

**TOWN OF GRANT  
PORTAGE COUNTY WISCONSIN  
UTILITY ACCOMMODATION POLICY  
NO. 2012-01**

**PURPOSE & GENERAL POLICY**

**1.0 Introduction to Utility Accommodation**

The Town of Grant operates the town road system to provide a safe and convenient means for the transportation of people and goods, and utility companies provide essential services to the public. Both the Town and utility companies typically provide facilities that consider present as well as future needs. Cooperation between the two entities is essential if the public is to be served at the lowest possible cost consistent with their respective public service needs, obligations and interests. Although the Town strives to accommodate utility facilities whenever possible, the use and occupancy of road right-of-way (R/W) for non-road purposes is subordinate to the primary interests and safety of the traveling public.

**1.1 Statutory Authority**

The Town regulates the use, occupation, and utility accommodation of the Town roads including but not limited to authority set forth in under sections 86.07(2) 86.16, and 182.017, Wis. Stats.

**1.2 Utility Accommodation Policy – General Information**

The Utility Accommodation Policy (UAP) prescribes the policies and procedures that shall be met by any utility whose facility currently occupies, or will occupy in the future, any road, bridge or culvert over which the Town has maintenance jurisdiction.

The UAP applies to all public and private utilities. It also applies to all existing utility facilities retained, relocated, replaced, or altered, and to new utility facilities installed on road R/W.

The Town allows utility facilities on town roads when:

- a) Such use and occupancy does not adversely affect the primary functions of the road or materially impair their safety, operational, or visual qualities,
- b) There would be no conflict with federal, state or local laws or regulations or the accommodation provisions stated herein, and
- c) The occupancies would not significantly increase the difficulty or future cost of road construction or maintenance.

A permit is required to construct, maintain or repair utilities within Road Right of Way, (see Appendix A). Emergency repairs are exempt from the permit process.

**1.3 Definitions**

Unless otherwise provided herein, the definitions accepted by the American Association of State Highway and Transportation Officials (AASHTO) shall prevail.

**1. Clear Zone:** The portion of the right-of-way (R/W) free of non-traversable hazards and fixed objects. These areas provide drivers a reasonable opportunity to stop safely or otherwise regain control of their vehicles when they leave the traveled way. The clear zone generally varies with the type of highway, terrain traversed,

road geometrics, and operating conditions. Refer WisDOT's FDM 11-15-01, 1.9 as the guide for establishing clear zones.

**2. Discontinued Utility Facilities:** A discontinued utility facility is one that a utility has permanently placed out of service. The discontinued utility facility may be aboveground, underground or on a structure.

**3. Discontinued Aboveground Facilities:** If a utility discontinues use of an aboveground facility, the facility shall be entirely removed from the R/W within one year after its out-of-service date unless the Town grants written approval for a time extension.

**4. Emergency Utility Work:** Unforeseen action by a utility deemed necessary to restore an existing utility facility to protect the general public.

**5. Pipeline:** A utility facility installed to carry or convey a fluid, gas or other material, generally underground, including the casing and the carrier.

**6. Public Utilities Facilities:** Facilities which convey or transmit the commodities as defined by utility, (see #10) but are owned and operated by an individual(s) or non-utility business and are not accessible to the public.

**7. Responsible Person:** A person having control over a utility project.

**8. Right-of-Way (R/W):** A general term denoting acquired interests or rights in land (either all or partial) that are necessary to build, maintain, and operate a road facility. The term includes not just a fee interest or a permanent highway or road interest but encompasses all necessary rights of both a permanent and temporary nature.

**9. Traveled Way:** The portion of the roadway for the movement of vehicles which includes travel lanes and shoulders. **Unpaved roads:** The traveled way is the area between edges of the graded or shaped areas typically 10' to 26' wide. **Hard surface roads:** The traveled way includes the hard surface areas and any adjacent gravel shoulder.

**10. Utility:** Any corporation, company, individual or association, including their lessees, trustees, receivers, agents, or any sanitary district, cooperative association, town, village or city that owns, operates, manages or controls any plant or fixed equipment within this state for the conveyance of communications, electric power, light, heat, fuel, gas, oil, petroleum products, water, steam, fluids, drainage, irrigation, or similar facilities. Including those owned and operated by an individual(s) or non-utility business and are not accessible to the public. This definition also includes agricultural producers, owners or operators of cable television systems, phone and paging systems, publicly owned fire or police signal systems, traffic and street lighting facilities or privately owned facilities which perform any of the utility functions above.

**11. Utility Construction:** Any use by a utility of labor or materials to install or to provide for the installation of a new or upgraded utility line or to replace all or a portion of an existing line.

## **12. Utility Lines**

### **a. Transmission Line**

A utility line with high capacity, which generally carries the product from the source to the distribution network.

### **b. Distribution Line**

A utility line with moderate capacity, which distributes the utility product from a transmission line to points convenient for their customers. An additional term for a distribution line is "trunk".

**c. Service Line**

A utility line which serves a single customer via a connection with a distribution line. Additional terms for a service line include "lateral" and "drop".

**13. Utility Maintenance**

Any use by a utility of labor or materials for repairs or replacement of parts of an existing utility line to retain its use as intended.

**14. Utility Operation**

Any activity by a utility to assure the function of an existing utility facility for its intended purpose.

**1.4 Design Responsibility**

The utility shall be responsible for the design of the facility to be installed or adjusted within the R/W. The utility shall make every effort to avoid, minimum, or mitigate any potential impacts to any historical, archeological, or ecological sensitive areas.

The utility shall provide adequate drawings showing the proposed location of the utility facility within the R/W with respect to the existing road, any proposed road improvement, and any existing utility facilities. The details shall include dimensions from the proposed utility installation to the commonly accepted R/W line and edge of the traveled way.

For highway crossings, the utility shall provide cross-section details showing depth of bury or overhead clearance along with bore pit locations if needed. A distance reference from the crossing to the nearest public road intersection is also required. The utility shall submit land tie information (for example, approximate distance from the proposed facility to side road intersection(s), county line, section corner, etc.) with all permit drawings. The utility shall use plat maps to document location information.

**1.5 Adjustments/Relocations**

If necessary, a utility shall adjust and/or relocate any affected portion of its facility that occupies the Town R/W to facilitate the alteration, improvement, safety enhancement or maintenance of a road as may be directed by the Town in its sole discretion. The adjustment or relocation may affect facilities off the R/W as well. A utility is responsible for all costs associated with the adjustment or relocation.

**1.6 Buried Line Locating Notification**

Each utility shall provide a reliable line locate notification service and shall annually provide systems area maps for the area(s) in which the applicant has lines or a franchise to install lines. A minimum of one such map shall be furnished to the Town Hall office into which the lines of the applicant extend. The utility shall advise the Town of any future change in the utility's operational area(s), and supply updated maps showing the current conditions, and provide the current contact information to be contacted to obtain specific line locates from the utility. The utility shall notify the Town Hall of any change to this contact information.

**1.7 Discontinued Underground Facilities**

A utility shall maintain a permanent record in its files of all underground facilities that are discontinued in the R/W. Discontinued underground facilities should be able to be located in the field.

A utility is not required to physically remove any discontinued underground

facility so long as a permanent record of it is maintained, and the discontinued facility does not prevent construction or modification of any road improvement and/or structure.

### **1.8 Discontinued Facilities Attached to Structures**

Utility facilities discontinued and attached to a bridge or culvert shall be removed within 60 days of the out-of-service date unless otherwise approved by the Town. A utility is responsible for all removal costs.

### **1.9 Utility Facilities**

Utility facilities may be allowed to cross town roads. All utility facilities shall follow the requirements of the UAP, and shall be designed, constructed, operated, and maintained as described in the specific policies for communications, electric, fluid or gas lines, whichever is most applicable to the facility in issue closely resembles the facility.

### **1.10 Use Or Occupy Of Town Right-of-Way**

The Town does not warrant that title to the R/W is free and clear, does not certify that it has sole ownership, and does not indicate any intention to defend the utility in its peaceful use and occupancy of said lands. The policy does not transfer any land, nor give, grant or convey any land right, right in land, or easement.

### **1.11 Installation Information**

The utility shall provide to the Town the following installation information that shall include, but is not limited to:

- 1.) A general description of the location, size, type, nature, and extent of the utility facilities to be installed or to be adjusted, and the impact on the utility's existing facilities to remain in place within the R/W. This includes operating voltages for transmission lines, fiber counts, gas line pressures, etc.
- 2.) A description of the proposed construction procedures, special traffic control and protection measures, erosion control measures, proposed access points, and trees/vegetation to be removed and replaced.

## **LOCATION REQUIREMENTS**

### **2.0 General**

Locate utility facilities in the R/W in such a way that minimizes the need for future adjustment in order to:

- 1) Accommodate proposed road improvements.
- 2) Permit servicing or expanding such lines without obstruction or interference to the free flow of traffic.
- 3) Provide adequate vertical and horizontal clearance between an underground utility facility and a structure or other road facility to allow maintenance of all facilities.
- 4) Be outside the 45-degree cone of support for road structure footings and geodetic control monuments.

### **2.1 Crossing**

Utility facilities shall cross the road on a line as nearly perpendicular to the road alignment as possible.

Conditions which are generally unsuitable or undesirable for underground

crossings should be avoided. Crossing locations to be avoided include:

- 1) Deep cuts.
- 2) Near footings of bridges and retaining walls.
- 3) Wetlands or rocky terrain where it will be difficult to attain minimum bury.
- 4) Near culverts crossing the road.

## **2.2 Depth of Bury**

The depth of bury for underground facilities within and parallel to the R/W shall be a minimum of 24 inches as measured from the finished ground surface to the top of the facility at the time of installation.

The depth of bury for underground facilities crossing the road shall be a minimum of 30 inches as measured from a straight line connecting the lowest points of the finished ground or pavement surface on each side of the R/W to the top of the facility at the time of installation.

Where minimum bury is not feasible, the facility shall be rerouted or protected with a casing, concrete slab, or other suitable measures. In solid rock, the depth of bury may be reduced if adequate protection is provided. A utility shall obtain prior approval from the Town before burying any facility less than the minimum depth required.

## **2.3 Overhead Clearances**

Vertical clearances for overhead utility facilities shall comply with all applicable state and national electrical codes. In all cases, facilities crossing over the road shall at no time be less than 17 feet above the high point of the traveled way.

See Figure 1 for a diagram of both underground and overhead clearances.

## **2.4 Underground Longitudinal**

The longitudinal location of underground utility facilities within the R/W shall provide as much clearance from the traveled way as conditions will allow. Such lines shall be on uniform alignment and located as near as practical to the R/W line without affecting the R/W and geodetic control monuments.

To maintain a reasonably uniform utility alignment, location variances may be allowed when irregular shaped portions of the R/W extend beyond the normal R/W limits.

## **2.5 Aboveground Longitudinal**

The longitudinal location of aboveground utility facilities shall be outside of the clear zone. Such lines shall be on uniform alignment and be located as near as practical to the R/W line without affecting the R/W and survey monument. Exceptions may be allowed when no other location is feasible or when the clear zone extends to the R/W line. If any aboveground utility facility is within the clear zone or is determined to be in a location that has a higher than average accident potential, the Town may require:

- 1) The utility facility to be of approved yielding or breakaway construction, or
- 2) The utility facility to be protected by the Town approved barrier such as beam guard, crash cushion, etc.

To maintain a reasonably uniform utility alignment, location variances may be allowed when irregular shaped portions of the R/W extend beyond the normal R/W limits.

Utilities shall consider installation of bird flight diverters in open areas where no trees are present on both sides of the roadway.

## **2.6 Relocating Existing Utilities**

Existing utilities may remain within existing or proposed road R/W provided they do not adversely affect the road's safety, maintenance or operation. Existing utilities shall be relocated if they conflict with any Town road construction or maintenance activities. Exceptions may be allowed based upon sound engineering judgment and economic considerations.

## **2.7 Appurtenances**

Appurtenant facilities such as pedestals, cabinets, manholes, vents, drains, rigid markers, valve and regulator pits, etc. shall be located outside of the clear zone and near or at the R/W line. Install upright reflective marker post on all pedestals and cabinets to clearly mark location. Manholes, valve pits, etc., shall be installed so that their uppermost surfaces are flush with the adjacent undisturbed surface.

## **2.8 Buildings**

Utility buildings shall not be located on the R/W.

## **2.9 Manholes and Handholes (Vaults)**

Either shall be located outside the traveled way to the farthest extent possible.

## **2.10 Cul-De-Sac**

On both crossing installations and longitudinal installations, poles, guys, or other related facilities shall not be located in a Cul-de-sac.

## **2.11 Conservancy Zoned District Installations**

Underground utility installation in these districts is preferred to retain an open undeveloped landscape.

## **CONSTRUCTION**

### **3.0 Unexpected Field Conditions**

Any modification of the terms of this policy to meet changed or unexpected field conditions shall require prior approval from the Town.

### **3.1 Blasting**

Blasting on the R/W is prohibited.

### **3.2 Traffic Signs**

The utility shall not remove any official Town signs. This includes guide signs, warning signs, route markers, street names, address plaques, etc.

### **3.3 Work Site Cleanup**

The utility shall remove all debris, refuse and waste resulting from the utility's activities from the site.

### **3.4 Tree/Vegetation Control**

Utilities shall make a good faith effort to inform abutting landowners of any tree removal and offer the affected landowner the wood. Utilities are prohibited from chemical treating, cutting, trimming or damaging trees/vegetation on town roadways to facilitate the installation of its facility unless prior approval has been granted by the Town. Trees/vegetation proposed to be damaged or destroyed may have to be replaced at Town's discretion. When tree removal is permitted, remove each stump and properly backfill the hole.

Utilities shall be aware of threatened, endangered or special concern (T/E/S) plant species or animals and insect species that feed off of native vegetation, in the R/W that must be protected or avoided by law. Contact a local Department of Natural Resources to receive assistance in identifying these areas. The Karner Blue Butterfly, for example, is currently a federally endangered species that feeds off the wild lupine plant, a native Wisconsin plant.

Utilities shall exercise special care when handling ash trees due to the Emerald Ash Borer and oak trees due to Oak Wilt. See <http://www.emeraldashborer.wi.gov/>, <http://dnr.wi.gov/forestry/fh/oakwilt/>

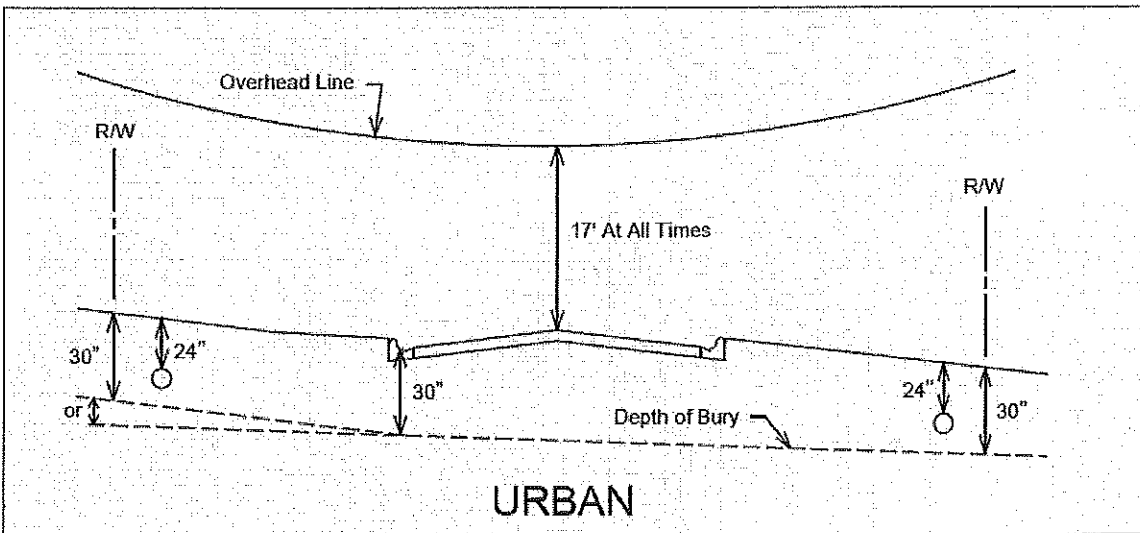
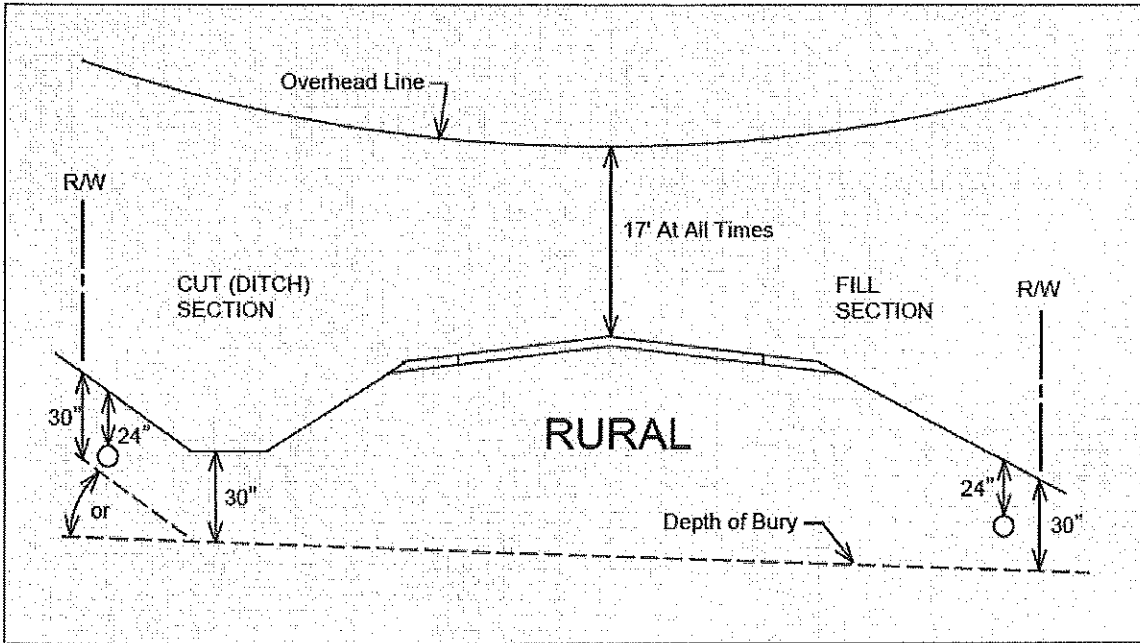
### **3.5 Trenched Construction**

Trenched construction and backfill shall provide for the:

- 1) Restoration of the structural integrity of the roadway (see Figure 2),
- 2) Security of the facility against deformation likely to cause leakage,
- 3) Assurance against the trench entrapping excessive moisture or becoming a drainage way, and
- 4) Assurance against roadway drainage being blocked by the backfill.

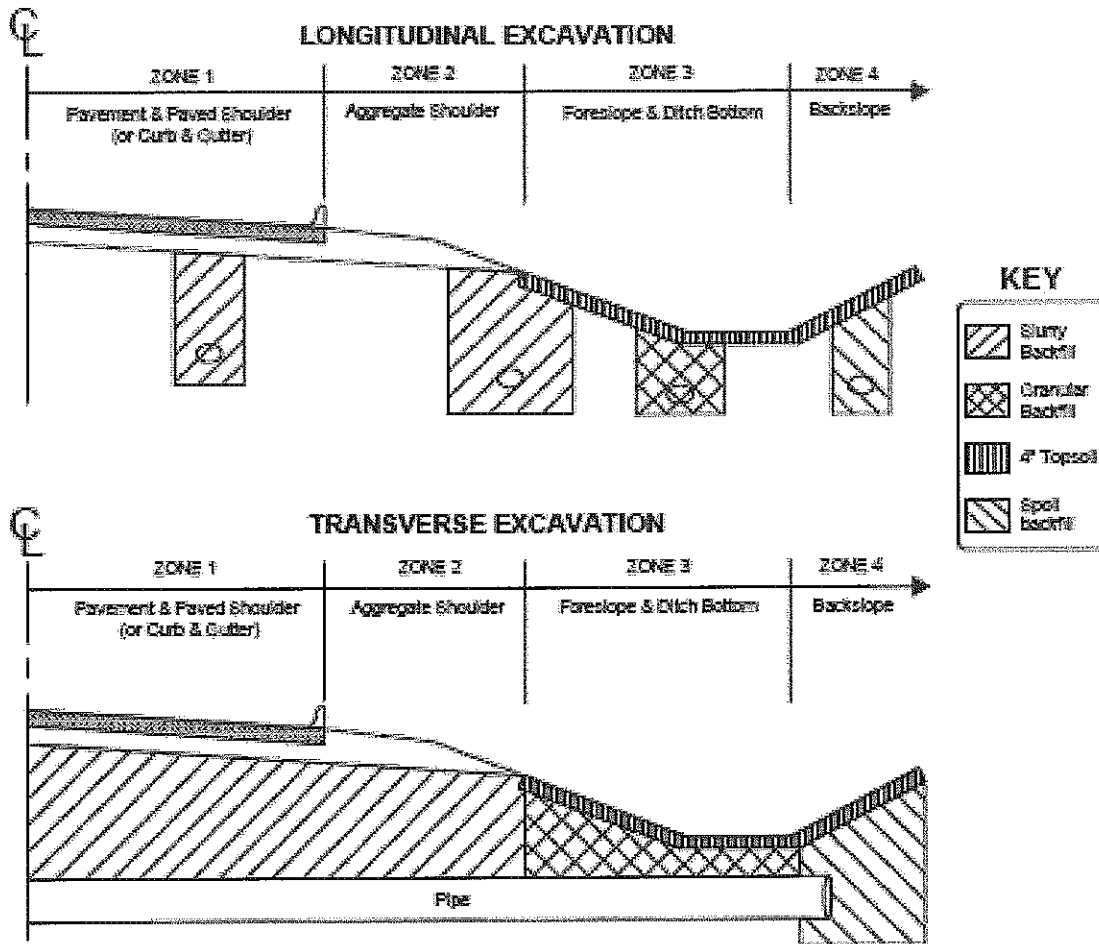
When necessary, backfill trenches for underground utility facilities with pervious material and provide the necessary outlets to prevent water entrapment. This may also include the construction of underdrains. The utility installation shall conform to WisDOT's applicable Standard Specifications for Highway and Structure Construction (current edition) for earthwork, culverts or other utility work within the R/W.

FIGURE 1  
Town of Grant – Utility Accommodation Policy  
Location Requirements





**FIGURE 2**  
**Town of Grant – Utility Accomodation Policy**  
**Backfilling requirments for non-directional borings (if permitted)**



**NOTES**

- 1) Use slurry backfill to replace the excavated material in ZONES 1 and 2.
- 2) If the work area covers BOTH ZONES 2 & 3, use slurry backfill to replace the excavated material.
- 3) Use granular backfill to replace the excavated material in ZONE 3. Granular backfill placement and gradation shall conform to WisDOT's Standard Specifications for Road and Bridge Construction, current edition.
- 4) Place backfill in ZONES 3 & 4 to within 4" of the finished grade to allow for topsoil placement.
- 5) Suitable spoil backfill may be used in ZONE 4 at the discretion of WisDOT.

**SLURRY BACKFILL**

The materials shall be placed in a clean concrete mixer truck and thoroughly mixed in the following quantities FOR EACH CUBIC YARD REQUIRED:

- SAND 1,350 lbs
- #1 STONE 750 lbs
- #2 STONE 1,150 lbs
- WATER 25 gals (0 to -0.5 gal variance)

No additional water will be allowed. The above weights are damp weights. Just prior to placing the slurry backfill, the mixer shall be run at mixing speed for one full minute to assure an even mixture.

### **3.6 Untrenched Construction**

Use untrenched construction for all underground utility crossings of all roadways that have a paved surface unless specifically authorized. Special restoration methods are required if open cutting of pavement is allowed. See 4.15.

Accomplish untrenched installation of utility facilities by tunneling, driving, coring, directional boring and/or dry boring (auguring). Water boring under a highway is prohibited unless specifically authorized.

Boring shall result in a close fit to the facility being installed. As a minimum, extend untrenched construction beneath the entire roadway prism (from toe of inslope to toe of inslope or from back of curb to back of curb). Locate ground openings or pits for such work outside the clear zone and do not interfere with roadway drainage.

When specifically authorized, the extent of the untrenched crossing may be reduced or eliminated where such construction methods are impractical or physically restricted by the terrain.

### **3.7 Non-Metallic Lines**

Any non-metallic pipe, cable or other kind of utility line which lacks a continuous and integral metallic component capable of detection by locating instruments shall be accompanied in its location by a continuous detectable metallic tracer wire or metallic tape.

### **3.8 Casing**

Where crossings by underground lines are encased in protective conduit or duct, the encasement shall extend at least two feet beyond the toe of slope or three feet beyond the ditch line. On curbed R/W sections, it shall extend at least 2' beyond back of curb.

### **3.9 Work Site Safety**

The utility is responsible to secure its work site from any hazard to the public at all times until all work is done. Monitor vehicles, equipment and materials in active use at the work site to ensure consistently safe conditions.

The Town may require sheeting, shoring, bulkheads, temporary/permanent concrete barrier, etc. if considered necessary to protect the roadway and the traveling public.

In the event of any claim or threat of claim of damages, the utility shall defend, indemnify and hold harmless the Town, its officers and agents for any action, conduct or work undertaken by the utility or its agents or assigns.

### **3.10 Equipment/Materials Storage**

Store utility equipment and materials located at the work site but not in immediate (same day) use in a safe location off the R/W. If this not practical, then the equipment or materials may be stored beyond the clear zone and as close to the fence or R/W line as possible.

### **3.11 Vehicle/Equipment Storage**

Vehicles and equipment shall have their high intensity flashing (strobe or revolving) and hazard warning lights operating when they are within the R/W during work operations.

### 3.12 Safety Garments

All utility and contractor personnel who are out of their vehicles and within the R/W shall wear a Type 2 or 3 retro-reflective safety garments at all times.

### 3.13 R/W Restoration

A utility shall be responsible for restoring the roadway and the adjacent R/W to its original (as close as possible) condition within **two weeks** after completing the facility installation. Exceptions may be allowed (e.g. for bad weather) with prior approval. Restore any curb, gutter, pavement, shoulder, sidewalk, driveway, gravel base, ballast, or other roadway element disturbed to the qualities, grades, compactions, conditions, etc., in accordance with WisDOT's Standard Specifications for Highway and Structure Construction (current edition). See 4.15 for additional requirements for pavement restoration. Any subsequent heavings, settlements, or other faultings attributable to the work shall be repaired in a manner satisfactory to the Town at the utility's expense. Use Attachment 2 as a guide for backfilling excavations. Avoid situations as shown in Figure 3.

Restore any disturbed turfed area in the R/W with at least 4" of topsoil, and reseed with perennial grass or sod to the satisfaction of the Town. Once restored, the utility shall maintain turfed areas, trees and vegetation until they achieve sustained growth.

If, in the Town's opinion, the permitted works or facilities are found to obstruct roadway drainage, unduly increase the difficulty of roadway maintenance, or in any other manner adversely affect a roadway interest, the utility shall, upon notice, cure the fault as directed and restore the roadway facility to the satisfaction of the Town.

**Figure 3: Examples of Improper R/W Restoration**



### 3.14 Poles and Anchor Rods

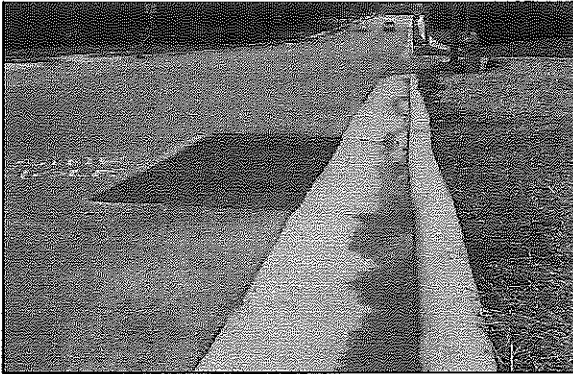
Completely remove replaced poles from the roadway. No replaced pole shall be allowed to remain, in whole or in part, nor shall it be sawed off. The pole's hole shall be properly backfilled and compacted. All anchor rods shall be removed or cut off one foot below ground level.

### 3.15 Pavement Restoration Requirements

Sawcut all pavement full-depth when open cutting.

Concrete pavement shall be restored in conjunction with WisDOT's Standard Detail Drawing 13C9-8(a-c). Avoid creating additional joints when possible. The minimum dimension for a patch will be 6' by the full lane or shoulder width. High early strength concrete may be specified when needed. Additional guidance on concrete pavement repair can be found in FDM 14-25-10, Exhibit 10.1.

The minimum dimension for an asphalt patch will be 6' by the distance to the nearest joint or seam. Use hot mix asphalt whenever possible. If cold patch is needed in an emergency, replace with hot mix as soon as possible. Figure 4 below shows improper asphalt pavement restoration.



**Figure 4:** Both patches improperly backfilled and compacted and not patched to the nearest joint of seam.

## WORK ZONE TRAFFIC CONTROL

### 4.0 Authority

All utility work shall be planned and implemented with full regard for public safety and to minimize interference with traffic, which includes pedestrians and bicycles. On heavily traveled roadways, utility work interfering with roadways traffic may not be allowed during peak travel hours. Any such work allowed shall be planned to minimize the closure of roads, lanes, intersecting streets, and driveways.

All traffic control for utility work performed on town roadways shall abide by:

- 1) The *Manual on Uniform Traffic Control Devices*. (MUTCD)
- 2) The *Wisconsin Manual on Uniform Traffic Control Devices* (WMUTCD) and any supplements thereto.
- 3) The booklet, *Work Zone Safety, Guidelines for Construction, Maintenance, and Utility Operations*, published by the Transportation Information Center – LTAP, University of Wisconsin – Madison.
- 4) Sections 637 and 643 in WisDOT's *Standard Specifications for Highway and Structure Construction*.
- 5) The specific provisions within this section.

The standards set forth in the *MUTCD* and *WMUTCD* are considered minimums, and additional traffic control shall be used when necessary. All publications in 1-4 refer to their current editions.

**4.1 General Requirements**

No utility work shall begin until all appropriate warning signs, devices, and public protection methods are in place and fully functional, which shall be maintained until all utility work is complete.

Warning signs shall have prismatic, reflectorized sheeting material that complies with section 643.2.9.2 of WisDOT's *Standard Specifications for Highway and Structure Construction* (current edition). Warning signs shall be removed, covered, or laid flat when workers or workers' vehicles are not at the job site or when the signs' messages are not relevant. Barricades and barrels shall be reflectorized with Type H reflective sheeting as a minimum. Cones used during nighttime operations shall be at least 28" in height and reflectorized.

Vote for: 3 against: 0  
*1/11/2012 Monthly Board Mtg*

*Sharon Sell*  
Sharon Schwab, Town Chairperson

*James Yetter*  
James Yetter, Town Supervisor

*Dale Winkler*  
Dale Winkler, Town Supervisor

Posted this 27 day of Feb 2012

Town Hall  
Transfer Station  
Oak & Town Line Rd

*Vicky Zimmerman*  
Vicky Zimmerman, Town Clerk