



Public Works Department

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Traffic Division
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May 5, 2020

FROM: City of Green Bay Department of Public Works

TO: All Contractors, Companies, and Individuals Wishing to Obstruct or Excavate
in the City of Green Bay Right-of-Way

Ladies and Gentlemen:

In an effort to streamline the obstruction and excavation permitting process for all involved parties, the City of Green Bay Public Works Department has temporarily modified its submission process for obstruction permits and excavation permits.

Effective May 6, 2020, all permit requests shall be made through an online form on the City of Green Bay's website.

The links for these forms are available at www.greenbaywi.gov/publicworks and by clicking on Digital Services. The fillable PDF files will no longer be available. Please discard any digital or paper copies of the blank forms that you may have saved.

- If you wish to do any type of excavation, digging, or cutting in the City right-of-way, you only need to fill out the City Right-of-Way Excavation Permit Request Form. You do not need to fill out the City Right-of-Way Obstruction Permit Request Form.
- If you wish to obstruct in the City right-of-way, you only need to fill out the City Right-of-Way Obstruction Permit Request Form.

Once you submit your request through the appropriate website form, Public Works staff will complete a permit or set of permits for you. Your electronic signature on the website form is considered your legal and binding signature when submitting and will appear as a typed signature on the permit. The permits will be reviewed by a staff engineer and then you will be emailed a link to an online public folder to download your approved permits.

The Department of Public Works believes this will cut down on the time necessary for contractors to submit permit requests and allows those without access to a printer or scanner to still submit permits online.

Please contact us at (920) 448-3100 or DPWmail@greenbaywi.gov with any questions.

Sincerely,

Matthew Matuszak
Administrative Clerk – City of Green Bay Public Works Department, Engineering Division

