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 (~~R/W~~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 ~~help expedite~~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 ~~drawing~~ of a proposed service connection that WisDOT will ~~likely~~ 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 or lists. Use the back section of the form for information that cannot be inserted in the respective boxes on the front page.

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-side[1] service connections are allowable (Figures 1 and 2).

Long-side[2] 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

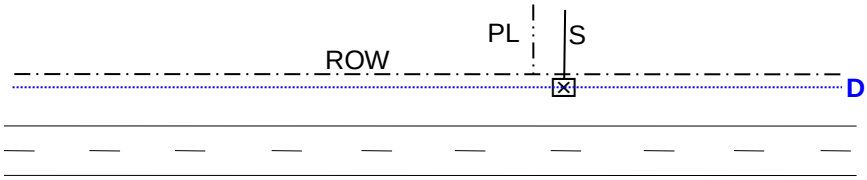


Figure 2: Short-side service connection plus distribution extension

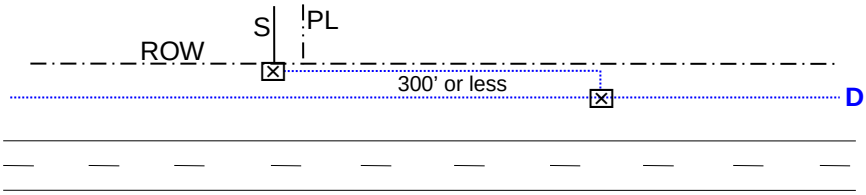


Figure 3: Long-side service connection

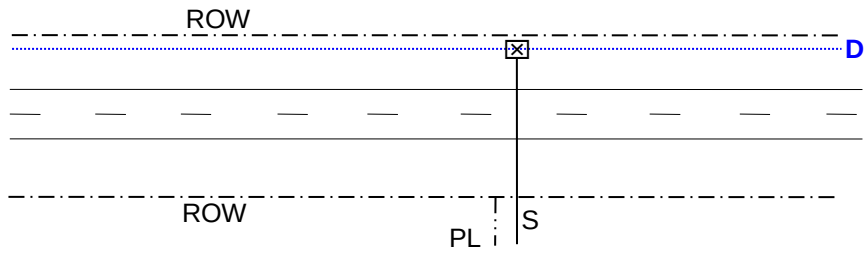


Figure 4: Long-side service connection plus distribution extension

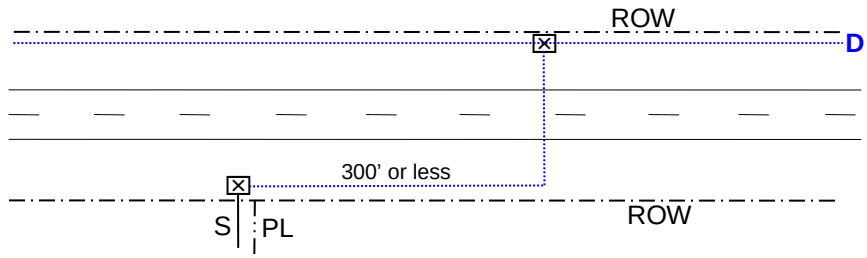
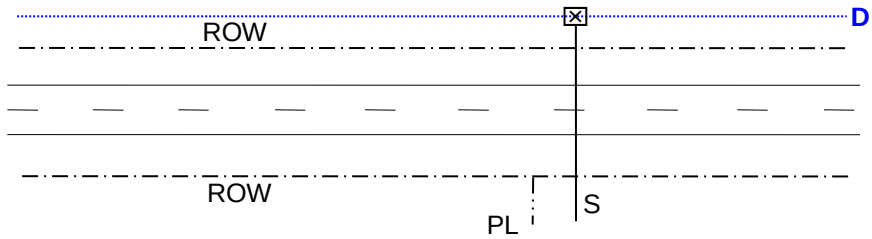


Figure 5: Service connection from distribution outside of ROW



[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 e-mail (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 e-mail.

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

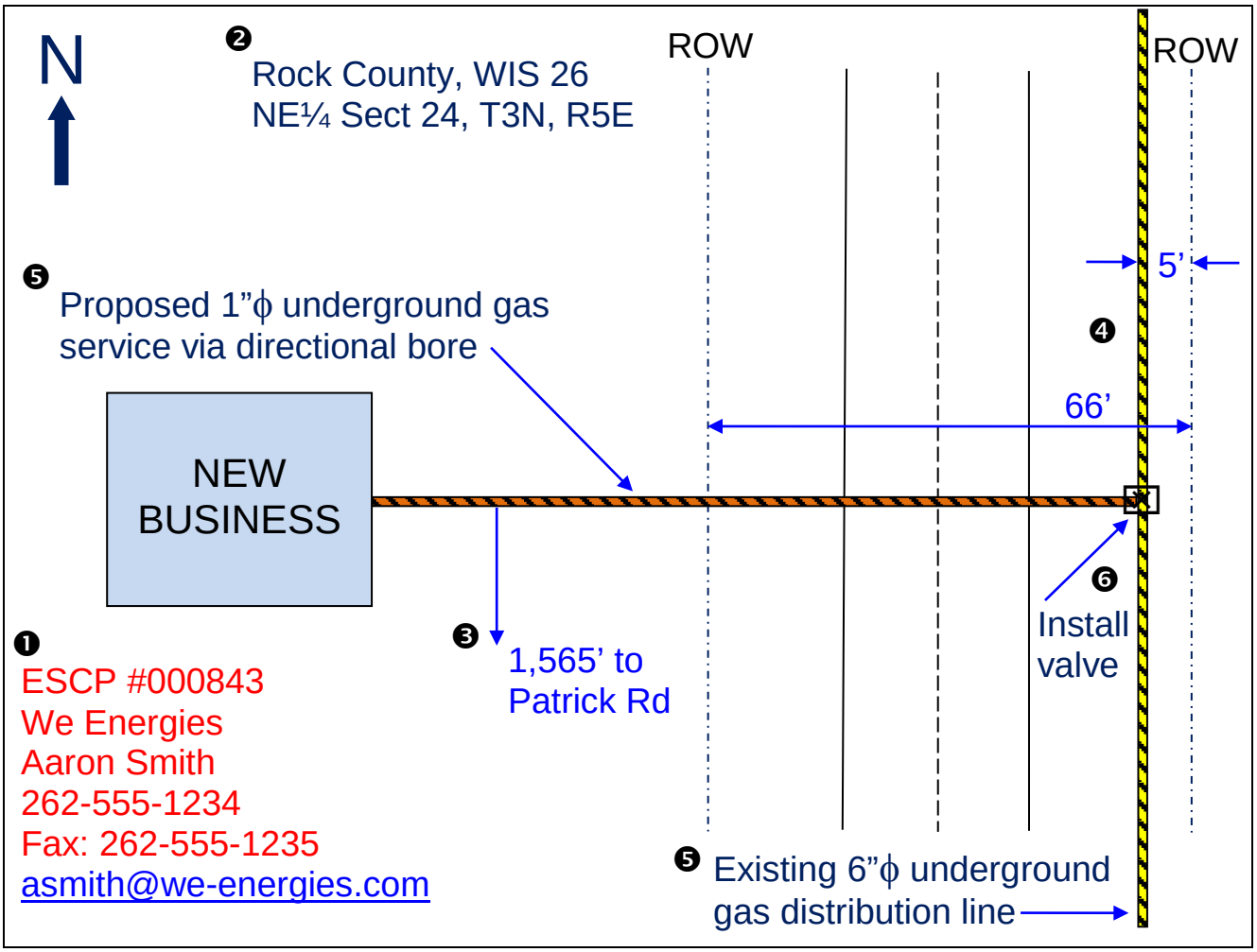
5) Existing distribution line and proposed service connection. Label aboveground or underground for both.

6) Location of any appurtenance or pole, if needed, to be installed within the ROW

~~6)~~7) Label ROW lines, other existing utilities, north arrow, etc. (not numbered on plan~~drawing~~ below)

Neither the ESCP nor the submitted plan ~~drawing~~ authorizes a utility to start work. The plan ~~drawing~~ 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 ~~drawing~~ ***before*** proceeding with the proposed service work. The method will usually be by e-mail or return fax. Call the region office if the utility representative does not hear from WisDOT after submitting the plan ~~drawing~~.

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



Attachment 1: Sample DT1553 Form Used as an ESCP

DT1553 12/2010

APPLICATION / PERMIT

Wisconsin Department of Transportation

TO CONSTRUCT, OPERATE and MAINTAIN UTILITY FACILITIES ON HIGHWAY RIGHT-OF-WAY

s.66.0831, 84.08, 85.15, 86.07(2), 86.16, 182.017 and such other applicable Wis. Stats

1. Applicant (Utility facility owner) Name and Address
Frontier Communications
See back page for office addresses

2. Work Start Date: Varies
3. Work Finish Date: Varies
4. Is the work due to a WisDOT highway project? ☐ Yes ☒ No
5. Applicant Work Order (If any): N/A

6. Location Description (¼ section, section, town, range; provide plat map or location sketch)
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.

7. Work Location (Check/list all that apply)
☒ Town: Varies
☒ Village: Varies
☒ City: Varies
☒ County: Varies

8. Highway (Check all that apply)
☒ WIS Varies
☒ US Varies
☐ Interstate
☒ Varies

9. Facility Type (Check all that apply): Size (Diameter, kV, pressure, # fibers, etc.)
☒ Telecom: Varies
☐ Electric:
☐ Gas/Oil:
☐ Water:
☐ San Sewer:
☐ :
☐ Transmission ☐ Service: Std
☐ Distribution ☒ Service: Exp

10. Facility Orientation (Check all that apply)
☒ Crossing ROW ☒ Parallel ROW
☒ Underground ☒ Overhead
☐ Structure attachment

11. Work Types (Check all that apply)
☒ New construction
☒ Improve/repair existing
☒ Removal
☐ Maintenance
☐ Discontinued, left in place
☒ Joint installation

12. Proposed Work Methods (Check all that apply)
☒ Trench ☒ Plow
☐ Casing ☐ Rock blasting
☐ Open cut pavement

Bore:
☐ Hydraulic (Auger/Jack)
☐ Pneumatic (Mole)
☐ Directional 1 (Manually tracked)
☐ Directional 2 (Computer tracked)
☒ Unknown (At this time)

Attach to poles/towers:
☒ New ☒ Existing ☐ Guys**
Varies (Diameter) Varies (Name of existing owner)
(** Provide details for all guy wires on plan sheets)

Subsurface utility excavation:
☐ Water jetting ☐ Air vacuum

Tree/vegetation control:
☐ Cut and/or trim ☐ Mow
☐ Chemically treat

13. Work Zone Description (Check all that apply)
☐ Full road closure: detour
☐ Full road closure: temporary
☐ Lane closure: without flagging
☐ Lane closure: with flagging
☐ Lane encroachment (2 feet or less)
☐ Intersection/roundabout
☐ Shoulder/parking lane closure
☐ Off shoulder: within clear zone
☒ In R/W: outside clear zone
☒ Near R/W line: within clear zone
☒ Near R/W line: outside clear zone
☒ Not applicable

14. Is the proposed facility near a survey monument? (See HMM 09-15-35)
☐ Yes (Call: 1-866-568-2852 or e-mail: geodetic@dot.wi.gov)
☒ No

15. Will any appurtenances be installed with the facility? (If yes, provide a description and/or specification of each item with this application.)
☒ Yes ☐ No

16. Trans 401 project designation? (For all Major projects, provide a formal erosion control plan with this application. See HMM 09-15-55)
☒ Minor ☐ Major

17. Are any environmental permits, certifications or approvals required from other regulatory agencies? (If yes, provide a copy of each item or proof of agency coordination with this application.)
☐ Yes ☒ No

*** NOTE: If the work described is not completed by the "Work Finish Date" specified, this permit is null and void, and the work shall not be completed unless authorized through a subsequent permit or an approved time extension.** ***ANY PERMIT ISSUED IS REVOCABLE.***

18. Utility Person Responsible for Construction — Area Code - Telephone Number
See back page

19. Utility or Project 24/7 Emergency Contact — Area Code - Telephone Number
See back page

20. Is the utility a member of Diggers Hotline?
☒ Yes ☐ No, provide line-locate number

21. Provide additional project work details, if needed (Continue on back or include separate page)
Service installations that require something other than what is checked in questions 10-17 will be submitted with a regular permit application. See attachments for service territory areas (1), (2) and (3).

It is understood and agreed that approval is subject to applicant's full compliance with the pertinent statutes, as well as any rules and regulations of other jurisdictional agencies, which may be more restrictive, and with the Wisconsin Department of Transportation's *Utility Accommodation Policy (UAP)*, current edition. http://wisconsindot.gov/Pages/doing-bus/real-estate/permits/utility-uap.aspx

22. If not employed by applicant, authorized representative's company name and address

Walter Wright — 1/2/2011
(Signature of Authorized Representative – If filled via computer, Brush Script font) (Date)
Walter Wright - Engineering Section Manager
(Title and/or print name)
608-837-1494 — walter.wright@ftr.com
(Authorized Representative Telephone Number) (Authorized Representative E-mail Address)

This permit does not transfer any land; nor give, grant or convey any land right, right in land, nor easement in WisDOT right-of-way. It is not assignable or transferrable. If ownership in a utility facility changes, WisDOT may void and supersede a permit and reissue it to the new owner upon request and with sufficient proof of ownership.

↓ For Wisconsin DOT Use Only ↓

☒ **THE UTILITY SHALL NOTIFY WisDOT 3 DAYS BEFORE IT STARTS WORK AT:**
Region contact, title, office address, telephone number, and e-mail address
HMM 09-15-70

☐ **REVIEW ALL SUPPLEMENTAL PERMIT PROVISIONS**
☐ **REVISIONS MADE to DRAWINGS or OTHER PAGES**
☐ Lane Closure System notification required HMM 09-15-60
☐ Insurance or performance bond required
☐ Joint installation: See permit(s) #
☐ Private utility (Non-public ownership and/or use)
☒ Expedited Service Connection Permit
☒ This permit voids & supersedes #000809 issued: 3/12/02,
☒ and permit #000812 issued 4/30/02 to Verizon

Date Application Received: 1/10/11
Date Application Completed: 1/18/11
Date Application Denied:
Permit Issuance Date: 1/25/11
Permit Extension Date:

PO Box 7986 - Room 501, Madison WI 53707-7986
608-266-3438 robert.fasick@dot.wi.gov
Bureau of Highway Maintenance Contact Information

Robert C. Fasick
(WisDOT Authorized Representative Signature – If filled via computer, Brush Script font)

Permit Number: **000886**

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

Question 1	Question 18	Question 19
(1) 100 Communications Drive Sun Prairie WI 53590	Brian Van Ooyen 608-837-1151	Brian Van Ooyen 608-509-5051 (cell)
(2) 118 Division Street Plymouth WI 53073	Russ Ryan 920-583-3275	Russ Ryan 920-737-9662 (cell)
(3) 521 4th Street Wausau WI 54403	Calvin Klade 715-847-1525	Calvin Klade 715-573-2110 (cell)

INDEMNIFICATION

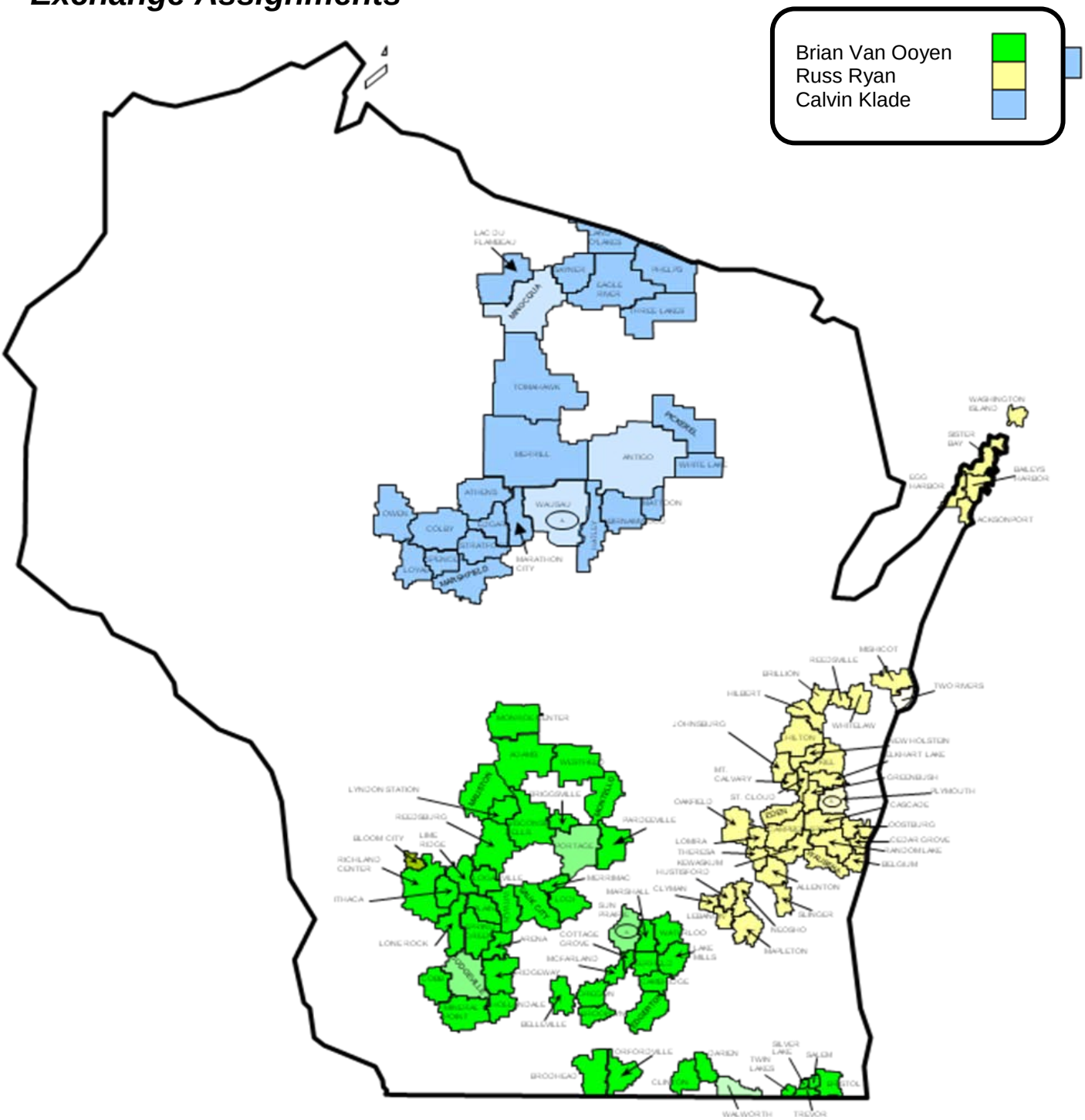
This Applicant shall save and hold the State, its officers, employees, agents, and all private and governmental contractors and subcontractors with the State under Chapter 84 Wisconsin Statutes, harmless from actions of any nature whatsoever (including any by Applicant itself) which arise out of, or 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.

Notwithstanding the foregoing, a private contractor or subcontractor with the State under Chapter 84 Wisconsin Statutes, that fails to comply with sections 66.0831 and 182.0175 Wisconsin Statutes (2007-2008), remains subject to the payment to the Applicant of the actual cost of repair of intentional or negligent damage by the contractor or subcontractor 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, and remains subject to payment to the Applicant for losses due to personal injury or death resulting from negligence by the contractor or subcontractor.

Notwithstanding the foregoing, if the State, or its officers, employees and agents, fail to comply with sections 66.0831 and 182.0175 Wisconsin Statutes (2007-2008), the State or its officers, employees and agents, remain subject to the payment to the Applicant of the actual cost of repair of willful and intentional damage by the State, or its officers, employees and agents, 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, and remain subject to payment to the Applicant for losses due to personal injury or death resulting from negligence by the State, its officers, employees and agents.

No indemnification of private contractors or subcontractors with the State under Chapter 84 Wisconsin Statutes, shall apply in the event of willful and intentional damage by such private contractors or subcontractors to the property, lines and facilities of the Applicant located on the highway right-of-way pursuant to this permit or any other permit issued by the State for the location of property, lines or facilities on highway right-of-way.

Brian Van Ooyen 608-509-5051		Russ Ryan 920-737-9662		Calvin Klade 715-573-2110
Adams	Merrimac	Allenton	Oostburg	Antigo
Arena	Mineral Point	Baileys Harbor	Plymouth	Athens
Belleville	Monroe Center	Belgium	Random Lake	Birnamwood
Bloom City	Montello	Brillion	Reedsville	Colby
Briggsville	Oregon	Campbellsport	St. Cloud	Eagle River
Bristol	Orfordville	Cascade	Sister Bay	Edgar
Brodhead	Pardeeville	Cedar Grove	Slinger	Hatley
Brooklyn	Plain	Chilton	Theresa	Lac Du Flambeau
Cambridge	Portage	Clyman	Two Rivers	Land O' Lakes
Clinton	Reedsburg	Eden	Washington Island	Loyal
Cobb	Richland Center	Egg Harbor	Waubeka	Marathon
Cottage Grove	Ridgeway	Elkhart Lake	Whitelaw	Marshfield
Darien	Salem	Greenbush		Mattoon
Deerfield	Sauk City	Hilbert		Merrill
Dodgeville	Silver Lake	Hustisford		Minocqua
Edgerton	Spring Green	Jacksonport		Owen
Hollandale	Sun Prairie	Johnsburg		Phelps
Ithaca	Trevor	Kewaskum		Pickerel
Lake Mills	Twin Lakes	Kiel		Sayner
Lime Ridge	Walworth	Lebanon		Spencer
Loganville	Waterloo	Lomira		Straford
Lodi	Westfield	Mapleton		Three Lakes
Lone Rock	Wisc Dells	Mishicot		Tomahawk
Lyndon Station	Witwen	Mt. Calvery		Wausau
Marshall		Neosho		Schofield
Mauston		New Holstein		Wausau
McFarland		Oakfield		White Lake

Exchange Assignments