



13.1 General Note

A general note regarding utilities is required on every plan. See [Procedure 15-1-15](#) of the Facilities Development Manual (FDM). The most commonly used notes are listed below:

Most projects will use this note:

-The locations of existing and proposed utility installations as shown on the plans are approximate. There may be other utility installations within the project area that are not shown.

If there are no utility facilities in the project area, use this note:

-There are no known utility facilities within the project area.

On some types of projects the utility facilities are not shown on the plan, then use this note:

-There are utility facilities within the project area that are not shown on the plans.

13.2 Utility Contacts

A contact person, with a mailing address and phone number, must be provided for every utility with facilities within the project limits. The contact person for construction activities is not necessarily the same person the designer deals with during the design process. Many utilities have separate design and construction sections. The construction contact person should be shown on the plan. Some utility companies request that all plans be sent to one central contact person and that another person be contacted for problems during construction. If this is the case, show the name where the plans are to be sent on the contact page, and have the construction contact person and phone number listed in the "utility" special provisions. It is also permissible to have two contact people listed on the plan. One contact could be noted as "Send all correspondence to:" and the other contact could be noted as "Construction Field Contact." See examples in [Attachment 13.2.1](#).

A variation of this is when a utility company states something like "John Doe should be contacted after the pavement is removed so that the service connections can be adjusted." If John Doe's only responsibility on the project is to make the service connections, John Doe should be listed in the special provisions stating that he should be contacted at the specified time, but John Doe should not be listed on the plan because his role is limited to the service connections.

The proper way to handle the contact person on the plan depends on the utility involved and the situation. If you are not sure how to handle the contacts on your project, consult with the Region Utility Coordinator, who should be familiar with how each utility company functions.

There are two formats that can be used to show the contact people on the plan. See the examples in [Attachment 13.2.2](#) and [Attachment 13.2.3](#) and [Procedure 15-1-15](#) of the FDM.

A mailing address is important to construction personnel so that invitations to the pre-bid meeting, pre-construction meeting, and any other meetings can be sent to the appropriate person at the utility. If the utility has a post office box, list the P.O. Box number on the line directly above the city and state. The U.S. Postal Service delivers mail to the address that is on the line directly above the city and state. Mail will usually be delivered to a P.O. Box sooner than a street address because it doesn't have to leave the post office.

CAUTION: Zip codes for P.O. Boxes are sometimes different than the zip code for the street address. To assure prompt delivery, you must have the correct zip code. Consult a zip code directory if you are uncertain about the zip code. P.O. Boxes are listed in the directory at the beginning of the street names for a city.

The designer or Region Utility Coordinator should ask the utility to provide the contact information in the Utility Worksheet, Form DT2236, when sending the Trans 220 Form DT1078, Project Plan Transmittal packet. (See [Chapter 10](#)) For non-Trans 220 projects, this information should be requested in the letter to utilities that accompanies the plans.

For landscaping and signal plans where the proposed facilities will be adjusted in the field to avoid utility conflicts, the only utility contacts that need to be listed are Diggers Hotline and any utilities that are not members of Diggers Hotline. The contractor will need to have buried facilities located and a call to Diggers Hotline will accomplish that for member utilities. If you don't know whether the affected utility companies are members of Diggers Hotline contact either the Region Utility Coordinator or the utility company itself.

13.3 Diggers Hotline

The Diggers Hotline phone number and logo should be included with the list of utility contact people. See [Attachment 13.3.1](#). On the list of utility contact people, the utilities that are NOT members of Diggers Hotline should be noted. See examples in [Attachment 13.2.1](#) and [Attachment 13.2.2](#).

13.4 Project with WisDOT Owned Facilities

On projects where there are WisDOT-owned or maintained signals, lighting, or other facilities the Region Traffic Section should be listed as a contact. Check with them for the appropriate person and phone number to list in the plan.

13.5 Plan Sheets

The information placed on the plan sheets, plan and profile sheets, and on intersection detail sheets, will vary depending on the nature of the project. The intent is to provide the contractor, and the utility, with sufficient information to be able to determine the extent of possible conflicts. An urban reconstruction project will require more detail than a signing project.

All utility facility location information shall conform to Quality Level B or Quality Level A as defined in the "American Society of Civil Engineers (ASCE) Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, CI/ASCE 38-02." Briefly, Quality Level B means that all utility location information must be field located. Quality Level A means that horizontal and vertical location as well as facility size and type information must be provided by exposing the structure and collecting the data. See the ASCE Standard Guideline document for additional detailed information on data quality levels.

Generally, all utility facilities should be shown on the plan sheets and/or plan and profile sheets. See FDM [Procedure 15-1-35](#).

The utility facilities should be labeled with the company's name at least once on each page of the plan when there is more than one utility company with that type of facility. For example, if there are two companies with telecommunication facilities on a project, each page of the plan should be labeled to indicate which company owns which line. This helps the construction crews and the contractor know which utility they are dealing with in each area. The FDM [Procedure 15-1-35](#) requires this.

Resurfacing and reconditioning projects may show utilities only where grading activity will occur. This is generally at intersections, and areas where ditching is planned to take care of a drainage problem. However, remember that even on rural resurfacing projects, there will probably be holes augured for beam guard posts, sign posts, etc.

Reconstruction and expansion projects should show all utilities throughout the project. Intersection details and other construction details should also show utilities. There may be cases where showing utilities on details will only lead to confusion and clutter. In this case, it is acceptable to not show the utilities on the details. However, as a rule, utilities should be shown on construction details because it often helps to clarify potential conflicts and affects the safety of the construction crews.

On signing plans, and other plans that show only large-scale plan views; it is permissible to omit showing the locations of utility facilities. In this case, the appropriate General Note and Special Provisions must be included in the plan.

13.5.1 Cross Sections

It is required to show the horizontal location of utility facilities on the cross sections that are sent to the utility companies. See FDM [Procedure 18-10-30](#). A tick mark at the existing ground surface with the appropriate utility symbol should be shown at the correct distance left or right of centerline. If the vertical location is known, the facility can be drawn on the cross sections.

The utility locations do not have to be shown on the final cross sections that are part of the PS&E package. However, they do not have to be removed either. Highway contractors have stated that leaving the utilities on the cross sections helps them in their work. Showing them can improve safety on the construction site and can help avoid damage to existing utility facilities that will remain in place.

Multiple Contacts for One Utility Company
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COMMUNICATIONS

VERIZON NORTH
JASON VOGEL, WIAOJ
1000 COMMUNICATION DR
P.O.BOX 49
SUN PRAIRIE, WI 53590
608-837-1633

CC: ROGER GOTTSALL
301 WEST DIVISION STREET
DODGEVILLE, WI 53533
608-935-2387

ELECTRIC

HARPER VALLEY ELECTRIC COOPERATIVE ASSOCIATION, INC. **
BRIAN PAGEL
112 N RANDALL ST
P.O.BOX 1758
JANESVILLE, WI 53547
608-752-4550

CC: PAUL PETERSON @ THE SAME ADDRESS AND PHONE NUMBER

ELECTRIC/GAS

ALLIANT ENERGY

Send all correspondence to:

JASON HOGAN
SUITE 100, 4902 N BILTMORE LANE
MADISON, WI 53718
608-458-4871

Construction Field Contact:

RICK SCHIEFELBEIN
2700 GMAC DRIVE
P.O.BOX 839
JANESVILLE, WI 53547-0839
608-757-7517 OR 800-862-6222

** DENOTES UTILITIES THAT ARE **NOT** DIGGERS HOTLINE MEMBERS

Utility Contact People

CABLE TELEVISION

PEOPLE'S BROADBAND COMMUNICATION SYSTEMS **
TOM SANDERSON
P.O.BOX 1
RANDOLPH, WI 53956
414-326-5859

COMMUNICATIONS

VERIZON NORTH INC.
JOSHUA DUESTERBECK
2222 WEST DELAVAN DRIVE
PORTAGE, WI 53901
608-728-9511

ELECTRIC

ADAMS-COLUMBIA ELECTRIC CO-OP
MARTIN HILLERT
401 EAST LAKE ST
P.O.BOX 70
FRIENDSHIP, WI 53934-0070
608-339-3346

OIL

ANR PIPELINE COMPANY
ERNEST HINTZE
516 BARNES STREET
P.O.BOX 25
STEVENS POINT, WI 54481
715-344-2772

** DENOTES UTILITIES THAT ARE **NOT** DIGGERS HOTLINE MEMBERS

Alternate Format for Utility Contact People
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UTILITY/MUNICIPALITY	ADDRESS	CONTACT	UTILITY TYPE
ALLIANT ENERGY	SUITE 1000 4902 N BILTMORE LANE MADISON WI 53718	JASON HOGAN 608 458 4871	ELECTRIC
	N1915 STATE HIGHWAY 69 MONROE WI 53566-9777	STEVE LARSEN 608 328 5339	
FERRELL GAS	N3116 UTILITY LANE MONROE WI 53566	CHESTER JOHNSON 608 328 8131	GAS/PROPANE
CHARTER COMMUNICATIONS	1348 PLAINFIELD AVENUE JANESVILLE WI 53547	GARY ANDERSON 608 754 3644 X307	CABLE TV
CITY OF MONROE	PO BOX 200 MONROE WI 53566	NATE KLASSY 608 329 2535	SANITARY SEWER AND/OR WATER
TDS TELECOM – MONROE	16924 WEST VICTOR ROAD NEW BERLIN WI 53151	MICHAEL JOHNSON 262 754 3052	COMMUNICATIONS
WISCONSIN GAS COMPANY	1251 WEST MAIN STREET SUN PRAIRIE WI 53590	AL ZWICKER 608 825 8531	GAS

Diggers Hotline Logo

