

Notification Procedure for Permit to Excavate in  
Public Right of Way Applications  
Effective Sept. 16, 2013

The City Engineering Division has modified the required notification process relating to Permits to Excavate in Public Right of Way. The new procedure is outlined below:

- If the proposed utility installation, construction or reconstruction is **less than one block in length**, the applicant shall notify the abutting properties through delivery of door hangers or letters three (3) working days, not including Saturday, Sunday or holidays, prior to commencing work.
- If the proposed installation, construction, or reconstruction **exceeds one block in length**:
  - Applicant shall notify each home, apartment, business, etc.; along both sides of the street for the length of the project; through delivery of door hangers or letters a minimum of seven (7) working days, not including Saturday, Sunday or holidays prior to commencing work.
  - The letter or door hanger shall include the following:
    - The name of the utility that has applied for the permit
    - The name of the contractor that will be performing the work, if it is available.
    - The limits of the work, including the side of the street where the work will take place.
    - A brief description of the work that will be done and the method that will be used-i.e. directional boring, open trenching, etc.
    - A brief description of the proposed site restoration.
    - The approximate schedule for the start and completion of the work.
    - The name, phone number, and e-mail address for a representative from the utility who can answer questions from the residents, business owners, etc.
  - A copy of the letter or door hanger and a list of the addresses that were notified shall be provided to the City Engineering Division for inclusion with the permit documents. The letter and addresses shall be sent to [ROWpermits@cityofmadison.com](mailto:ROWpermits@cityofmadison.com). The subject line, of the e-mail, shall clearly state that this is additional information and shall include the City assigned permit number.
  - The permit application will not be approved and/or issued until the copy of the letter or door hanger and the list of addresses has been added to the permit database.