

Right-of-Way Permit Summary of Application Process

1. Contact the Town Clerk to obtain an Application for work in Town Right of Way Packet in electronic form, or obtain the form at www.clerk@townofhampden.wi.gov.
2. Contact the Town Engineer for initial direction and guidance on this application. Depending on your project the Town Engineer may be able to provide guidance that will aid you in filling out the application, and save you time and money over the course of the permitting process. You may obtain the Town Engineer's contact information on the Town's website at townofhampden.wi.gov.
3. Please make **checks payable to Town of Hampden** and drop off or mail to:
General Engineering Company
916 Silver Lake Drive/PO Box 340
Portage, WI 53901
4. Fill out all forms in the Packet completely. Include a detailed Site Plan and any supporting documentation that is requested by the Town Engineer. The Town Engineer will work with you to make sure that you have all of the appropriate information for your submittal.
5. The Applicant shall submit to the Clerk an electronic copy of the Application and all associated documents being submitted as part of the Application, in PDF format, along with one (1) comprehensive copy in printed form, identical to the electronic copy in all respects. The Application Fee shall be submitted with the Application.

EACH PACKET SHALL CONTAIN THE FOLLOWING:

- ☐ Reimbursable Services Agreement
- ☐ Completed Application for Work in Town Right of Way Form
- ☐ Completed Application Submittal Checklist
- ☐ Copy of selected Qualified Contractor Certification or Application
- ☐ Application Fee payable to "Town of Hampden"

6. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application.
7. The Town Engineer shall give his recommendation about each completed application to the Plan Commission and shall provide a copy to the Applicant. The Plan Commission will submit its recommendation to the Town Board, which will approve, conditionally approve or reject the application.
8. Applications will not be processed without payment of all fees.

Agreement for Reimbursable Services

Re: (Project Name): _____

The fees & costs of application review for the following permit request(s) shall be paid by the Applicant:

The Applicant shall pay all reasonable Town of Hampden incurred expenses relating to a particular permit request. Applicant agrees to reimburse the Town of Hampden for all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the permit request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted. This may also include meeting charges, professional consultants, and other relevant Town expenses incurred in connection to the permit request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant. Review fees owed by the Applicant, which are not paid within thirty (30) days of the issuance of an invoice by the Town, shall accrue interest at a rate of 1.5% per month, until the fee is paid in full.

If the Applicant is not the owner, then the owner agrees to pay all review fees and expenses that are not timely paid by Applicant. If unpaid, the Town may collect such delinquent fees and expenses as a special charge on owner's real estate under §66.0627 Wis. Stats., or from applicant or owner, through other means provided by law. Further, the Town may withdraw or suspend any permit issued by the Town, if any fees or expenses relating to that permit, have not been timely paid.

The Applicant is required to provide the Town with an executed copy of this Agreement as a prerequisite to the processing of the permit request application.

Dated this _____ day of _____, 20____.

Signature of Applicant

Printed Name

Signature of Property Owner

Printed Name

(If Different From Applicant)

This form is to be used for any Application for which the Town is to receive reimbursement for review.

fees and costs, EXCEPT projects for which a Pre-Development Agreement is to be signed.

Application for Work in Town Right-of-Way Permit			
GENERAL INFORMATION			
Property Owner(s):			
Mailing Address:	City:	State:	Zip Code:
Phone Number (Days):	Phone Number (Cell):		Email Address:
Contractor:	Sub-contractor:		Authorized Representative:
Mailing Address:	City:	State:	Zip Code:
Phone Number:	Email Address:		Town of Hampden QCC Approval? If yes, provide year(s) of approval:
DESCRIPTION OF PROPERTY			
Address of Subject Property:	City:	State:	Zip Code:
Tax Parcel #:	Subdivision:	Lot#:	Block:
Names of Adjacent Roadways:			
Adjacent Parcels (Parcel # or Addresses):			
Proposed Use of Facilities:	Start Date:	Completion Date:	
Description & Project Specifications: (Attach other pertinent additional information).			
NOTICE: Town of Hampden roads are to be maintained throughout all construction in the right-of-way. If a road or ditch line is damaged as a result of any activity related to this Permit, the Town of Hampden will repair the damage and charge the cost on the Permittee.			
Are any State/Federal Permits for this project being applied for? ☐ YES ☐ NO Check All that Apply: ☐ WI DOT ☐ WI DNR ☐ WI DOC ☐ US Army Corps ☐ Other			

Signature of Owner or Homeowner

Printed Name

Date

Signature of Contractor

Printed Name

Date

Application Submittal Checklist

- ☐ Paid Application Fee
- ☐ Photographs of the affected area
- ☐ Qualified Contractor Certification or Application
- ☐ Erosion Control provisions for the work (see the Town's Erosion Ordinance)
- ☐ A Site Plan, with a reasonable degree of accuracy. Please show the following on the drawing:
 - ☐ North Arrow
 - ☐ Existing Site Features
 - ☐ Neighboring Features
 - ☐ Any proposed facilities

(The Town, at its discretion, may require this drawing to be prepared by a surveyor or engineer.)

Signature of Owner or Homeowner

Printed Name

Date

Signature of Contractor

Printed Name

Date

Application for Qualified Contractor Certification

APPLICANT INFORMATION

Name of Company:		Chief Officer or Manager:	
Mailing Address:	City:	State:	Zip Code:
Phone Number:	Fax Number:	Email Address:	
Are you renewing your Qualified Contractor Certification? ☐ NO ☐ YES > YEAR QCC APPROVED: _____			
Are you a Sub-Contractor seeking a QCC? ☐ YES ☐ NO > Name of General Contractor: _____			

CERTIFICATION CHECKLIST

When did Company begin business? Year: _____		
Form of business entity: Sole Proprietorship / Partnership / LLC, Corporation		
List number of years company has been doing business in roadwork, pipework, excavation or finish restoration:	_____ years	
Attach a list of all current licenses, registrations and certifications held for excavation, utility work or roadway work:	☐ Information Attached	
Attach the background/experience for your company for contracting work you perform – OR; I am renewing my Qualified Contractor Certification with no updates.	☐ Information Attached ☐ Renewal	
Attach a list of your major equipment used on projects – OR; I am renewing my Qualified Contractor Certification with no updates.	☐ Information Attached ☐ Renewal	
List insurance coverage. Attach insurance certificates for workers compensation, general & pollution liability, etc. – OR; I am renewing my Qualified Contractor Certification with no updates.	☐ Information Attached ☐ Renewal	
Attach a list of bonding coverage if any. Include limit of payment.	☐ Information Attached	
Has your firm had any type of business, contracting or trade license, certification or registration revoked or suspended in the past five years?	☐ Yes – Attach Details ☐ No	
Has your firm violated any safety rules or regulations as determined by OSHA during the last five (5) years?	☐ Yes -- Attach Details ☐ No	
Indicate which of the following you have at least five (5) years of relevant construction work experience with:		
☐ Driveway construction or alteration	☐ Ditching or grading in the right-of-way	☐ Pipe and culvert installation
☐ Roadwork, including gravel base, asphalt or concrete, guardrails and shouldering	☐ Utility work, including CATV, Telephone, Fiber Optic, Electric, Gas, etc.	☐ Subdivision infrastructure improvement projects
☐ Tree or Brush Cleaning	☐ Turf, Shoulder & Asphalt Restoration	

Attach the general quality control practices your firm utilizes, including information on supervision of projects – OR; I am renewing my Qualified Contractor Certification with no updates.	☐ Information Attached ☐ Renewal
Provide at least two municipal references – OR; I am renewing my Qualified Contractor Certification with no updates.	☐ Information Attached ☐ Renewal
Have you worked on any projects in the Town of Pacific within the last five (5) years? - OR; I am renewing my Qualified Contractor Certification with no updates.	☐ Yes – Attach Details ☐ Renewal

As a condition to the granting of this Application, the Applicant hereby agrees to be responsible for all damages relating in any way to its work within the boundaries of any Town road, easement or other public facility.

Applicant certifies, to the best of its knowledge and belief, all of the information contained in this application is correct. Applicant understands that the failure to report completely and accurately will result in the denial or withdrawal of the certification and loss of the application fee.

Signature of Applicant's Chief Officer/Manager

Printed Name

Date

Title

The application fee must accompany this Qualified Contractor Certification request.