7-85-1 Utility Coordination Process

Updated May 5, 2021

1.1 Originator

Technical Services Section (TSS) - Utilities

1.2 Introduction

The purpose of this section is to highlight the key points of the Utility Coordination Process and provide the contact information for the region utility coordination. Specific details and timelines for each process are shown in the FDM (Chapter 18), and in the WisDOT Guide to Utility Coordination.

1.3 Process

The Utility Coordination Process is summarized in the Southwest Region Utility Process Flowchart.

See SWIG 2-1-20 for the Southwest Region Utility Coordinator Contact List.

1.4 References

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

Southwest Region Utility Process Flowchart

Utility Coordination Best Practices

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Patrick Stankiewicz, Bobbie Keck, Craig Hardy	*9/1/2016*
Author	Date

7-85-5 Project Initialization

Updated January 15, 2020

5.1 Originator

Technical Services Section (TSS) - Utilities

5.2 Introduction

The purpose of this section is to define roles and responsibilities of all parties involved with utility coordination. Specific details and timelines for each process are shown in the FDM (Chapter 18), and in the WisDOT Guide to Utility Coordination.

5.3 Process

The following steps are necessary to start the utility coordination process on a project:

- Planning section to provide a CDR and project location map leading up to the announcement for the scoping meeting.
- Utility Unit Lead worker assigns a utility coordinator to the project and creates an effort in the Transportation Utility Management System (TUMS).
- Lead worker will verify that correct utility coordinator is assigned in PMP
- Lead worker will verify that the design project I.D. is authorized for charges.
- Utility coordinator to work with the scoping engineer to develop a utility coordination schedule based on the Utility Milestone Scheduling Worksheet.
- Utility coordinator and PDS project manager to coordinate utility coordination tasks prior to finalizing consultant selection/contract.
    - Utility coordinator to work with the project manager and/or consultant designer to develop the appropriate Utility Coordination Task List (UCTL). SWR Utility Lead Worker to provide oversight. Task list to be included as part of the consultant contract.
    - Utility Coordination Task List for Consultant Projects Without a Plat
    - Utility Coordination Task List for Consultant Projects With a Plat
- Consultant given TUMS access if applicable (See UCTL).

5.4 References

Southwest Region Utility Process Flowchart

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

Utility Milestone Scheduling Worksheet

Utility Coordination Task List for Consultant Projects Without a Plat

Utility Coordination Task List for Consultant Projects With a Plat

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Bobbie Keck, Patrick Stankiewicz, Craig Hardy	*9/1/2016*
Authors	Date

7-85-10 Planning and Review Meetings *Updated January 15, 2020*

10.1 Originator

Technical Services Section (TSS) - Utilities

10.2 Introduction

The purpose of this section is to provide the region staff with definitions of their roles and responsibilities pertaining to meeting attendance with regards to utility coordination.

10.3 Process

Define the roles for each meeting:

- Scoping Meeting
  - Utility Coordinator (UC) to review Wisconsin Public Service Commission Territory Maps to verify utilities listed in TUMS
  - UC to request Regional Spatial Editor to provide Diggers Hotline Utility List at UC's discretion.
  - UC to review potential major utility conflicts (utilizing Google Earth, DOT View, Structure attachments, Field Visit, etc.).
  - UC to provide scoping engineer with list of major utility concerns.
  - UC attends the scoping meeting.
  - UC to verify if project is on an OSOW High Clearance Route.
- Preliminary Impact Review Meeting
  - Assigned UC will review plans electronically and attend this meeting if held.
  - UC to provide/verify proper Utility General Notes and Diggers Hotline Logo are used and that the list of utility contacts is current and accurate. See UC Guide Chapter 13, Attachment 13.3.1.

- Utility coordinator to check with project manager to see if structure attachments exist on affected structures. If attachments exist, begin process of structure attachment agreements (See SWIG 7-85-30.3)

- Utility Coordination Meeting (UCM) - (Around the Preliminary Impact Review Meeting - as needed based on complexity of project, potential conflict with high dollar utility facilities, utility facilities attached to structures scoped for replacement or major reconditioning)
  - UC to send invites for UCM, meeting will be facilitated by project manager or design consultant (if applicable)
  - UC provides an updated Utility Contact List to the designer. All facility owners are to be invited.
  - Designer should take note of any major utility facilities that are mentioned during this meeting. This is a good opportunity for design modifications to avoid costly impacts.
  - Any utility facilities attached to structures that are scoped for replacement or major reconditioning should be discussed at this meeting, and how the attachments will be impacted by the proposed work.
- DSR Review Meeting
  - Assigned UC will review plans electronically and attend meeting.
  - UC to provide/verify proper Utility General Notes and Diggers Hotline Logo are used and that the list of utility contacts is current and accurate.
  - UC to ask project manager if there are specific environmental issues that may impact facility owner's relocations to be included in 1078 submittal to utilities.

- UC to coordinate with the project manager to get the status of the DSR approval and when the 1078 plan set will be available for sending to facility owners.
- UC to coordinate with utility engineer or lead worker on concerns for complex projects, and review plans.

- UCM (after 1078's are sent to utilities) (as needed) See UC Guide Chapter 1.3.
  - Project manager and utility coordinator to coordinate timeline for UCM
  - Utility coordinator to send invites for UCM, meeting will be facilitated by project manager or design consultant (if applicable). UC will ask project manager if other stakeholders should be included.
  - Project manager or design consultant (if applicable) takes meeting minutes, and records a sign-in sheet
  - A representative of real estate and regional environmental coordinator should be invited in order to provide an update on parcel acquisitions and environmental concerns.
  - UC to request estimates for relocations from facility owners
    - If combined estimates are over $200,000, UC to send request to FIIPS Coordinator to set up individual utility ID's. FIIPS Coordinator will need a Utility PS&E Date and a Utility Clear Date. (see WisDOT Guide to Utility Coordination)
- Pre-PS&E Review Meeting
  - UC will review/comment on the plan, special provisions, report status on USR and compensable utilities
  - UC to find out if there have been any design changes that may impact utility facilities.
- Pre-Construction Meeting
  - Utility engineer and/or UC to attend Pre-con meeting along with designer tasked with post PS&E utility coordination (see UCTL) and discuss any outstanding utility coordination items, if applicable.

10.4 References

Wisconsin Public Service Commission Territory Maps

Southwest Region Utility Process Flowchart

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

OSOW High Clearance Route

Diggers Hotline Logo

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Patrick Stankiewicz, Bobbie Keck, Craig Hardy	*9/1/2016*
Author	Date

7-85-15 1077 Process

Updated January 15, 2020

15.1 Originator

Technical Services Section (TSS) - Utilities

15.2 Introduction

The purpose of this section is to define roles, responsibilities and process of sending, receiving, and reviewing the 1077 packet. Specific details and timelines for each process are shown in the FDM (Chapter 18), and in the WisDOT Guide to Utility Coordination.

15.3 Process

- Utility coordinator (UC) to work with project manager and/or design consultant to develop a project synopsis of the work.
- UC or design consultant generates and verifies a Utility Contact List from TUMS (see UCTL).
- UC or design consultant sends 1077 package to utilities (see UCTL). This should be done prior to Preliminary Impact Plans
- UC or design consultant tracks 1077 response dates in TUMS (see UCTL).
- Facility Maps provided by the facility owners will be shared between the design consultant, the project manager and UC. Place facility maps in a separate folder within the utility folder of the project drive.
- Designer (in-house or consultant) will use facility maps to verify the accuracy of the utility survey shown in the plans.

15.4 References

Southwest Region Utility Process Flowchart

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Patrick Stankiewicz, Bobbie Keck, Craig Hardy	*9/1/2016*
Author	Date

7-85-20 Plat Review by Utility Unit

Updated January 15, 2020

20.1 Originator

Technical Services Section (TSS) - Utilities

20.2 Introduction

The purpose of this section is to define roles and responsibilities for completing the Utility Unit review of the project plat.

20.3 Process

- Lead worker and utility coordinator (UC) will review and comment on the preliminary plat (if applicable).
    - Check Utility Survey (facility maps vs. plat survey).
    - Utility coordinator verifies discrepancies with facility owners.
- UC will forward preliminary plat to facility owners with an interest on the plat for their review and comment
- UC will work with FIIPS Coordinator to setup individual Utility Project I.D.'s.
- UC to verify a facility owner's eligibility of prescriptive rights (Check old permits, utility facility maps, facility owner's records, etc.) Prescriptive Rights Calculator *(link to be added in near future)*
- See Utilities Plat Review Process for additional guidance

20.4 References

Southwest Region Utility Process Flowchart

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

Utilities Plat Review Process

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Patrick Stankiewicz, Bobbie Keck, Craig Hardy	*9/1/2016*
Author	Date

7-85-25 1078 Process

Updated January 15, 2020

25.1 Originator

Technical Services Section (TSS) - Utilities

25.2 Introduction

The purpose of this section is to define roles, responsibilities and process of sending, receiving, and reviewing the 1078 Packet. Specific details and timelines for each process are shown in the FDM (Chapter 18), and in the WisDOT Guide to Utility Coordination.

25.3 Process

- For in-house design projects, Utility Coordinator (UC) to generate 1078 packet from TUMS and review prior to plans being sent to the utilities.
- For consultant-led design projects, UC to review 1078 Packet prior to plans being sent to the utilities.
- Items to include in 1078 Packet submittal:
    - The project manager or design consultant provides a complete plan set that needs to show the full extent of

the scope of the project. Partial plans or conceptual plans are not acceptable. The plans that are sent to the utilities should be about 70% to 80% complete and marked and dated “Approved for Utility Adjustments”. The UC Guide Chapter 10 includes guidance on what items need to be included in the 1078 Packet Submittal. The following list includes plan elements that are to be included (if applicable):

- Typical Sections
- Existing utility topo data
- Utility Contacts, General Notes, Diggers Hotline Logo
- Applicable Construction Details
- Intersection Details
- Storm Sewer
- Storm Water mitigation sites
- Municipal Utility details
- Temporary diversion channels/streams
- Fencing
- Signals and Lighting
- Traffic Staging Plans
- Temporary roads/widening
- Standard Detail Drawings (monotube, beam guard and retaining/noise wall, lighting and signal)
- Plat
- Plan and Profile
- Structure Plans (Including limits of structure excavation, Existing Utility Topo Data)
- Cross Sections w/ horizontal utility tick marks labeled (temporary widening and final condition)

- Additional information to share with the utilities includes the Traffic Management Plan (TMP) (if available at 1078 submittal), if project is on an Oversize Over-Weight (OSOW) High Route, and any Environmental concerns (Haz Mat, Arch, Hist, Wetlands, Trees, Soils, etc.) (By project manager or design consultant)
- Project Synopsis (By project manager or design consultant)
- Potential conflict list (By project manager or design consultant)
- Project Location Map (By project manager or design consultant)
- Design and Construction Schedule (By project manager or design consultant)
- Utility Contact List (By utility coordinator or design consultant)
- Cover Letter (By utility coordinator or design consultant)
- Acknowledgement (DT 1078) (By utility coordinator or design consultant)
- Utility Worksheet a.k.a. Workplan (DT 2236) (By utility coordinator or design consultant)

- UC or design consultant sends 1078 package to facility owners (See UCTL).
- UC or design consultant tracks 1078 and workplan response dates in TUMS and serves as main point of contact for the facility owners (See UCTL).
- Returned acknowledgement (DT 1078) shared with UC if a consultant sent the 1078 packet.
- Returned workplans (DT 2236) will be shared with the project manager, utility engineer, UC, and designer for their review.
  - Project manager and designer (in-house or consultant) reviews the workplan for conflicts with proposed design elements. The designer and/or UC works directly with the facility owners on conflicts with the proposed relocation and design. Include UC in correspondence.
  - Utility engineer reviews workplans for utility relocation schedule, constructability, region consistency (between offices and how the regions work with facility owners).
  - Workplan should address the resolution of all conflicts (who is doing the work, what is the conflict, how will the conflict be addressed, when is it being done, and where is the work occurring)
  - If work is occurring during construction, list out specific requirements (how much advanced notice, how many days to do the operation, who is the utility field contact, and what work does the contractor need to do first, etc.)
- If a facility owner is non-responsive to the UC or design consultant requests to submit or modify a workplan, the UC may need to send an official TRANS 220 Non-Compliance letter.
- If a facility owner is requesting to do work that is not compatible with the proposed project, and won’t modify their proposal, UC may send official workplan denial letter. UC to discuss with project manager, utility engineer, and LW prior to sending workplan denial letter.
- UC or design consultant (See UCTL) will coordinate with facility owner any additional comments provided by project manager, utility engineer, and utility coordinator. Include WisDOT/design consultant in correspondence.
- Designer and utility engineer recommend workplan approval to the UC once the review is complete.

- UC to send workplan approval letters and final special provisions (see SWIG 7-85-35 PS&E) to facility owners. Remind utilities to send permit requests to SW Region Permit Mailbox (SWUtilityPermits@dot.wi.gov).
- Any plan changes need to be sent to all facility owners by the UC or design consultant who sent the original 1078 package. The affected facility owners are notified of the changes and provided the additional 60 days to resubmit their workplans. The facility owners, not expected to be affected by the changes, are provided the plan changes for their information. The designer is to prepare the plan sheets and description of changes. The UC is to prepare the cover letter, and how the changes affect each utility. See UC Guide - Chapter 12.

25.4 References

Southwest Region Utility Process Flowchart

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Patrick Stankiewicz, Bobbie Keck, Craig Hardy	*9/1/2016*
Author	Date

7-85-30 Utility Agreements

Updated January 15, 2020

30.1 Originator

Technical Services Section (TSS) - Utilities

30.2 Introduction

The purpose of this section is to provide guidance on select Utility Agreements. Refer to Chapter 11 of the WisDOT guide to Utility Coordination for more details.

30.3 Process

- See UC Guide - Chapter 11
- 30 days +/- after 1078 package is sent to facility owners, utility coordinator will prepare and send utility releases and agreements to utility owners that have a land interest on the plat.
- All forms are located on the WisDOT Forms Page
- Utility coordinator asks facility owner via the 1078 Cover Letter if they plan to seek compensation. If not seeking compensation, the utility coordinator sends the "Statement of Non-Reimbursement" (DT2245) through DOCU-SIGN to the facility owner.
- UC to send the "Statement of Non-Reimbursement" (DT 2245) to the FIIPS Coordinator and requests that the utility ID (4X ID) be changed to a $1 parcel.
- Utility coordinator does not record the Conveyance of Rights or Quit Claim Deed until after all agreements are approved by Central Office.
- Workplans that contain Lump Sum, Audit Agreements or Municipal Agreements are not approved until Central Office approves the agreements.
- Workplan Approval Letters / Start Work Notices can be sent to facility owners once the $1 parcels documents are sent up to Central Office for approval.
- Structure Attachment Agreement.
    - Utility must prove their case for a claim of hardship against relocating off of the structure. Hardships are granted on a case by case basis.
    - Region approves hardship (Utilities Group, Maintenance, PDS, Central Office Highway Maintenance, and other WisDOT stake holders – all meet to discuss and approve if appropriate).
    - Project manager sends approval letter indicating that utilities hardship is approved or denied based on the Region decision.
    - Utility is responsible for additional design costs, construction administration costs, future maintenance and inspection, and any specific elements incorporated into the design due to the utility attachment. Use 3-part letter agreement from UC Guide in order to bill the utility for the additional costs. Use same agreement if utility requests that WisDOT contractor do utility work on behalf of facility owner. See UC Guide, Ch 11.21.1 (Page 20).
- Utility Agreement - No Land Interest
    - Utility coordinator and project manager prepare "Agreement for Payment – For Relocation or Replacement of Utility Facilities" (DT 2192) including same supporting documents as needed for either the Lump Sum or Audit Agreements.
    - Used to pay facility owners for installing new services to new facilities (i.e. Weigh Stations, Rest Areas).

- Agreement should be done during the 1078 timeframe.

30.4 References

Southwest Region Utility Process Flowchart

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

WisDOT Forms Page

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Patrick Stankiewicz, Bobbie Keck, Craig Hardy	*9/1/2016*
Author	Date

7-85-35 Pre-PS&E and PS&E Submittals

Updated January 15, 2020

35.1 Originator

Technical Services Section (TSS) - Utilities

35.2 Introduction

The purpose of this section is to define roles and responsibilities for completing the Pre-PS&E and PS&E project submittals. Specific details and timelines for each process are shown in the FDM (Chapter 18), and in the WisDOT Guide to Utility Coordination.

35.3 Process

- Utility coordinator (UC) or designer (in-house or consultant) will write the Utility special provisions based upon the information provided in the approved workplan (see UCTL).
- Project manager, UC, and utility engineer to review the Utility Special Provisions for accuracy.
- Designer (in-house or consultant) to insert the Utility Special Provisions provided by the UC into the “Utility article of the special provisions” within the proposal.
- UC to export USR from TUMS (see UCTL).
- UC converts USR to a PDF file and digitally signs. UC to provide signed USR to designer (in-house or consultant) for e-submittal.
- Once USR and Utility Special Provisions are finalized with final special provisions, LW will clear the project at region level in PseTrak. PseTrak Exceptions will be added at this time if needed and monitored by LW until cleared at region level (see SWIG 7-85-40).

35.4 References

Southwest Region Utility Process Flowchart

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Patrick Stankiewicz, Bobbie Keck, Craig Hardy	*9/1/2016*
Author	Date

7-85-40 Permits

Updated January 15, 2020

40.1 Originator

Technical Services Section (TSS) - Utilities

40.2 Introduction

The purpose of this section is to define roles and responsibilities for approving utility permits (project and non-project related). Specific details and timelines for each process are shown in the FDM (Chapter 18), HMM (9-15), and in the WisDOT Guide to Utility Coordination.

40.3 Process

40.3.1 "Non-Project" and "Mega/Major Project" Permits

- Permit is submitted by utility facility owner to SW Region Permits mailbox (SWUtilityPermits@dot.wi.gov).
- Permit coordinator determines if the permit is a "Mega/Majors Project", "Project Permit" or "Non-Project Permit", and forwards "Project Permits" to utility engineer.
- Permit coordinator responsible for issuing "Non-Project Permits", and "Mega/Major Project Permits"; utility engineer responsible for issuing "Project Permits"; permit coordinator to route "Mega/Major Project Permits" to "Mega Team" for review prior to issuing.
- All permits to be completed electronically. If a hard copy is submitted, scan it, and convert it to an electronic copy. If needed, electronic copy can be printed and mailed.
- "Non-Project Permits" are logged into the "Non-Project Utility Permits Log" spreadsheet and assigned a permit number (YEAR-**1**000, YEAR-**1**001, etc). "Mega-Project Permits" are logged into the "Mega-Project Utility Permits Log" spreadsheet and assigned a permit number (YEAR-**3**000, YEAR-**3**001, etc.).
- Permit coordinator to check DOT-VIEW for projects in the 6-year program to see if permit falls within the limits of a proposed highway project. Every permit should be checked against the planning maps, in case the utility companies don't indicate that the proposed utility work is associated with a highway project.
- Permits that are within the limits of a future project are to be routed to the project manager for their review of the permit. Project manager to provide comments on proposed utility installations in regard to the proposed project and permit coordinator to document in the Utility Permits Log. Plan sheets and details may be provided by project manager to be attached to final permit. See UC Guide - Chapter 5.
- If a non-project permit is requested within the limits of a current construction project, permit coordinator to forward permit to utility engineer. Utility engineer will issue all permits that fall within current road construction projects limits.
- Non-Project Permit is reviewed by permit coordinator ensuring that the following content is included in permit submittal from Utility per the guidance in the permit application instructions and the Utility Accommodation Policy (UAP):
    - Permit Application
    - Traffic Control (Traffic Control Flip book at a minimum)
    - Erosion Control
    - Utility construction plans
    - Coordination with WDNR
    - Any other permit specific details (DNR permits, backfill requirements, OSOW/High Route, etc.)
- Depending on complexity of traffic control, staging, etc, permit to be routed to the Traffic Engineer for comments.
- Permit coordinator adds permit special provisions relating to work being done and based on any comments received.
- The following items are attached to the permit by the permit coordinator:
    - Permit Application
    - Traffic Control (Traffic Control Flip book at a minimum)
    - Erosion Control
    - Utility construction plans
    - Coordination with WDNR
    - Any other permit specific details (DNR permits, backfill requirements, OSOW/High Route, etc.)
    - Work Start / Completion Notice
    - Permit Special provisions
- Once all permit components are completed, and comments addressed, permit coordinator approves permit, completing the bottom section of the permit application, and sends to utility owner, maintenance department, county highway department, patrol superintendent, project manager (if applicable).
- Complete entry for "Permit Issue Date" in Utility Permit Log Book.
- Approved permits are filed electronically in PDF form in the Utility Permit Log Book Folder.
- See Region Utility Permit Library for additional resources *(link available to internal staff only).*

40.3.2 Expedited Service Connection Permit (ESCP)

- Complete ESCP permits as shown in the Utility Accommodation Policy (UAP).
- No need to log ESCP permits in tracking spreadsheet. Print and keep hard copy of permit until restoration is complete, and no issues remain.

40.3.3 Project Permits (Non-Mega Projects)

- Utility engineer to send facility owners a reminder that utility permit applications need to be submitted 30 days prior to the anticipated start date listed in the approved workplan.

- Permit is submitted by utility facility owner to SW Region Permits mailbox (SWUtilityPermits@dot.wi.gov).
- Permit coordinator determines if the permit is a “Mega Project”, “Project Permit” or “Non-Project Permit”, and forwards “Project Permits” to utility engineer.
- Permit coordinator responsible for issuing “Non-Project Permits”, and “Mega Project Permits”; utility engineer responsible for issuing “Project Permits.”
- All permits to be completed electronically. If a hard copy is submitted, scan it, and convert it to an electronic copy. If needed, electronic copy can be printed and mailed.
- Permit is logged into the “Project Utility Permits Log” spreadsheet and assigned a permit number (YEAR-**2**000, YEAR-**2**001, etc).
- Project Permit is reviewed by utility engineer, ensuring that the following content is included in permit submittal from Utility per the guidance in the permit application instructions and the UAP:
    - Permit Application
    - Traffic Control (Traffic Control Flip book at a minimum)
    - Erosion Control
    - Utility construction plans
    - Coordination with WDNR
    - Any other permit specific details (DNR permits, backfill requirements, OSOW High Route, etc.)
- Depending on complexity of traffic control, staging, etc, permit to be routed to the Traffic Engineer for comments.
- Utility engineer adds permit specific provisions relating to work being done and based on any comments received.
    - Attendance at the weekly progress meetings (if applicable).
    - Traffic control requirements should match those in the TMP for the associated project (i.e. peak hour, special event restrictions, lane closures, etc.).
- The following items are attached to the permit by the Utility engineer:
    - Work Start / Completion Notice
    - Permit Specific provisions
    - Workplan Approval Letter and approved workplan (if applicable)
    - Permit Application
    - Traffic Control (Traffic Control Flip book at a minimum)
    - Erosion Control
    - Utility construction plans
    - Coordination with WDNR
    - Any other permit specific details (DNR permits, backfill requirements, OSOW High Route, etc.)
- Once all pieces to the permit are completed, and comments addressed, Utility engineer approves permit, completing the bottom section of the permit application, and sends to utility owner, maintenance department, county highway department, project manager, project contract specialist, etc.
- Complete entry for “Permit Issue Date” in Utility Permit Log Book.
- Approved permits are filed electronically in PDF form in the Utility Permit Log Book Folder.
- See Region Utility Permit Library for additional resources.

40.4 References

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

Utility Accommodation Policy (UAP)

Region Utility Permit Library

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

SWR Utility Permit Coordinator - Scott Coburn, SWUtilityPermits@dot.wi.gov

Craig Hardy, Mark Goggin, Chad Renly	*9/1/2016*
Author	Date

7-85-45 Post PS&E Utility Coordination

Updated January 15, 2020

45.1 Originator

Technical Services Section (TSS) - Utilities

45.2 Introduction

The purpose of this section is to define roles and responsibilities for utility coordination activities that occur after the PS&E submittal. Specific details and timelines for each process are shown in the FDM (Chapter 18), and in the WisDOT Guide to Utility Coordination.

45.3 Process

After the PS&E is submitted, the utility engineer will become the main point of contact for utility coordination. The utility engineer will be doing the following tasks:

- Utility engineer will monitor the utility relocations between the time that the workplans are approved and prior to and after road construction. During road construction (once project is executed) the Project Leader will monitor utility coordination. Utility Engineer to provide oversight and technical assistance as needed.
- Utility engineer to be the main point of contact for issues leading up to construction or anything that comes up during construction.
- As needed, the Utility engineer will attend weekly progress meetings to assist the construction staff and contractor with utility coordination efforts during construction.
- Utility Engineer to verify that restoration has been completed by utilities prior to permit completion.

45.4 References

WisDOT Guide to Utility Coordination

FDM Chapter 18 Utility Coordination

SWR Utility Lead Worker - Bobbie Keck, bobbie.keck@dot.wi.gov

SWR Utility Engineer - Rick Olson, richard.olson@dot.wi.gov

Patrick Stankiewicz, Bobbie Keck, Craig Hardy	*9/1/2016*
Author	Date