



VILLAGE OF BELLEVUE
2828 ALLOUEZ AVE,
GREEN BAY, WI 54311
920-468-5225 / FAX 920-965-1699

Page 1 of 3
Village Permit # _____

PERMIT APPLICATION

Construct / Operate / Maintain Utilities Within Municipal Right-of-Way

APPLICANT / COMPANY INFORMATION

Owner Name:	<input type="text"/>	Contact Person:	<input type="text"/>
Current Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		ZIP Code:	<input type="text"/>
Phone:	<input type="text"/>	24 Hr Contact No.:	<input type="text"/>
		FAX No.:	<input type="text"/>
E-Mail:	<input type="text"/>		

Plans Submitted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Plans Prepared by:	<input type="text"/>
Construction Warranty Form Enclosed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	All effected parties have/will be notified of the planned construction work including home/business owners.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Erosion Control Measures Planned:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Policy of Insurance against liability to 3rd parties on File with The Village of Bellevue:	<input type="checkbox"/> Yes <input type="checkbox"/> No

CONTRACTOR INFORMATION

Contractor Name:	<input type="text"/>	Contact Person:	<input type="text"/>
Current Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		ZIP Code:	<input type="text"/>
Phone:	<input type="text"/>	24 Hr Contact No.:	<input type="text"/>
		FAX No.:	<input type="text"/>
E-Mail:	<input type="text"/>		

LOCATION INFORMATION - Please include complete description of work area

Street Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

DESCRIPTION OF PROPOSED WORK - CHECK ALL THAT APPLY

Utility Type:	<input type="checkbox"/> Water	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Service	<input type="checkbox"/> Conduit
	<input type="checkbox"/> Electric	<input type="checkbox"/> Transmission	<input type="checkbox"/> Distribution	<input type="checkbox"/> Pedestals	<input type="checkbox"/> Jct. Box / Vault
	<input type="checkbox"/> Fiber	<input type="checkbox"/> Communication	<input type="checkbox"/> Gas/Petroleum	<input type="checkbox"/> Utility Pole	<input type="checkbox"/> Anchor
	<input type="checkbox"/> Curb Cut/Drive	<input type="checkbox"/> Other	<input type="text"/>		

ORIENTATION - CHECK ALL THAT APPLY

<input type="checkbox"/> Village ROW	<input type="checkbox"/> County ROW	<input type="checkbox"/> State ROW	<input type="checkbox"/> Utility Easement
<input type="checkbox"/> Underground	<input type="checkbox"/> Overhead	<input type="checkbox"/> Parallel to Centerline	<input type="checkbox"/> Crossing Road



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TYPE OF CONSTRUCTION - CHECK ALL THAT APPLY

☐ Potholing ☐ Trench / Open Cut ☐ Plow / Knife ☐ Bore / Drill ☐ Televising To Be Done

Work or Job # Facility Size / Capacity: Depth of Bury:

POTENTIAL CONFLICTS WITH VILLAGE PROPERTY (To Be Completed by the Village unless known)

☐ Village Water Main or Lateral ☐ Village Sanitary Sewer or Lateral ☐ Village Storm Sewer or Lateral
☐ Village Owned Electrical ☐ Village Owned Fiber Optic ☐ Village Owned Street Trees

PERMIT APPLICATION
Construct / Operate / Maintain Utilities Within Municipal Right-of-Way

PERMIT APPLICATION FEE PART (I) CHECK SINGLE BOX

WORK PERFORMED FEE PART (II) CHECK SINGLE BOX

County or DOT ROW Permit Applied For (Please provide the village with a copy)	<input type="checkbox"/>	NO FEE	**Work Performed Fee Waived if project is done in conjunction with a village construction project.	<input type="checkbox"/>	WAIVED
Village Property Owner (or Designee) performing emergency repairs conducted within Village ROW	<input type="checkbox"/>	\$50.00	Village Property owner performing emergency repairs conducted within Village ROW	<input type="checkbox"/>	NO FEE
Individual or Duplex Service Line Only	<input type="checkbox"/>	\$50.00	Work Performed within a Designated Utility Easement Only (Proof Required and Provided)	<input type="checkbox"/>	NO FEE
Small Utility Project Permit (Less than 500')	<input type="checkbox"/>	\$75.00	Work Performed within a Designated Utility Easement Only (No Proof Provided)	<input type="checkbox"/>	\$50.00
Minor Utility Project Permit (Less than 1000')	<input type="checkbox"/>	\$100.00	Boring / Excavation within Street Right-of-way with No Crossing or conflicts with Village Utilities	<input type="checkbox"/>	\$100.00
Medium Utility Project Permit (1000' to 3000')	<input type="checkbox"/>	\$150.00	Boring / Excavation / Potholing within Street ROW Crossing or Conflicting with Village Utilities	<input type="checkbox"/>	\$250.00
Large Utility Project Permit (3000' to 5000')	<input type="checkbox"/>	\$200.00	Boring / Excavation / Potholing within Street ROW Crossing or Conflicting with Village Utilities & Street Trees	<input type="checkbox"/>	\$375.00
Very Large Utility Project Permit (> 5000')	<input type="checkbox"/>	\$250.00	Road / Street - Boring / Open-Cut Excavation within Impervious Areas (Includes Potholing)	<input type="checkbox"/>	\$750.00

FEE CALCULATION

PART (I) PERMIT APPLICATION FEE _____
PART (II) WORK PERFORMED FEE _____
TOTAL UTILITY PROJECT PERMIT FEE \$ _____

**Work must be completed prior to curb and gutter
placement and final pavement placement.

☐ Bill Me (Pre-Authorized Utility Only)
☐ Fee Enclosed

THIS IS NOT AN INVOICE

Receipt # _____

ALL OTHER INFORMATION

Estimated Starting Date: Estimated Completion Date:



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SIGNATURES

The applicant has received and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodation Policy in effect at the time of this application, and with any special provisions listed below or attached hereto, and any plans, details, or notes attached hereto and made a part thereof. By signing, the applicant hereby accepts responsibility for the project.

Signature of Owner: _____ Date: _____

Signature of Contractor: _____ Date: _____

Signature of Municipal Representative: _____ Date: _____

Title of Municipal Representative: _____ Telephone#: _____

VILLAGE COMMENTS AND SPECIAL PROVISIONS

Submit Completed Application to:
E-mail to: ewoodke@villageofbellevue.org
or FAX to: 920-965-1699
or Mail to: Village of Bellevue
2828 Allouez Ave
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**FIVE-YEAR WARRANTY AGREEMENT
(For Utility Permits)**

RECIPIENT'S INFORMATION

SEND TO: VILLAGE OF BELLEVUE
Attn: Public Works
2828 Allouez Ave
Green Bay, WI 54311

E-mail: ewoodke@villageofbellevue.org
Phone: 920-593-5518
FAX: 920-965-1699

UTILITY OWNER'S INFORMATION

Owner's Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ FAX: _____ E-mail: _____
Emergency Contact Number: _____
Contact Person: _____ Phone: _____

CONTRACTOR PERFORMING WORK

Company Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ FAX: _____ E-mail: _____
Emergency Contact Number: _____
Contact Person: _____ Phone: _____

INFORMATION OF WORK TYPE AND LOCATION

Street Address / Location Description: _____
Work Order / Job Number: _____
Project Description (Include Depth, Width, and Length) _____

SIGNATURES

As the authorized representative of the above listed company, I hereby agree to accept the financial responsibility for the maintenance of the designated utility work associated with the project (utility work, roadway, sidewalk, curb) on or along the above mentioned Municipal road, for the period of five (5) years, from the restoration/final acceptance date of the project completion certificate. Lawn restoration and landscaping shall be a two (2) year warranty. The warranty begins on the date of the acceptance by the Municipality. In an
Emergency situation, if the Municipality notifies you of a maintenance problem, and it is not resolved in a timely manner, the Municipality will perform the maintenance on the project and all costs would then be billed to the owner of the facilities.

Signature of Authorized Owners Representative: _____ **Date:** _____

Printed Name: _____ **Title:** _____

FOR VILLAGE OFFICE USE ONLY

NOTIFICATION OF RECEIPT

Signature of Municipal Representative: _____ **Date:** _____

Printed Name: _____ **Title:** _____



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COMPLETION CERTIFICATE
(For Utility Permits)

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Attn: Public Works
2828 Allouez Ave
Green Bay, WI 54311

E-mail: ewoodke@villageofbellevue.org
Phone: 920-593-5518
FAX: 920-965-1699

OWNER'S INFORMATION

Owner's Name:

Address:

City:

State:

ZIP:

Phone:

FAX:

E-mail:

Contact Person:

Phone:

INFORMATION OF WHERE WORK WAS PERFORMED

Street Address / Location Description:

Project Description (Describe Depth, Width, and Length):

SIGNATURES

The work requested under the above mentioned utility permit has been completed. The Village of Bellevue can now review the project to insure proper restoration to the affected Municipal right-of-way has been made.

**Signature of
Authorized Representative:**

Date:

Printed Name:

Title:

FOR OFFICE USE ONLY

UTILITY PROJECT FIELD INSPECTED BY:

**Signature of Municipal
Representative:**

Date:

Printed Name:

Title: