



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Excavation in City Streets

POLICY NUMBER: 5.310

PAGES: 1

EFFECTIVE DATE: November 25, 2008

SUPERSEDES POLICY DATED: April 17, 1984

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.

1. There shall be a policy established regarding excavations in City streets, alleys, rights-of-way, or other public ways in the City of Marshfield, which supplements Section 13.33 of the Municipal Code.
2. The Engineering Division shall be responsible for administering this policy.
3. All excavations in City streets, alleys, rights-of-ways and other public ways require a permit.
4. No excavations in any streets, alleys, rights-of-ways or public ways, shall take place in the City of Marshfield from December 1st to April 15th of the following year, unless approved by the City Engineer.
 - a. The City Engineer may grant a permit to excavate if no pavement or sidewalk will be disturbed and if no boring or other trenchless methods under pavement or sidewalk will be performed.
 - b. If a permit is requested to excavate during the period of December 1 to April 15 of the following year, the applicant shall submit a written excavation and restoration plan describing excavation methods, backfill materials, restoration plans and schedules.

5. No excavations shall take place on any streets which are posted with "Seasonal Weight Restrictions" until said weight restrictions are taken off by the Department of Public Works. (i.e. If seasonal weight restrictions are on a street until April 30th, that date supersedes the April 15th date as stated above)
6. Exceptions to the aforementioned are as follows:
 - a. If a street is scheduled for reconstruction during the calendar year of an excavation request, the City Engineer may grant a permit to excavate.
 - b. If the weather is such that the April 15th date is too early to allow excavation, that date may be extended by the City Engineer.