

RIPON PUBLIC WAY DISTURBANCE PERMIT



Permit Number:

Prior to initiating any excavation or other type of work that will disturb any public street, way **or utility**, a Public Way Disturbance Permit shall be obtained. Such a permit is required due to the permitting process for work within public ways established by Section 15.16.010 of the City of Ripon Code of Ordinance. The Director of Public Works and Utility Manager or their designee must approve the Public Way Disturbance permit.

All permits submitted for review must include, at a minimum, payment from the fee schedule based on the number of openings. Roadway restoration shall follow in accordance with Section 15.16.080 of the City of Ripon of Ordinance.

YOU MUST CALL PUBLIC WORKS FOR INSPECTION BEFORE YOU POUR CONCRETE APPROACH. CALL (920) 229-0687 AT LEAST 24 HOURS AHEAD.

Ordinance Links:

[Chapter 15.16 - EXCAVATIONS IN STREETS AND PUBLIC RIGHTS-OF-WAY](#)

[15.16.080 - Backfilling materials](#)

[Driveway Apron Guide](#)

PRE-SUBMISSION REQUIREMENTS:

The following items are required to be submitted to the Director of Public Works **prior to** the issuance of a Public Way Disturbance Permit:

- ✓ Name, Address and Phone number of contractor
- ✓ Name, Address and Phone number of property owner
- ✓ A Surety Bond in the amount listed on the fee schedule
- ✓ Permit Fee (see attached fee schedule for further detail; cash or check payable to the *City of Ripon*)
- ✓ Enter number of openings here:
- ✓ A drawing indicating the approximate location of the work to be done
- ✓ A description indicating a general nature of the work to be done
- ✓ A copy of Liability Insurance
- ✓ Any other information deemed reasonable/necessary by the Director of Public Works and Utility Manager or their designee to accommodate a thorough review of the application
- ✓ Driveway approach permit fee, see fee schedule

POST-SUBMISSION REQUIREMENTS:

A final inspection shall be coordinated with the Director of Public Works and Utility Manager or their designee. All final work is subject to the approval of the Director of Public Works and Utility Manager or their designee. **Any outstanding balance related to the permitted work shall be paid in full to the City of Ripon at the time of final approval.**

- ✓ If directional boring is a component of the proposed work to be performed, permittee shall televise any and all adjacent sanitary or storm sewers and provide copy to Public Works Director after work is completed.

Property Owner Name:

Property Mailing Address:

Property Owner Phone:

Property Owner Email:

Project Location:

Project Manager Name:

Project Manager Address:

Project Manager Phone:

Project Manager Email:

A description of the general nature of the work to be done:

PLEASE DO NOT LOCK FORM WHEN SIGNING

Signature of Applicant:

Date:

Send to dpw@cityofripon.com by saving to your Desktop and attaching it to the address.

Pre-Submission

City Use Only

A.) Permit Fee

B.) Corporate Surety Bond

C.) Total due at submission (add lines A, B)

Approved by:

Utility Manager:

Date:

Director of Public Works:

Date:

Permit Checklist:

- Completed and signed application (above)
- Copy of Corporate Surety Bond in the amount of:
- Check for the fees, payable to the City of Ripon
- Proof of Liability Insurance
- A drawing indicating the approximate location of the work to be done
- Any additional items needed by the Director of Public Works or Utility Manager or their designee
- Coordinate final inspection with the Director of Public Works. Call (920) 748-4909 for inspection

Post-Submission

- Final Inspection Date:**
- Outstanding Permit Fee Total:**
- Utility Manager Approval:**
- Director of Public Works Approval:**

Public Way Disturbance Permit Fee Schedule

Applicant is responsible for traffic control, erosion control and restoration in all instances.
Utility work in conjunction with a city project may have the fees waived.

Basic Permit - Driveway or curb cutout, sidewalk setline and grade.
Fee: \$50 Surety Bond: \$1,000
Bond and Insurance Certificate required.
Bond set at the discretion of PWD and based on overall impact of project.
If new construction, no bond required as the bond is held when building permit acquired

General Permit - Excavation in the pavement less than 200 sq ft. Up to three (3) openings.
Permit Fee: \$150 Surety Bond: \$1,000 - \$5,000
Bond and Insurance Certificate required.
Bond set at the discretion of PWD and based on overall impact of project.

Multi-Project Permit - multi-day, multi-location. Four (4) plus openings.
Permit Fee: \$300 Surety Bond: \$10,000 - \$25,000
Bond and Insurance Certificate required.
Bond set at the discretion of PWD and based on overall impact of project.