



### 3.1 Utility Identification

The first step in project utility coordination is identifying the utilities that are on the project. In some regions the Utility Unit will provide a list of utility companies thought to have facilities in the project area. It is important to note that this list may not be all-inclusive. However, the combined efforts of the Utility and Survey Units, the designer, and Diggers Hotline should provide a complete picture of expected utility involvement. Even so, there may be other utilities with facilities in the area that we are not aware of. Also, there may be some municipally or privately owned facilities that cross-existing or proposed highway right of way.

On most projects there will be at least one telecommunication company and one electric company. Many projects will also have a gas company. Urban projects will have at least one cable TV/internet provider and a water & sewer utility. Electric transmission lines (larger poles and bigger wires) are now typically owned by a separate electric company (American Transmission Company in most areas of Wisconsin) from the electric distribution company. Both the transmission company and the distribution company may occupy the same poles and the poles may just have the distribution company name on them.

There are a number of sources of information regarding existing utility facilities and easements. The following is a list of suggested sources of information:

**Utility System or Plant Maps.** These should be obtained from each utility. The detail and accuracy of these maps will vary. The designer should request these maps in the letter of invitation to the Operational Planning Meeting (OPM). The designer should use these maps to determine whether all facilities have been located, and to determine ownership of poles, underground cables, etc., when questions arise. These maps cannot serve as the sole source of location information. Utility facilities must be field located.

**Records of Utility Permits.** These permits include drawings of the locations of the permitted facilities. Everyone that places utility facilities (public or private) on highway right of way must obtain a permit prior to placing their facilities. The utility permits are issued through the region Technical Services Section. Each region keeps records of past permits, which can be used to determine existing utility companies in the area. These permits cannot serve as the sole source of location information. Utility facilities must be field located.

**Field Survey Information.** The designer should request that a survey crew pick up field marked locations of all utilities. If the scope of a project is enlarged and the new construction limits are extended at any time after the utilities have been field located and picked up by a survey crew, then a new survey request to identify utilities in the expanded work area must be submitted.

**Designer Field Review.** Whenever the designer is reviewing the project in the field, he/she should be looking for evidence of utility facilities. Examples may be valve covers, manholes, warning signs, poles, pedestals, and other utility boxes.

**Recorded Utility Easements found in title searches.** All easements on each parcel shall be identified. Utility easements of record may go as far back as the early 1900's or before and, since land transfer conveyances do not always include reference to existing easements, title searches for utility easements should be extended back as far as land records will allow. Title searches should be made for all parcels where there is a possibility that work will be performed outside of existing right of way. This should include areas of possible permanent or temporary limited highway easements, temporary construction permits, and right of entry permits. Utility companies may have easement rights within such areas and, whether or not they have facilities in these areas that are in conflict with highway construction, a release of rights must be obtained from the utility before highway construction can begin.

**Referrals From Other Utility Companies.** In the process of trying to identify ownership of utility facilities, the designer may obtain information from other utility companies. Over time, utility company names change as they are purchased by, or merged with, other companies. Also, sometimes service areas change. For example, Verizon, Inc. may turn over telephone service in one area to AT&T, Inc., which services the adjacent area. When this occurs, Verizon's facilities become AT&T's.

**Cable TV.** The Wisconsin Cable Communications Association has a phone number you can call to find out which company provides service to an area. Call 1-877-988-6683 and enter in the zip code and it will tell you who the cable provider is in that area.

**Public Service Commission.** The Wisconsin PSC has a lot of information about utility providers on their website.

~~<http://psc.wi.gov/apps40/utility/default.htm>~~ <https://psc.wi.gov/Pages/ForConsumers/Maps.aspx>. ~~A listing of sanitary districts that are not part of a municipal water system can be found at this web page:~~ <http://psc.wi.gov/apps40/utility/content/nameid.aspx?name=sanitary%20district&id=>

A written request for Utility Identification should contain the following information and exhibits:

1. Project ID or “charge number,” project name, highway, and county.
2. A copy of the Concept Definition Report
3. A county map of the project area showing project limits.
4. On small projects, or on urban projects, a smaller scale map showing the limits of expected work on the mainline and all side roads. This could be a township map, city map, or portions of the plat book of the area.
5. Designer's name.
6. Date of request, date needed by, and purpose of request. (Is it for an OPM? Information to be used on the plan? etc.)
7. Any additional information or unusual aspects of the project that might be of interest to the Utility Unit, such as the presence of structures on the project and which structures will be rebuilt.
8. If the request is to be used in conjunction with the OPM, include all of the necessary information such as date, time, and location of the OPM.

A suggested format to use for requesting a utility identification from the region utility unit is shown in [Attachment 3.1.1](#). This may be photocopied, filled out, and submitted. Some regions have their own similar formats that they request you use instead of this one.

### 3.2 Utility Notification

All utilities thought to have facilities within the project area must be notified of the proposed project. For Trans 220 projects, the [“Proposed Highway Improvement Notice”, Form DT1077, can be used to notify utility companies of upcoming highway projects. This would be the first correspondence sent to the utility regarding a project.](#) ~~first correspondence with the utilities should include a Form DT1077 “Proposed Highway Improvement Notice.~~ A sample of Form DT1077 is shown in [Attachment 3.2.1](#) of this chapter.

Send a letter to all of the utilities identified as having a potential for facilities in the area of the project explaining the nature of the project and asking them to verify if they have facilities in the vicinity of the project. Please provide as much detail regarding the scope of the project as you can.

A pavement-marking project has a considerably different impact on a utility than a reconstruction project does. The fact that a resurfacing project has grading in a few minor areas would be of interest to the utility. The letter should request that the utility send to the designer a copy of its facility maps in the area of the proposed construction. The facility maps can be either paper copies or electronic if their data is compatible with our computer systems. For Trans 220 projects, this letter should accompany the ~~DT1077 form mentioned above~~ [proposed highway improvement notice. The “Proposed Highway Improvement Notice”, Form DT1077, can be used to notify the utility.](#) A cover letter for Form DT1077 is shown in [Attachment 3.2.2](#). A notification letter for non-Trans 220 projects is shown in [Attachment 3.2.3](#).

Ch. Trans 220 Wis. Adm. Code requires that a utility company respond within 60 days of receiving the proposed highway improvement notice.” Their response must indicate whether or not they have facilities within the project area. If they do have facilities, they must indicate the general location of where their facilities are. The best way for them to do this is to send copies of their system maps in the area of the project. These system maps should be used to verify ownership of utility facilities and to clarify survey data. System maps cannot be used as a substitute for survey field information. Utility facilities must be field located. The accuracy of system map locations is not reliable.

The utility notification can be combined with an invitation to the Operational Planning Meeting, or any other utility coordination meeting that occurs early in the design process. A sample invitation letter is shown in [Attachment 3.2.4](#).

### UTILITY IDENTIFICATION REQUEST

PROJECT ID #: \_\_\_\_\_ COUNTY: \_\_\_\_\_ HWY: \_\_\_\_\_

PROJECT DESCRIPTION LIMITS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Please attach a copy of the Concept Definition Report and a map showing the Project Limits. Note: The map should include Town, Range and Section information. If the map does not show this, you must provide the Town, Range and Section information for the beginning of the project.**

\*\*\*\*\*

Intended Use: (eg., OPM Invitations, Plan Sheet, etc.) \_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

OPM Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Requested By: \_\_\_\_\_

Address or Desk Location: \_\_\_\_\_

----- FOR UTILITY UNIT USE ONLY -----

Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Utility Identification Comments:

**PROPOSED HIGHWAY IMPROVEMENT NOTICE**

Wisconsin Department of Transportation

DT1077 10/2005 (Trans. 220 WI Admin. Code)

Pursuant to s.84.063 Wisconsin Statutes, this notice advises that the Wisconsin Department of Transportation is planning the improvement identified below.

To Craig Stuttgen City of Abbotsford-Water 203 North First St Abbotsford WI 54405	From – Name, Address, City, State, ZIP Code Bryan Magnuson Division of Transportation System Development North Central Region Wisconsin Rapids Office 1681 Second Avenue S WI Rapids WI 54495-4768
Improvement Project ID 1053-02-63	County Marathon
Highway Route Number or Name STH 29	
Improvement Limits ABBOTSFORD - WAUSAU/PORKY CRK & B EAU PLEINE B37-201,202	
General Description of Work to be Done Proposed improvement description on bridge B37-201 is a deck overlay and replace open guard rail. On bridge B37-202 is to repair scour, deck overlay and replace all four wing walls.	
Utility Coordination Desired Completion Date 2012	Anticipated Year of Improvement Construction 2014

Transportation Region Name North Central Region Wisconsin Rapids Office	<i>Bryan Magnuson</i> May 3, 2012
Consultant Name	(Region or Consultant Representative Signature) (Date) (If Computer-filled, Brush Script Font)
	WisDOT Consultant Utility Coordinator
	(Title)

**NOTICE ACKNOWLEDGEMENT**

**Return this form within 7 days of receipt to address shown above.**

Receipt of the above notice is acknowledged.

- We have no utility facilities in the vicinity of the improvement.
- We have utility facilities in the improvement vicinity and will provide a description and general location within 60 days of the above notification date as required by s.84.063(2)(b) Wis. Stats.
- We have utility facilities in the improvement vicinity; their description and general location are identified below. (Attach additional sheets if necessary.)

Utility Name City of Abbotsford	
Utility Representative Name – Please Print	(Utility Representative Signature) (Date)
	(Title)


**Division of Transportation System Development**

North Central Region  
1681 Second Avenue S  
WI Rapids, WI 54495-4768

**Scott Walker, Governor**  
**Mark Gottlieb, P.E., Secretary**  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (715) 421-8301  
FAX: (715) 423-0334  
Email: [ncr.dtsd@dot.wi.gov](mailto:ncr.dtsd@dot.wi.gov)

CRAIG STUTTGEN  
CITY OF ABBOTSFORD  
203 NORTH FIRST ST  
ABBOTSFORD WI 54405

**TRANS 220 PROJECT**  
PROPOSED HIGHWAY IMPROVEMENT NOTICE

RE: Design Project ID: 1053-02-33  
Construction Project ID: 1053-02-63  
ABBOTSFORD - WAUSAU  
PORKY CRK & BEAU PLEINE B37-201,202  
STH 29, Marathon County

The information in this letter is to satisfy the legal requirements of Wisconsin Statute 84.063 and Administrative Rule Trans 220. Enclosed are the following:

1. A map showing the general location of this project. This project is located in:
  - Sections 33, 34 of Town 29 North, Range 02 East, Marathon County.
  - Sections 03, 04 of Town 28 North, Range 02 East, Marathon County.
2. A copy of the *Concept Definition Report*, which provides information on the scope of the project.
3. A list of other utility facility owners and contact information. This list may be of benefit to you when coordinating with other utility owners in the area.
4. DT1077, *Proposed Highway Improvement Notice*. **Note: You will need to complete the Notice Acknowledgement portion of the form within seven days of your receiving it and return it in the business reply envelope that is enclosed.** Please make sure that you select one of the three options on this portion of the form.

As noted on the DT1077, Trans 220 requires that you provide within 60 days a description of your facilities within the project limits. "Description" as used here generally means providing a copy of your system maps/facility records.

If these records and maps are stored electronically, we are capable of accepting copies of these facilities on a CD, on a disk, or via e-mail. The software your company uses will determine how we can accept your information. If you use a GIS-based system the information would need to be submitted on a CD or a disk. AutoCAD or MicroStation files can be sent via e-mail to me at the address listed below. If you have any questions about software compatibility or electronic file transfer, please contact me at the number listed below.

Proposed improvement description on bridge B37-201 is a deck overlay and replace open guard rail. On bridge B37-202 is to repair scour, deck overlay and replace all four wing walls.

If you have facilities in the vicinity of this project, I'll be contacting you again with the DT1078, *Project Plan Transmittal*, which will be accompanied by plans approved for use in designing your facility locations. Months, or even a few years, may elapse before these final plans are sent.

I would like to thank you in advance for your cooperation and assistance in our project development efforts. If you have any questions about this project, please contact me.

Edward Expert  
WisDOT Consultant Utility Coordinator  
North Central Region Wisconsin Rapids Office  
[Edward.Expert@dot.wi.gov](mailto:Edward.Expert@dot.wi.gov)  
Enclosures: As stated

cc:




**Division of Transportation System Development**

North Central Region  
 1681 Second Avenue S  
 WI Rapids, WI 54495-4768

**Scott Walker, Governor**  
**Mark Gottlieb, P.E., Secretary**  
 Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (715) 421-8301  
 FAX: (715) 423-0334  
 Email: [ncr.dtsd@dot.wi.gov](mailto:ncr.dtsd@dot.wi.gov)

CHRIS JACKIE  
 CITY OF GREEN BAY  
 1265 LOMBARDIE AVE  
 GREEN BAY, WI 54304

**PROPOSED HIGHWAY IMPROVEMENT  
 NOTICE**

RE: Design Project ID: 5972-01-01  
 Construction Project ID: 5972-01-72  
 STH 11 – USH 14 Road  
 East and West Mineral Point Road Intersections  
 STH 184, Rock County

The Wisconsin Department of Transportation has scheduled a highway improvement project for STH 184 at both the east and west intersections with Mineral Point Road in Rock County. This letter is being sent to inform you of this project and to request your help in determining if there are any potential conflicts with your existing facilities. If you do not have any facilities in the area, please let us know and we will remove your name from future mailings.

We expect that there will be new storm sewer constructed under this highway project. Therefore, we will need to know the depth of your facilities, and whether there are any laterals that could conflict with the new storm sewer.

WisDOT discourages attachments to structures. Therefore, the reconstruction of the bridge provides an opportunity to design an alternate route for the gas main, sanitary sewer main, and communications cables that are currently attached to this bridge. We expect your company to find another route for your facility that would avoid an attachment to the new structure.

Enclosed are the following:

1. An 8-1/2" x 11" map of Rock County and 8-1/2" x 11" plat maps of the Towns of Center and Janesville, showing the location of this project. This project is in Section 36, Town 3 North, Range 11 East, the Town of Center, Rock County.
2. A copy of the Concept Definition Report, which provides information on the scope of the project.
3. Three preliminary plan sheets, marked 4.3, 4.4, and 4.5 in the upper right hand corner.
4. A list of other utility companies and contact people. This list may be of benefit to you when coordinating with other companies in the area.

Please send me copies of your facility system maps/records for the proposed construction area so that we may use them to compare against our survey information. If you have facilities in the vicinity of this project, I will be contacting you again with project plans approved to use in the design of your facility relocations. Months or even a few years may elapse before these project plans are sent.

I would like to thank you in advance for your cooperation and assistance in our project development efforts. If you have any questions, please contact me at (555) 867-5309.

Edward Expert  
 WisDOT Utility Coordinator  
 North Central Region Wisconsin Rapids Office  
[Edward.Expert@dot.wi.gov](mailto:Edward.Expert@dot.wi.gov)

Enclosures: As stated


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 CITY OF GREEN BAY  
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 GREEN BAY, WI 54304

**TRANS 220 PROJECT**  
**PROPOSED HIGHWAY IMPROVEMENT**  
**NOTICE**

RE: Design Project ID: 5972-01-01  
 Construction Project ID: 5972-01-72  
 STH 11 – USH 14 Road  
 East and West Mineral Point Road Intersections  
 STH 184, Rock County

The information in this letter is meant to satisfy the legal requirements of Trans 220.

An Operational Planning Meeting (OPM) will be held on Wednesday, April 1, 2015 at 9:00 AM in the Green and Rock Rooms at the SW Region Madison Office. We will be discussing our basic project design and asking for input from the people present. This is an excellent time to exchange preliminary information and to make us aware of any impacts that the proposed highway design may have on your facilities. In addition, please come prepared to discuss potential right of way acquisition needs which your company may have.

We expect that there will be new storm sewer constructed under this highway project. Therefore, we'll need to know the depth of your facilities and whether there are any laterals that could conflict with the new storm sewer.

WisDOT's Utility Accommodation Policy discourages attachments to structures. Therefore, the reconstruction of the bridge at the Rock River provides an opportunity to design an alternate route for the gas main, sanitary sewer main, and communications cables that are currently attached to this bridge. We expect your company to find another route for your facility that would avoid an attachment to the new structure. Please come to the OPM prepared to discuss this issue.

Enclosed are the following:

1. An 8-1/2" x 11" map of Rock County and 8-1/2" x 11" plat maps of the Towns of Center and Janesville, showing the location of this project. This project is in Section 36, Town 3 North, Range 11 East, the Town of Center, Rock County.
2. A copy of the Concept Definition Report, which provides information on the scope of the project.
3. A list of other utility companies and contact people. This list may be of benefit to you when coordinating with other companies in the area.
4. Form DT1077, "PROPOSED HIGHWAY IMPROVEMENT NOTICE." **NOTE: You will need to return the Notice Acknowledgment at the bottom of this form within seven days of your receiving it, with one of the three options marked.** A business reply envelope is enclosed to assist you. Since the OPM is 60 days from now, you could satisfy the Trans 220 requirements by bringing your facility records/system maps to the meeting.



If your facility records/system maps are stored electronically, we can accept copies on a CD, on a disk, or through e-mail. The software your company uses will determine how we can accept your information. If it were a GIS-based system, the information would have to be provided on a CD or disk. AutoCAD or MicroStation files can be sent via e-mail to me at [edward.expert@dot.wi.gov](mailto:edward.expert@dot.wi.gov).

If you have any questions about software compatibility or electronic file transfer, please contact Velma Dinkley at (555) 867-5309 or at [velma.dinkley@dot.wi.gov](mailto:velma.dinkley@dot.wi.gov).

If you have facilities in the vicinity of this project, I will be contacting you again with "Form DT1078, PROJECT PLAN TRANSMITTAL," which will be accompanied by plans approved for designing your facility relocations. Months or even a few years may elapse before these project plans are sent.

I would like to thank you in advance for your cooperation and assistance in our project development efforts.

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