



INSTRUCTIONS FOR APPLICATION/PERMIT TO CONSTRUCT, OPERATE AND MAINTAIN UTILITY FACILITIES ON HIGHWAY RIGHT-OF-WAY

Wisconsin Department of Transportation
DT1553i 6/8/2024

GENERAL INSTRUCTIONS

- A. Consult WisDOT's Highway Maintenance Manual [HMM 09-15-00](#) for information on utility installations in state highway right-of-way (ROW). The HMM is interchangeable with the *Utility Accommodation Policy (UAP)*. See [HMM 09-15-15](#) (2.0) for details on the entire permit application process.
- B. The application form is used to document utility work on the state trunk highway (STH) system. By definition, a STH is a numbered state, U.S. or Interstate highway. However, there are many numbered routes maintained by various municipalities. In these situations, the route is a "connecting highway" instead of a STH, and WisDOT is **not** the permitting authority. Under Wis. Stat. s. 86.07(2)(a), the maintaining authority of a highway is the permitting authority. Click the following links for [STH maps](#) and [connecting highway maps](#).
- C. The form initially serves as an **application** for the proposed utility work. If approved, the completed form becomes a **permit** for the work. A utility owner may install more than one facility using one permit application. For example, a municipality may include sewer and water on one form. For joint installations, however, each utility owner must submit their own application. If the proposed work covers two counties, two separate applications (one for each county) must be submitted since WisDOT files permits by county.
- D. Submit the completed application form as a Word or PDF document depending upon which form version is used. **Do not scan and submit either form** as WisDOT will convert the Word version to PDF or password protect the PDF version upon permit approval. The form may be signed electronically using the brush script font provided. Send the form to the transportation region office that covers the county where the work will occur. [For staff contacts and region office boundaries](#). ~~See go to HMM 09-15-70 for staff contacts and region office boundaries.~~
- E. **With your application, provide a copy of the appropriate engineering drawings and other supporting documentation in PDF format.** Provide scaled plans if possible. Show all existing utilities that may be affected by the proposed installation. Using a WisDOT ROW plat to show the proposed route is encouraged. If applicable, use WisDOT highway plans to show the proposed utility route within the plan's limits. This allows direct comparison of the proposed work to our plans.
- F. Submit the permit application, corresponding drawings, etc. electronically via email attachments or through a file transfer protocol (FTP) site. WisDOT prefers this method since it helps expedite application processing and allows for easier distribution within WisDOT and to our external customers.
- G. Fill out **all** required information. Processing may be delayed, or the permit application returned, if any information is missing. Below the signature line, insert the area code and telephone number where you can be called between the hours of 8:00 am and 4:30 pm Monday through Friday. Include an email address as well. WisDOT typically sends correspondence and/or approved permits via email ~~in order~~ to expedite the process.
- H. If you have a WisDOT permit for an existing utility facility that you are planning to improve/repair, maintain, remove, or discontinue in place, provide a copy of that permit (if one is readily available) or reference the permit number. This assists WisDOT in maintaining accurate records.
- I. A utility must keep a record of the permit for as long it continues to own, occupy, operate, and maintain its facility in WisDOT ROW. If a utility discontinues use of a facility in WisDOT ROW, it must maintain a record of it in which the facility can be located in the field. A permit is one method for maintaining that record.
- J. Go to <http://docs.legis.wisconsin.gov/> for a copy of the Wisconsin statutes listed at the top of the permit form. Contact local government officials for other statutes, ordinances, and permit requirements that may also apply to utility installations within their jurisdictions.

SPECIFIC INSTRUCTIONS FOR EACH FORM QUESTION

1. **Applicant (utility facility owner) Name and Address:** Insert the company name of the utility facility owner. The address information is used to return the application/permit to the applicant. With regards to sewer and water laterals that are in WisDOT ROW, WisDOT policy is that the main **owner** is responsible for obtaining permits for the laterals, not the individual property owners, contractors, or developers.



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- Work Start Date:** Insert the date (mm/dd/yyyy) that the work is expected to begin. The words "Upon Approval" may be written in the box if the work can wait to begin once WisDOT approves the permit.
- Work Finish Date*:** Insert a reasonable date (mm/dd/yyyy) that the work will be finished including permanent restoration of disturbed soil and/or pavement ~~(if needed)~~. The date may be in the next calendar year. The asterisk directs the applicant to review an important note applicable to all utility work and permits.
- Is the work due to a WisDOT highway project?** Check yes or no. If yes, WisDOT coordinates the proposed work with other staff as necessary. WisDOT will also write in the applicable improvement project number(s) in the lower left-hand corner of the form for reference.
- Applicant Work Order:** A utility may insert its own work order or project identification number in this box.
- Public Land System Survey (PLSS) Location-Description:** Insert the section, town, and range where the utility work will take place. For spot or short locations, include the ¼ section, otherwise, omit it. **Do not include street names, highway numbers, etc. in this box.** Use the following format: NE¼ of S12 T1N R8E. **Do not include street names, highway numbers, etc. in this box.** ~~Also include~~ Provide a plat and/or location map ~~(to verify PLSS information)~~. Provide a separate location map if the plat map is not adequate.
- Work-Municipal/County Location:** Insert the corresponding town, village, city, and county names. Clicking on Town, Village, or City allows you to change them should you have more of one than another.

- Highway:** Insert the highway number(s) only – no letters ~~in front of~~ preceding the numbers. Note the highway sign shield types at the right. Insert all highways if two or more run concurrently. If a utility facility will be installed on a road under WisDOT maintenance jurisdiction that does not have a highway number, use the blank to insert the proper road name (for example, I-94 E Frontage Rd).



- Facility Type:** Check all boxes that apply and insert the facility size, which may have more than one attribute. Use the following formats: Gas: 4" 50psi max; Comm (communications): 1¼" SMF48; Electric: 69kV. Abbreviations are okay if they are part of industry practice or easily understood. For example, " = inch, ' = foot, diameter = dia or d, SMF = single mode fiber. Use the blanks to document utilities like solar or wind.

When selecting a transmission, distribution or service facility type, the following definitions generally apply:

Transmission – Carries product from the utility source to the distribution network

Distribution – Disperses the product from a transmission line to locations serving customers

Service (a/k/a: lateral, drop) – Brings the product to a customer via a connection from a distribution line

Check "Service (ESCP)" when a utility is first applying for an **expedited** service connection permit, which allows the company to obtain WisDOT approvals for service connection installations within a 3-day period without going through the standard permit process. Check "Service" when applying for a permit using the **standard** process when it cannot be approved through an expedited service connection request.

- Facility Orientation:** Check all boxes that apply. For underground crossings, include a cross-section drawing showing the proposed alignment, depth (in relation to the ground and pavement), and other utility installations. For overhead crossings, include a cross-section drawing showing the proposed highway clearance or list the dimension on a drawing. If the crossing is on an OSOW high clearance route, check that box as well.

For a structure-bridge attachment, submit documentation that WisDOT's Bureau of Structures has approved it along with attachment drawings. **Note:** A utility must coordinate with WisDOT early in the design process ~~if-when~~ a new structure-bridge is being will be constructed or existing bridge redecked. Even though a utility was previously attached to a structure-bridge does not guarantee that it will be allowed to attach to ~~the-a~~ new or redecked structure-bridge. Structures/Bridges include ~~bridges-and~~ pedestrian overpasses.

If part of a proposed utility facility will be located within a WisDOT scenic easement outside the ROW, check the scenic easement box. There may be restrictions on the placement and/or type of utility facilities allowed within the scenic easement that WisDOT will need to review. Utilities in scenic easements are not issued permits, but other



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documentation may be required to ensure that a utility has the legal right to occupy the easement. Checking the box informs WisDOT to correlate the permit with the scenic easement documentation(s).

11. **Work Types:** Check all boxes that apply to the utility work. This includes any work that cannot be accomplished under an expedited service connection permit. It also includes maintenance work that cannot be accomplished without an “additional” permit per [HMM 09-15-15](#) (3.0-3.3). “Joint install” means work by more than one utility in the same location, for example, electric and communication lines placed in the same trench or on the same pole.
12. **Proposed Work Methods:** Check all boxes that apply. There are special requirements for open cutting of any pavement and for rock blasting. Check with WisDOT’s [region](#) utility permit coordinator **before** applying for a permit using one of these work methods. Show the limits for plowing, trenching, open cutting, rock blasting, boring, etc. on the plan drawings. Other instructions for the following specific categories include:
 - **Bore:** This is reviewed to determine if appropriate work zone traffic control and/or erosion control has been included with the application. Show the bore limits and pit locations/sizes on the plan drawings especially if wetlands are nearby. If “Unknown” is checked, contact WisDOT as soon as the method is known.
 - **Install or attach to poles/towers:** If installing new poles, check “New” and insert the approximate diameter. Check “Guys” if installing guy wires and show the locations on the plan drawings. Submit proof that the clear zone has been reviewed and the poles/guys are outside of it, or if inside the clear zone, what will be done to shield the objects. Check “Existing” if attaching to existing poles, insert the name of the pole owner, and submit a copy of ~~your~~[the](#) attachment agreement.
 - **Pothole (Subsurface excavation):** Air vacuum is ~~typically~~ allowed in pavement areas while water jetting is not. Both methods may be used in turfed areas or under sidewalks. ~~Identify t~~[Identify t](#)he proposed locations and dimensions of each pothole ~~must be identified~~ on the plan drawings including the proposed restoration method. [Submit before condition pictures with water jetting under pavement at each pothole with a permit application. HMM 09-15-45 \(3.5\).](#)
 - **Tree/vegetation control:** This includes utility work that involves removing (cutting), trimming (pruning), chemically treating and/or planting trees/vegetation, or mowing outside of allowable maintenance activities in which an additional permit is not required. This work must clearly be identified on the plan drawings. In addition, the disposal method(s) for the removed/trimmed trees/vegetation must be indicated.
13. **Work Zone Description:** Check all boxes that apply to the utility work and **provide the relevant work zone diagram(s) with the application – especially pedestrian detours or diversions**. This information is used to check the appropriate type of work zone traffic control and determine if a Lane Closure System notification is required.
 - Not applicable** – Work that has no effect on traffic. For example, a bore under the STH with both pits on private property and the tracking method does not interfere with or affect traffic.
 - Full road closure: detour** – Work ~~that~~[requiring](#)es a full road closure and a signed detour route.
 - Full road closure: temporary** – Work taking place in one day or over a series of days that requires a full road closure and a signed detour route, but the road will be reopened to traffic at the end of the workday.
 - Lane closure: without flagging** – Work on a multi-lane road in which one or more lanes are closed but the road remains open to traffic.
 - Lane closure: with flagging** – Work on a two-lane road in which one lane will be closed but the road remains open to traffic.
 - Lane encroachment (2 feet or less)** – Work on the shoulder or in a parking lane that encroaches onto the adjacent lane but is small enough that the lane may remain open to traffic.
 - [Shoulder/parking lane closure – Work on a shoulder or parking lane with no lane encroachment.](#)
 - [Turn lane closure – Work closing a right turn, left turn, or 2-way continuous left-turn lane.](#)
 - [Sidewalk or trail closure – Work closing a sidewalk or trail. Provide a pedestrian detour or diversion diagram.](#)
 - [Terrace – Work in the area between the back of curb and the sidewalk.](#)
 - [Off shoulder/parking lane – Work outside of or adjacent to the shoulder or a parking lane.](#)
 - [Near right-of-way line or fence – Work remaining close to the right-of-way boundary or security fence.](#)
 - [Freeway/expressway – Work on a freeway or expressway, which are high speed divided highways.](#)



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- Intersection/roundabout** – Work within the physical boundaries of an intersection including any turn lanes, or a roundabout including any approaches, splitter islands and truck aprons.
- ~~**Shoulder/parking lane closure** – Work on shoulder or parking lane with no lane encroachment.~~
- Railroad crossing** – Work within the right-of-way that also includes a railroad crossing.
- Mobile operation** – Work moving continuously or intermittently but is not stationary.

~~The following are self-explanatory and match the diagrams in work zone traffic control safety booklet:~~

- | | |
|--|--|
| Freeway/expressway location | Non-freeway/expressway location |
| <input type="checkbox"/> Off shoulder: < 30' off white line | <input type="checkbox"/> Off shoulder: < 15' off white line |
| <input type="checkbox"/> Off shoulder: ≥ 30' off white line | <input type="checkbox"/> Off shoulder: ≥ 15' off white line |
| <input type="checkbox"/> Near right-of-way line or fence | <input type="checkbox"/> Back of curb: < 2' behind |
| | <input type="checkbox"/> Back of curb: ≥ 2' behind |

14. **Is the proposed facility near a survey monument?** Check yes or no. **If yes is checked, you must call or email WisDOT's geodetic survey unit using the contact information on the permit form.** Provide proof of this coordination with your permit application. The word "near" has different meanings depending upon the type of survey monument involved. See [HMM 09-15-35](#) for details.
15. **Will any appurtenances be installed with the facility?** Check yes or no. Appurtenances include handholes, vaults, valves, cabinets, pedestals, etc. The locations and dimensions of all appurtenances that will be installed with the proposed utility work must be included with the plan drawings and/or specifications.
16. **Trans 401 project designation category?** Check Major or Minor. Under Wisconsin Administrative Rule [Trans 401](#), any utility work disturbing soil that can be restored the same day or immediately the next day is a "Minor" project and does not require a formal erosion control plan. If utility work disturbs soil that cannot be restored the same day or immediately the next day, it is a "Major" ~~project~~[project](#), and a formal erosion control plan is required with the permit application. See [HMM 09-15-55](#) for details.
17. ~~**Are any environmental approvals, certifications or permits required from other regulatory agencies including tribal governments**~~[Is the Environmental Checklist included?](#) Check yes or no. ~~If yes, then a copy of the agency permit must be provided before WisDOT will issue its permit. If no, then a simple email or letter from each agency (as needed) is sufficient for documentation.~~[See HMM 09-15-16 Attachment 1 for details on performing environmental coordination and filling out the associated Checklist for utility permit applications. WisDOT will not review a permit application until a completed and signed Checklist is submitted.](#)
18. **Utility Person Responsible for Construction:** Insert the utility owner staff person or utility owner representative who will be responsible for construction of the permitted work. WisDOT prefers someone who will be providing on-site project oversight most of the time. However, this person may also be an office manager or supervisor who delegates on-site project oversight to someone else.
19. **Utility or Project 24/7 Emergency Contact:** Insert the utility owner staff person or one-call center who WisDOT can contact 24/7 if there is a problem with the permitted work, work operation, facility maintenance, etc.
20. **Provide company name and address of authorized representative if not employed by the applicant.** If a utility employs a consultant, contractor, attorney, etc. to represent them, that company/person may also have the authority to sign the utility permit application. If this occurs, the representative must insert his/her name, company name and address in the box. A utility must also provide WisDOT with a letter or email stating that the representative is authorized to conduct business and sign permit applications on its behalf.
21. **Provide additional work details.** If needed, use this space and the back page of the form (or include separate pages) to provide additional information regarding the proposed work that may assist WisDOT in understanding how it will be accomplished. For example:
 - Provide the number of workdays for the entire job, including the number of workdays expected for the various job parts. Will there be times when work will not be done?



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- How many crews will be used? Will they start on one end and work towards the other end, or will they work at various locations at the same time?
- How will WisDOT's ROW be accessed when there is a security fence involved or on a high-speed multi-lane highway with no fence? For example, will access be needed from the highway shoulder at any location or multiple locations? What equipment or vehicles will be parked on the shoulder? [How long will they be there?](#)
- Is any part of the proposed work not in accordance with WisDOT's [Utility Accommodation Policy](#)? If so, state the reason(s) why. [For example, a privately-owned utility facility that is proposed to be located longitudinally on a STH – why can't it be located on private easements?](#)

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Once a permit is approved, check to see if WisDOT made changes to the plan drawings or other pages (for example, moved the alignment) or added any supplemental permit provisions. Those boxes will be checked at the bottom of the form along with. Other boxes ~~may be checked such as shown below:~~ ~~“UTILITY SHALL NOTIFY WISDOT REPRESENTATIVE~~

- ~~UTILITY SHALL NOTIFY WISDOT REPRESENTATIVE~~ ~~LISTED BELOW 3 DAYS~~ **UTILITY SHALL NOTIFY WisDOT REPRESENTATIVE** ~~e.g.~~ **Review All Supplemental Permit Provisions**
- LISTED BELOW 3 DAYS BEFORE STARTING ANY WORK:** **Revisions Made to Drawings or Other Pages**
- Lane Closure System notification required [HMM 09-15-60](#)