility parcel or agreement otherwise provides. See [FDM 18-01-10](#).

### **3.5 FHWA Review**

The Federal Highway Administration (FHWA) approves WisDOT's *UAP*. Consequently, WisDOT is not required to send FHWA utility permit applications or preliminary occupation requests for their approval. However, WisDOT shall submit to FHWA all applications or requests on the National Highway System that propose the following:

- 1) Installations not in accordance with the *UAP*
- 2) Longitudinal installations of private utility facilities (See [6.0](#))

### **4.0 Buried Line Locating Notification**

Each applicant for a permit to construct, operate and maintain utility facilities on a state trunk highway shall provide a reliable line locate notification service by either or both of the following means:

- 1) If the applicant has membership in a one-call utility notification service, they shall enter the current telephone number(s) for the service on the face of each WisDOT utility permit application. The applicant shall also provide written notification to the appropriate WisDOT region office(s) upon or in advance of any subsequent changes in the one-call contact information such as cessation of membership, changes in the contact telephone number(s), etc.; or
- 2) If the applicant lacks membership in a one-call utility notification service when applying for a WisDOT utility permit, or has membership but desires to provide a second resource for line locates, they shall:
  - a) Provide operational area maps which accurately specify the area(s) in which the applicant has lines or a franchise to install lines. A minimum of one such map should be furnished to the appropriate WisDOT region office(s) having jurisdiction over area(s) into which the lines of the applicant extend. The applicant shall advise these offices of any future changes in their operational area(s), and supply updated maps showing the current conditions, and
  - b) Enter on the face of each permit application the current telephone number(s) to be called to obtain specific line locates from the applicant. The applicant should notify the appropriate WisDOT region office of any change to these telephone numbers.

### **5.0 Discontinued Utility Facilities**

A discontinued utility facility is one that a utility has permanently placed out of service. The discontinued utility facility may be aboveground, underground or on a structure. In the past, the term "abandoned" was used to describe these facilities. However, the term "discontinued" provides clearer meaning since the utility still owns these facilities. Discontinued utilities may be restored into service through a new WisDOT permit or sold, traded or transferred to a different utility, which must also obtain a new WisDOT permit. For example, a discontinued gas line may be used by a communications company for the installation of a new fiber optic cable.

### **5.1 Discontinued Aboveground Facilities**

If a utility discontinues use of an aboveground facility, the facility shall be entirely removed from the R/W within one year after its out-of-service date unless WisDOT grants written approval for a time extension.

### **5.2 Discontinued Underground Facilities**

A utility should maintain a permanent record in its files of all underground facilities that are discontinued in the R/W. Discontinued underground facilities should be able to be located in the field. A utility is not required to physically remove any discontinued underground facility so long as a permanent record of it is maintained, and it does not prevent construction or modification of any highway improvement and/or structure.

Discontinued appurtenances such as manholes and pull boxes shall be filled in or removed in accordance with the [Wisconsin Standard Specifications for Road and Bridge Construction](#), current edition.

### **5.3 Discontinued Facilities Attached to Structures**

Utility facilities discontinued on a structure shall be removed within 60 days of the out-of-service date unless otherwise approved by WisDOT. A utility is responsible for all removal costs.

### **6.0 Private Utility Facilities**

Private utility facilities may be allowed to cross state highways, and are not subject to approval by the Federal Highway Administration (FHWA). Longitudinal installations of private facilities shall not be allowed on state highways under Title 23, CFR 1.23. However, exceptions may be allowed by FHWA if it determines that the proposed occupancy or use of R/W is in the public interest and will not impair the highway or interfere with the free and safe flow of traffic. WisDOT shall make a similar public interest finding recommendation before submitting the permit application to FHWA for approval. [Sewer and water laterals, although privately owned and maintained, are not regarded as private utilities within STH R/W under the UAP. See HMM 09-15-05 \(2.0\) #8.](#)

All private utility facilities shall follow the requirements of the *UAP*, and shall be designed, constructed, operated, and maintained as described in the specific policies for communications, electric, fluid or gas lines, whichever more closely resembles the facility.

Privately owned pipelines or drain tiles located on or emptying onto the R/W for draining wetlands is prohibited. Pipelines crossing under a state trunk highway that do not adversely affect its safety, operation, maintenance and future construction may be allowed in certain circumstances. See [HMM 09-15-65 \(3.4\)](#).

### **6.1 Occupation Requirements**

Private utility installations may be assessed a fee by WisDOT for R/W crossing or longitudinal occupation. The fee for each installation shall be determined on a case-by-case basis and may be based upon, but not limited to:

- 1) The value of the facility
- 2) Complexity of the installation
- 3) WisDOT review time
- 4) Comparison with the value of private easements adjacent to the proposed location
- 5) Comparison with fee schedules for other similar utility installations in Wisconsin and across the nation

Based on the proposed private utility installation's potential for damage to the highway, adjacent R/W, or the environment, WisDOT may require the following to be submitted with a permit application:

- 6) Evidence of commercial general liability, workers compensation and employer's liability, and commercial motor vehicle liability insurance
- 7) A certificate of insurance, which names WisDOT as an additional insured
- 8) Department of Natural Resources approval that the project will have no significant environmental impact