

**APPLICATION TO EXCAVATE IN PUBLIC RIGHT-OF-WAY  
SUBMITTAL CHECKLIST**

**Submittal Includes:**

- Back of curb, right-of-way, property lines, and existing City utilities (water, sanitary sewer, storm sewer, and traffic engineering) displayed on site plan(s).  
*The City of Madison Engineering Dept. posts utility data online for viewing through a web-based program called GTWeb. To register, please contact: [gtweb@cityofmadison.com](mailto:gtweb@cityofmadison.com)*
- Dimensions provided off of the existing features listed above to proposed utility placement.
- Traffic Control Plan (including pedestrian & bicycle designs as well as any temporary measures for potholing where applicable.).  
*Submissions may be able to reference individual pages from the Work Zone Safety Handbook that correlate with site conditions:  
[http://epdfiles.engr.wisc.edu/pdf\\_web\\_files/tic/handbooks/WorkZoneSafety.pdf](http://epdfiles.engr.wisc.edu/pdf_web_files/tic/handbooks/WorkZoneSafety.pdf)*
- Expected areas of ROW occupancy for installation equipment shown (work zones).
- All contractors and subcontractors performing work listed on application.  
All contractors & subcontractors must be pre-qualified with the City of Madison
- Copy of notification letter mailed to property owners and list of property owners notified for projects extending more than one block in residential or commercial areas.
  - N/A (project is less than 1 block in length)

**APPLICATIONS THAT DO NOT MEET THESE CRITERIA WILL BE REJECTED.**

Clearance requirements for design of proposed utility installations:

	<u>Horizontal Clearance (ft)</u>	<u>Vertical Clearance (ft)</u>
<b>Back of Curb</b>	6	-
<b>Sanitary Sewer</b> <i>(mains, laterals and structures)</i>	3	2
<b>Storm Sewer</b> <i>(mains, laterals, and structures)</i>	3	2
<b>Traffic Engineering</b> <i>(conduit and structures)</i>	3	3
<b>Water Utility</b> <i>(mains, valves, services, and hydrants)</i>	4	3