



1.0 Purpose

The Wisconsin Department of Transportation (WisDOT) uses State Highway Access and Permitting Electronic System (SHAPES) to process Work on Highway Right-of-Way (WROW) permits. Go to the SHAPES page using the link below and follow the instructions to create an account and get started applying for a permit. SHAPES is the fastest way to obtain a permit, and there is no fee to apply.

[Link to SHAPES](#)

1.1 WisDOT Permit Authorization to Work on Highway Right-of-Way

By issuance of a permit, WisDOT formally indicates that, subject to all applicable permit conditions, a specified work on state highway right-of-way (STH ROW) is not adverse to highway interests at the time of permit approval. A permit does not transfer any land, or give, grant, or convey any land right, right in land, or easement in STH ROW.

WisDOT's permit approval does not relieve an applicant from compliance with all applicable federal, state, local, and tribal laws, codes, regulations, and ordinances that affect the design, construction, materials, or performance of the applicant's work and shall not be construed as superseding any other governmental agency's more restrictive requirements.

1.2 Emergency Work

Emergency situations may arise that require immediate action to protect public safety through work operations within STH ROW. Obtain an amended or new WHROW permit as soon as possible after the emergency work is completed. Applicants shall advise the appropriate [WisDOT region office](#) of the emergency, the plans or actions for alleviating the unsafe situation(s), and the arrangements made for the control and protection of traffic or pedestrians affected by the proposed operations.

1.3 Required Permit Information

An applicant's request to use STH ROW will not be considered until adequate information is provided regarding the proposed work. The amount of detail will vary with the installation's complexity and the highway involved but must include the current permit application form, work zone traffic control plans, and work/installation information so WisDOT can fully evaluate the effect on future WisDOT projects, highway operations, maintenance, traffic safety, and visual qualities.

1.4 Permit Limits

If the applicant's facility extends into more than one county, submit a separate permit application for each county. The permit authorizes only the described work of and for the applicant indicated on the permit. The permit does not grant authority for the present or future installation of any other work.

1.5 Permit Drawings

Provide (upload) adequate drawings with each permit application showing the proposed work location within the ROW with respect to the existing highway, any proposed highway improvements, and existing utility facilities. The details shall include dimensions for the proposed work to the commonly accepted ROW line or edge of the traveled way (white edge line or fog line).

Do not submit drawings that have proprietary disclosure language like the example shown in Figure 2. WisDOT permits are subject to the State's Open Records Law. Therefore, WisDOT cannot safeguard the information contained within them.

“PROPRIETARY INFORMATION NOT FOR DISCLOSURE.
These plans contain proprietary or confidential information, and the recipient must not disclose, copy, recreate or distribute the plans or information contained therein, either directly or indirectly, to other entities or individuals, without written or express permission from *applicant name*.”

Figure 2: Proprietary Disclosure Language

1.6 Application Modification

WisDOT reserves the right to modify a permit application as needed to protect highway interests. The modifications may be more restrictive than what was originally proposed. The permit, as approved, shall embody the conditions to which the applicant shall comply to use or work in the ROW.

1.7 Permit Revocation

Any WisDOT permit issued may be revoked for policy or permit violations, safety violations, or as needed to facilitate a WisDOT highway improvement or maintenance project.

1.8 Permit Record and Retention

A WHROW permit is typically retained for 5 years after the work in the permit is completed, or the permit is terminated, revoked, or superseded.