

Notification Procedure for Permit for Excavation

Within Right-Of-Way Applications

Effective May 2019

The City of Fitchburg, Public Works Dept. has modified the required notification process relating to Permits for Street Opening And / Or Excavation within Right-of-Way. The new procedure is outlined below:

- If the proposed utility installation, construction or reconstruction is **less than one block in length**:
 - Applicant shall notify the abutting properties through delivery of door hangers or letters three (3) working days, not including Saturday, Sunday or holidays, prior to commencing work.

- If the proposed installation, construction, or reconstruction **exceeds one block in length**:
 - Applicant shall notify each home, apartment, business, etc.; along both sides of the street for the length of the project; through delivery of door hangers or letters a minimum of seven (7) working days, not including Saturday, Sunday, or holidays prior to commencing work.

 - The letter or door hanger shall include the following:
 - The name of the utility that has applied for the permit
 - The name of the contractor that will be performing the work, if it is available
 - The limits of the work, including the side of the street where the work will take place.
 - A brief description of the work that will be done and the method that will be used-
i.e. directional boring, open trenching, etc.
 - A brief description of the proposed site restoration.
 - The approximate schedule for the start and completion of the work.
 - The name, phone number, and e-mail address for a representative from the utility who can answer technical questions from the residents, business owners, etc.
 - The name, phone number, and e-mail address for a representative of the City of Fitchburg Public Works Dept. who can field complaints from residents, business owners, etc. (Zac Laundrie, (608)270-4263, zac.laundrie@fitchburgwi.gov)

 - A copy of the letter or door hanger and a list of the addresses that were notified shall be provided to the Public Works Dept. The letter and addresses shall be sent to publicworks@fitchburgwi.gov . The subject line of the e-mail shall be, "Right-of- Way_Notification".