STREET OCCUPANCY PERMIT FOR PAVING
STANDARD CONDITIONS AND SPECIFICATIONS

1. This Street Occupancy Permit is required anytime drive approach, sidewalk, curb ramp, or other paving or parking surface is constructed or replaced in the City public right-of-way. This permit must be obtained before the proposed work is started. This permit expires 60 (sixty) days from the permit start date. A copy of this permit must be kept available for inspection at the proposed work location for the duration of the work.

2. The standard non-refundable fee for processing this Permit is $150. The standard fee for inspections required under this Permit is $75 per inspection.

3. The Holder of this permit is required, under Wisconsin State Statute 182.0175, to contact Digger's Hotline at 811 or 1-800-242-8511 at least 3 (three) business days prior to the start of any removal, digging or excavation work. No removal, digging or excavation work is permitted until after Digger's Hotline has marked utilities.

4. Traffic control meeting the requirements of the MUTCD including the Wisconsin Supplement shall be used at all times. The work proposed under this permit shall be performed so as to maintain two-way traffic at all times.

5. The Holder of this permit shall not construct either side of a proposed drive approach within 2 feet (measured edge to edge) of any feature such as a hydrant, light pole, utility pole, sign, neighbor's drive approach or service walk, etc., unless expressly authorized to do so by the City of Wauwatosa.

6. The Holder of this permit shall not cut, trim or otherwise damage any tree or shrub in the City public right-of-way in the course of performing the work associated with this permit, unless expressly authorized to do so by the City of Wauwatosa.

7. The Holder of this permit shall contact the City of Wauwatosa Traffic and Electrical Superintendent at 414-471-8429 to schedule inspection of street light cable or traffic signal cable, for locations where such cable is present under the work, with at least 3 (three) business days notice prior to completion of removal or excavation work over the cable. The cable must pass inspection by the Traffic and Electrical Superintendent after removal or excavation work is complete but prior to final setting of concrete forms and final grading.

8. The Holder of this permit shall contact a City of Wauwatosa Engineering Services Division Inspector at 414-479-8927 at least 2 (two) business days prior to pouring concrete to schedule inspection of final forms and grading for concrete work. Final form setting and final grading must be complete prior to the scheduled inspection time otherwise the Holder of this permit may be subject to an additional $90 fee for each subsequent re-inspection required. No concrete pouring is permitted without inspection and approval of final form setting and grading by an Engineering Services Division Inspector. Asphaltic concrete (hot mix asphalt) work does not typically require inspection by an Engineering Services Inspector.

9. Pavement construction shall conform to the Specifications for Drive Approach and Sidewalk Construction and to any applicable attached detail (see Detail D1 for typical concrete drive approach construction requirements or Detail D2 for typical asphalt drive approach construction requirements).

10. The Holder of this permit shall follow standard erosion control best management practices in the course of performing the work associated with this permit.

11. The Holder of this permit shall restore any lawn damaged or disturbed in the course of performing the work associated with this permit with class "A" weed free nursery sod, or a grass seed equivalent covered with erosion mat or hydromulch, over a minimum of 4" of screened and fertilized topsoil, and maintain the restoration until established.

12. Paving work in the City public right-of-way is not permitted between the dates of November 15 and April 15 without the express approval of the City of Wauwatosa Engineering Services Division.

13. Any existing pedestrian ramps which are disturbed or damaged by construction operations shall be reconstructed to be compliant with the current standards of the Americans with Disabilities Act (A.D.A). For this case, a pedestrian ramp shall be defined as the portion of the sidewalk that is the landing or key stone, the pedestrian ramp(s), and any sidewalk squares or partial squares immediately adjacent to the landing or key stone and/or the pedestrian ramp. Disturbance or damage to the curb and gutter that is adjacent to any of these features shall also be included in the definition and require replacement of the pedestrian ramp.

    In certain cases, a corner may still have a full curb head where current standards require a pedestrian ramp. Damage to these areas and adjacent areas, as described above, shall be considered a non-compliant pedestrian ramp that requires replacement as if a curb ramp existed.

    Compliancy shall include replacement of sidewalk (including new detectible warning fields), curb and gutter, and street pavement as necessary to make the sidewalk ramp compliant with the current standards. Partial replacement of any of the aspects defined above as a pedestrian ramp will not be accepted. All aspects must be addressed if disturbed or damaged and brought into compliance.

    The Holder of this permit shall be 100% responsible for the engineering design and reconstruction of the pedestrian ramp, will be subject to additional fees, and will be required to reconstruct the pedestrian ramp until it passes A.D.A compliance and is accepted by the City.

For questions, please contact the City of Wauwatosa Engineering Services Division at 414-479-8927.

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SPECIFICATIONS FOR DRIVE APPROACH AND SIDEWALK CONSTRUCTION

1. All pavements shall be replaced in-kind unless directed otherwise by the City of Wauwatosa Engineering Services Division.

2. Concrete shall meet the requirements of the State of Wisconsin Department of Transportation Standard Specifications Section 501 for grade A or Grade C concrete with class C fly ash being the only acceptable Supplemental Cementious Material (SCM).

3. Asphaltic concrete (hot mix asphalt) shall meet the requirements of the State of Wisconsin Department of Transportation Standard Specifications Section 465 for Asphaltic Surface Driveways and Field Entrances.

4. Do not place concrete when the ambient air temperature falls below 40 degrees F. If temperatures fall below 28 degrees F after placement and prior to attaining opening strength, provide protective covering conforming to Section 415.3.13.2 of the State of Wisconsin Department of Transportation Standard Specifications.

5. Curb & gutter which abuts existing concrete street pavement shall be tied to the concrete street pavement using 1/2 inch dia. (#4) x 18 inch long, or 3/4 inch dia. (#6) x 12 inch long, epoxy coated, deformed tie bars which are drilled and grouted into the concrete street pavement at 30 inch center-to-center intervals and at 1/2 the depth of the existing concrete. Tie bars as above shall also be installed in the end of an existing curb & gutter section which abuts proposed curb & gutter except that the tie bars (typically two) shall be installed evenly spaced and at 1/2 the depth of the existing gutter flange section. Tie bars shall not be installed in the curbhead.

6. All concrete drive approaches, and those sidewalk sections which are subject to vehicular use (such as across a driveway entrance), shall be a minimum thickness of 7 inches. Sidewalks at other locations shall be a minimum thickness of 5 inches. Full-depth forms are required for all concrete work.

7. Metal reinforcement, such as rebar or wire mesh, shall not be installed in concrete drive approach or sidewalk pavement which is constructed in the City public right-of-way. Fiber mesh reinforcement is allowed.

8. The maximum width allowed for the opening in the curbhead for drive approaches is 30’ plus a 1’ transition taper on each side, for an overall width of 32’, unless a variance is approved by the City of Wauwatosa Board of Public Works.

9. Slope in the longitudinal direction on drive approaches shall be 8.3% (1 inch of rise per 12 inches of run) or less, except that a max. slope of 10% may be allowed with the approval of the City of Wauwatosa Engineering Services Division.

10. Slope in the longitudinal direction on sidewalk pavements shall be 5.0% or less. Where the grade established for the adjacent street exceeds 1:20 (5.0%), the grade of the pedestrian access route shall not exceed the grade established for the adjacent street.

11. The standard transverse pitch of sidewalks shall be 1.5% (2% maximum) down toward the street side.

12. The standard width of sidewalks shall be 5 feet, unless specified otherwise.

13. A full depth, 1/2 inch thickness of expansion material shall be installed between concrete drive approaches and the back of curb. A full depth, 1/2 inch thickness of expansion material shall be installed between concrete drive approaches and sidewalk and between sidewalk and concrete driveways.

14. The surface of any concrete pavement which abuts the back of curb shall be finished 1/2 inch above the top of curb grade unless surface drainage is adversely affected, except at pedestrian handicap ramp openings where the surface shall be finished to match the top of curb grade.

15. Contraction joints in concrete shall be cut to 1/3rd the depth of the concrete and shall not extend through the entire thickness of the concrete. Transverse joints in sidewalks shall be cut at approximately 5 foot intervals unless required otherwise. Expansion joints comprised of a full depth, 1/2 inch thickness of expansion material shall be installed approximately every 50 feet of continuous sidewalk construction.

16. Concrete washout/spoil shall not be discharged into any storm inlet, gutter flowline, etc. Violators will be subject to possible fines and/or imprisonment per Wisconsin State Statute Sec. 29.601(3), and may be prohibited from performing any future work in the City public right-of-way.

17. All concrete edges shall be finished with an edging tool having a radius of 1/2 inch. Joints shall be finished with a jointer having a minimum depth of 1/3rd the concrete thickness and radii of 1/2 inch, unless joints are sawed. Sawed joints shall not extend through the entire thickness of the concrete. All concrete surfaces shall be light broom finished.

18. Concrete stamps are required indicating Contractor name, year, and stating “City of Wauwatosa”.

19. These Standard Conditions and Specifications shall take precedent over any conflicts with the City’s Standard Specifications. If specific items are not covered in this document, the City’s Standard Specifications shall be adhered to. The City’s Standard Specifications can be found here: https://wauwatosa.gov/departments/public-works/engineering/standard-specifications/

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