

## SIDEWALK PERMIT APPLICATION

Municipal Code, Chapter 620

### Applicant Information

Name \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address ( check box if same as above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Contractor Information

Business Name \_\_\_\_\_

DBA Name (if applicable) \_\_\_\_\_

Principal Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Project Information

Location of sidewalk work \_\_\_\_\_

Brief description of work to be done \_\_\_\_\_

\_\_\_\_\_

**Work shall NOT begin until the permit is approved. Permit fee of \$20 is due at the time of application submission.**

### Agreement

I, \_\_\_\_\_, have applied to the City of Richland Center Wisconsin for a permit to  
 repair  reconstruct  construct a sidewalk in the public right-of-way within the City of Richland Center. I as owner/contractor am responsible for the work, do hereby agree as follows:

1. All work will be done in conformity with applicable law and regulations, specifically the provisions of Richland Center Code, Chapter 620 (see back page of permit for Municipal Code Chapter 620 Ordinance Requirements). This work will include marking the work area to protect pedestrians and traveling public, until the time backfill, repair of pavement, sidewalk and lawn areas are complete.
2. I, as owner/contractor am responsible for all damage to its property, and hold the City harmless from all claims, suits, losses, and expenses it may incur to persons not a party to this agreement arising out of the activities of the applicant, his agent, employees, or contractors, in connection with a permit issued on the basis of this application.

Inspected by: \_\_\_\_\_ Applicant: \_\_\_\_\_

**Municipal Code Chapter 620 Ordinance Requirements**

- A sidewalk permit is required for new or replacement sidewalks exceeding 60 square feet.
- A sidewalk permit must be obtained from the City Clerk’s Office at least five (5) days before work is commenced.
- All sidewalk work must comply with Chapter 620 of the City Code and Wis. Stat. § 66.0907.
- Alignment: Sidewalks must align with existing walks or property lines in new subdivisions.
- Sub-grade: 2" compacted sand fill required; unsuitable material must be removed and replaced.
- Concrete: Minimum 6 bags (94 lb) cement per cubic yard; 3,000 psi strength at 28 days; quality washed gravel.
- Forms: Straight, secure wood/metal forms required; leave in place ≥24 hours post-pour.
- Expansion Joints: ½" full-depth at intersections, curb lines, and every 30 feet, ½" joint where new sidewalk meets existing or curb & gutter
- Slope: Minimum of ¼ inch per foot toward the curb; maximum slope is 2%.
- Surface Finish: Broom finish with ¼" radius edging.
- Width: Minimum of 4 feet in Residential Zones; match existing width when replacing.
- Thickness: 4" in Residential Zones, 5" in Commercial/Industrial Zones, 6" minimum within driveway approaches (all zones)
- Driveway Approaches: 6" concrete or 3" asphalt over 8" compacted gravel.
- Curing Time: 48 hours (above 50°F), 96 hours (below 50°F)
- Lawn Restoration: Adjacent lawn area must be restored to pre-construction condition.
- ADA Compliance: Curb ramps with truncated domes required within 12' of crosswalks or as designated.

***Internal Use Only***

- Completed application received
- \$20 permit fee

Received by \_\_\_\_\_ Date Received \_\_\_\_\_

Permit Determination **DENIED** **APPROVED**

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director of Public Works \_\_\_\_\_ Date \_\_\_\_\_

Applicant notification  emailed  mailed  called Date \_\_\_\_\_

Courtesy email to  Streets Dept