



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
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CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Curb Breaks

POLICY NUMBER: 5.110

PAGES: 1

EFFECTIVE DATE: December 5, 1995

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

The following shall be the established policy regarding curb breaks by landowners or contractors (agent):

1. A written request shall be submitted to the Director of Public Works/City Engineer by the owner or agent.
2. The Engineering Division will field check in conjunction with the Building Inspector (new construction).
3. A written permit shall be issued by the Engineering Division - consecutively numbered through the calendar year.
4. A file of requests and approvals shall be kept in the Director of Public Works/City Engineer's office.
5. The written permit will include necessary drawings and criteria to assist with proper construction, and are a part of this policy as attached:
 - a. Curb break in integral curb drawing: dated December, 1991
 - b. Curb break in separate curb and gutter drawing: dated December, 1991
6. The City of Marshfield will be responsible for pavement repair required beyond the removal limits shown on drawings 5(a) or 5(b). The Director of Public Works or his designee must inspect the location of these additional repairs prior to any curb and gutter removal or replacement.