

Application Packet For Work in Town Right-of-Way Permit

Town of Pacific, Columbia County, WI

W7530 HWY 16, Pardeeville, WI 53954

www.tn.pacific.wi.gov

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The purpose of this document is to provide guidance in applying for a work in right-of-way permit in the Town of Pacific. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

Summary of Application Process

1. Contact the Town Clerk to obtain an Application Packet for Work in Town Right-of Way Permit in electronic form.
2. If you are not contacted by the Town Engineer within three (3) business days of receiving the packet, please initiate contact so the Town Engineer can hear the scope of your proposal. 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 www.tn.pacific.wi.gov or from the Town Clerk.
3. Fill out all forms in the Packet completely
4. Submit **2 copies** of the following items, **assembled in packet form**, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

EACH PACKET SHALL CONTAIN THE FOLLOWING:

- Reimbursable Services Agreement
- Completed Application For Work in Town Right-of-Way Permit Form
- Completed Application Submittal Checklist
- All items outlined in the Application Submittal Checklist
- Copy of the Selected Contractor's Qualified Contractor Certification in the Town of Pacific
- Application Fee Payable to "Town of Pacific"

5. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application. The Town engineer will work with you to make sure that you have all of the appropriate information for your submittal.
6. Once the Town Engineer has indicated that you have all of the appropriate information, **you will need to provide 15 copies of the completed packet to the Town Clerk** for distribution to the Town Plan Commission and Town Boards members.

If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.

7. Schedule an on-site meeting with the Town Engineer or Town Building Inspector, if desired or necessary, after submitting the completed application.

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8. The Town Engineer or Town Building Inspector shall give their recommendation about each completed application to the Plan Commission to either approve or reject.
9. The Plan Commission will give recommendation to the Town Board to either approve or reject the application.
10. Upon Town Board approval, a permit may be granted.
11. Pay all the necessary fees to the Town Clerk.

**An application fee must accompany this Work in Right-of-Way Permit Request.
Current fees are posted at the Pacific Town Hall, and may periodically change.**

Pacific Town Hall - W7530 HWY 16, Pardeeville, WI 53954

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Agreement for Reimbursable Services

In the Review of Work in Town Right-of-Way Permit Requests
Town of Pacific, Columbia County, WI

The cost of application review for all Work in Town Right-of-Way permit requests shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular Work in Town Right-of-Way permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Work in Town Right-of-Way 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.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Work in Town Right-of-Way permit request application. The submittal of a Work in Town Right-of-Way permit request application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month until the fee is paid in full.

_____ for
Applicant and/or Property Owner(s)

_____, agrees to reimburse the Town of Pacific for
(Project Name)

all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the work in right-of-way 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.

Dated this _____ day of _____, 20__ .

Signature of Applicant

Printed Name

Signature of Property Owner
(If Different From Applicant)

Printed Name

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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:		Authorized Representative:	
Mailing Address:	City:	State:	Zip Code:
Phone Number:	Email Address:	Town of Pacific QCC # :	

DESCRIPTION OF PROPERTY			
Address of Subject Property:	City:	State:	Zip Code:
Tax Parcel #:	Subdivision:	Lot#:	Block:
Names of Adjacent Roadways:			
Anticipated Start Date:		Anticipated Completion Date:	
Are any State/Federal Permits for this project being applied for? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Check All that Apply:			
<input type="checkbox"/> WI DOT <input type="checkbox"/> WI DNR <input type="checkbox"/> WI DOC <input type="checkbox"/> US Army Corps <input type="checkbox"/> Other _____			
Description of Project:			
Other Applicable Information (Attach sheets when necessary):			

Signature of Owner

Printed Name

Date

Signature of Contractor

Printed Name

Date

Application Submittal Checklist

- Photographs of the affected area
- Names and addresses of landowners within 500 feet of the area to be considered.
- Erosion Control provisions for the work (see the Town's Erosion Ordinance)
- A drawing of your site, with a reasonable degree of accuracy. Please show the following on the drawing:
 - North Arrow
 - Existing Site Features
 - Neighboring Features
 - Proposed facilities

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

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.