

CITY OF DE PERE

Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | www.deperewi.gov/engineering



March 6, 2023

Dear Concrete Worker:

Please find the enclosed renewal application for a Concrete Worker's License along with a copy of the Sidewalk Specifications. If you have a 2022 license with the City of De Pere, it expires on **April 1, 2023**.

Complete the application and send it, along with your payment of \$60.00 and your \$5,000 surety bond to:

Chase Kuffel
City of De Pere
925 S Sixth Street
De Pere, WI 54115

Please be advised that if your surety bond expires before April 1, 2024, you are responsible for providing us with a new surety bond. If we do not receive your new surety bond, your sidewalk license will expire the day your surety bond expires and your name will be removed from the list of Licensed Concrete Workers located on the City's website.

To better assist our customers we now permit curb cuts and issue sidewalk/driveway grade applications at 335 S. Broadway. Street excavation permits and concrete worker's licenses will continue to be issued at 925 S. Sixth Street.

A pre-pour inspection must be done by the City for all sidewalk construction once the forms are in place to verify the width and depth. To schedule an inspection please call (920) 339-4061 one business day in advance of placing concrete.

The following items are attached:

- City of De Pere Application for Concrete Worker's License
- City of De Pere Sidewalk and Driveway Approach Specifications (2 Pages)
- Section 31 13 10, Tree Preservation of Public Trees (2 Pages)
- Sidewalk Repair and Replacement Program Information and Guidelines
- Detail No. C-1 Concrete Driveways
- Detail No. C-2 Duplex Driveways
- Detail No. C-3 Concrete Sidewalks
- Detail No. C-4 Concrete Sidewalk Reinforcement
- Detail No. C-8 Concrete Stamp

Please note that the specification on sidewalk has changed in 2017 to require reinforcement over trenches and when connecting to existing sidewalk.

Please clearly indicate your e-mail address on the Application for Concrete Worker's License so we can provide you with this information electronically. If you have any questions, please feel free to contact me at 920-339-4072 x2239.

Sincerely,

DEPARTMENT OF PUBLIC WORKS

A handwritten signature in black ink, appearing to read "Chase Kuffel", written in a cursive style.

Chase Kuffel, P.E.
Assistant City Engineer

Enclosures

CITY OF DE PERE

Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | www.deperewi.gov/engineering



Fee: \$60.00

APPLICATION FOR CONCRETE WORKER'S LICENSE

This statement, submitted by the undersigned to the City of De Pere, is made in accordance with Section 22-10, De Pere Municipal Code. It is understood that the contents of this statement shall be confidential and shall not be disclosed except upon the written order of the undersigned, or in cases of action against, or by the undersigned or the City of De Pere.

The undersigned, being duly sworn, does depose and say that he/she is an authorized representation of _____ and on behalf of same submits this statement to obtain a license as a concrete worker pursuant to Section 22-10, De Pere Municipal Code for the year beginning **April 2, 2023**.

1.	Name:
2.	Address: City: State: Zip: Phone # Cell # Fax # Email address:
4.	Attach list of officers or partners, giving names and title of each.
5.	State time in business under present name:
6.	State name and address of surety:
7.	Attach list of equipment suitable and which can be made available for intended work.
8.	Have you or your firm previously constructed concrete sidewalk in the City of De Pere?
9.	Attach a list of other municipalities in which you or your firm has worked as a licensed sidewalk builder during the past three (3) years.
10.	Are you familiar with the Construction Specifications, concrete details and location and grade procedures at the City Engineering Department? ALL NEW SIDEWALK NEEDS TO BE 5 FEET WIDE. IF ADJACENT SIDEWALK IS 4'8", THE NEW SIDEWALK MUST STILL BE 5 FEET WIDE.
11.	Has your firm ever engaged in litigation for the settlement of claims or disputes arising out of construction work? If yes, please attach explanation.

Signed: _____ Title: _____

For Office Use Only:

APPROVAL

As provided in Section 22-10, De Pere Municipal Code, the above applicant has furnished satisfactory evidence that he/she is capable of building proper concrete sidewalks and may be so licensed for the year beginning **April 2, 2023**.

Department of Public Works: _____		Date: _____	
License #:	Date Paid	Receipt #:	Surety Bond:

REVISED: DECEMBER 9, 2019
CITY OF DE PERE
DEPARTMENT OF PUBLIC WORKS
SIDEWALK AND DRIVEWAY APPROACH SPECIFICATIONS

The following is a list of specifications for construction of sidewalks and driveway approaches within the City of De Pere:

1. In accordance with Section 22-10 of the De Pere Municipal Code: “No person shall build, construct, or sawcut any concrete sidewalk upon any street in the city, construct any driveway approach between the sidewalk and curblin or sawcut any curb and/or gutter upon any street in the city without first having obtained a concrete worker’s license. Property owners may construct such sidewalk or driveway approach upon any street abutting their own property without such license and without being required to furnish any bond otherwise required in this section, provided that they comply with all other provisions of this chapter.
2. In accordance with Section 22-15 of the De Pere Municipal Code, before a driveway or curb cut for a driveway is made, a permit shall be obtained from the Director of Public Works.
3. The provisions of Section 62.16 and 66.0907, Wisconsin Statutes require that no sidewalk shall be constructed or repaired unless the property owner or contractor intending to perform the work shall make written application to the Department of Public Works for establishment of the grades of said sidewalk.
4. Section 22-5 Subsection (c) of the De Pere Municipal Code states that after a grade line is furnished by the Department of Public Works to a contractor or property owner, it shall be the duty of the contractor or property owner to preserve said grade stakes until the concrete sidewalks have been constructed. Failure to preserve said line and grade stakes, necessitating the return of a City Official to reset stakes, will subject the contractor or property owner to the expense involved in resetting said grade stakes.
5. The backside of the sidewalk shall be located 6 inches from the property line towards the center of the street and shall run parallel with the property line.
6. The grade stakes for the installation of sidewalks will be set one foot off the backside of the sidewalk, unless otherwise specified. If there is an existing driveway, a paint mark will be placed on each side of the driveway indicating where the sidewalk will intersect the driveway.
7. The grade stakes for the installation of approaches shall be located on line with the backside of the sidewalk portion of the driveway. The stakes shall be located off to each side of the driveway.
8. A plus or minus measurement will be marked on each stake. The top of the backside of the sidewalk shall then be established by measuring either up or down from the top of the grade stake.

9. In accordance with the City of De Pere Department of Public Works Standard Specifications current version, which is available on the City website, and the Wisconsin Dept. of Transportation Specifications for Highway and Structure Construction, the following specifications for driveways are established:
- **Sidewalks shall be 5'-0" in width.**
 - The sidewalk shall be 4 inches in depth except through driveway approaches where they shall be 6 inches.
 - The sidewalk through the driveways and the approaches shall be placed on a 4-inch foundation of compacted crushed gravel or crushed stone.
 - In a cut area the foundation shall be one foot wider than the sidewalk, in a fill area the foundation shall be two feet wider than the sidewalk.
 - The sidewalks shall slope at 1.5% (3/16 inch per foot) towards the street.
 - Concrete shall be air-entrained, 6 bag mix, 28-Day Compressive Strength of 4,000 PSI.
 - Concrete shall be placed on a moist foundation.
 - Edges of sidewalks and edges adjacent to expansion joints or construction joints shall be finished with an edging tool having a radius of 1/4 inch.
 - Transverse joints in the sidewalk shall be spaced at 5-foot intervals.
 - 1/2 inch expansion joint filler shall be placed to the full depth of the concrete on both sides of the driveway and where the approach abuts the sidewalk and the curb and gutter.
 - Transverse joints shall be placed down the center of the approach portion of the driveway. (See Detail)
 - Provide a concrete stamp per the detail.
10. Reinforcement is required in sidewalk per Detail C-4 under the following conditions:
- A. Over utility trenches.
 - B. Connecting to existing sidewalk.
11. Whenever any obstruction such as a power pole, tree, tree roots, hydrant, inlet, valve, manhole, etc. is encountered, contact the Engineering Department before pouring the driveway or sidewalk.
12. It shall be the responsibility of the property owner or contractor to erect sufficient barricades to protect pedestrian and vehicular traffic at all times from excavation or construction.
13. Protect trees per attached Section 31 13 10 "Tree Preservation of Public Trees".
14. For any questions regarding driveway construction call the City of De Pere Engineering Department at 339-4060.

SECTION 31 13 10

TREE PRESERVATION OF PUBLIC TREES

PART 1 – GENERAL

1.1 SUMMARY

- A. Section Includes
 - 1. Protection of above ground branches and bark.
 - 2. Protection of below ground root system and surrounding soil.

1.2 REFERENCES

- A. City of De Pere Municipal Ordinance
 - 1. Chapter 30 Parks and Recreation

PART 2 – PRODUCTS

2.1 MATERIALS

- A. None

PART 3 – EXECUTION

3.1 ABOVE GROUND BRANCHES AND ROOTS

- A. Tree trimming required is to be coordinated with the Engineer. The City reserves the right to trim all City trees.
- B. Hand trim damaged branches larger than two inch with handsaws, pruners, lopers, chainsaws or other specifically designed tree trimming equipment.
- C. Notify the Engineer of damage to bark. Damaged bark shall be repaired as directed by the Engineer

3.2 BELOW GROUND ROOT SYSTEM AND SURROUNDING SOIL

A. Activities within the Protected Root Zone (PRZ)

1. The root system shall be left undisturbed in the PRZ for each tree as follows:

Tree diameter at 4.5 feet (dbh)	Radius of PRZ (Measured from face of trunk)
0-3 inches	3 feet
3-8 inches	6 feet
8-14 inches	8 feet
14-19 inches	10 feet
19+ inches	15 feet

2. Minimize compaction.
3. Do not store materials and equipment.

B. Protection of the PRZ

1. Provide protection of the PRZ including but not limited to:
 - a. Fencing
 - b. Temporary raised bridges over the area for equipment.
2. Auger/tunnel at a minimum depth of 36 inches for utility installations.

C. Damaged Roots

1. Hand prune damaged and exposed roots larger than one inch with handsaws, pruners, loppers, chainsaws or other specifically designed root pruning equipment.

D. Where trees are present near curb replacements, the root systems on the curb side shall be cut not more than four (4) inches beyond the edge of the new curb.

E. For new sidewalk, limit soil disturbance to not more than four inches beyond the edge of the new sidewalk.

F. The Engineer may route sidewalk around existing trees to minimize damage.

END OF SECTION

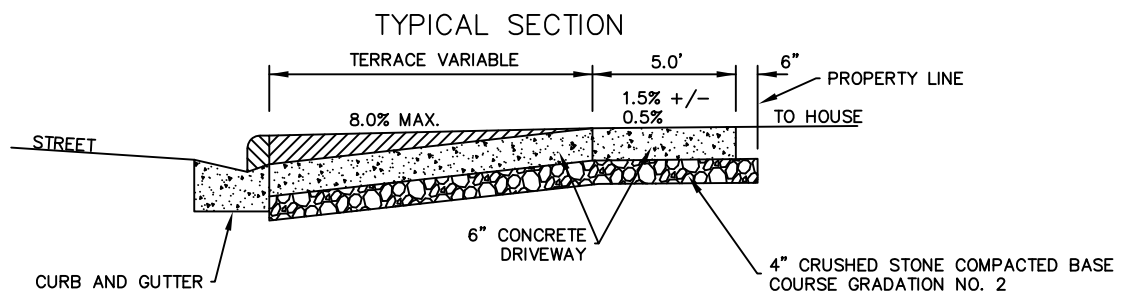
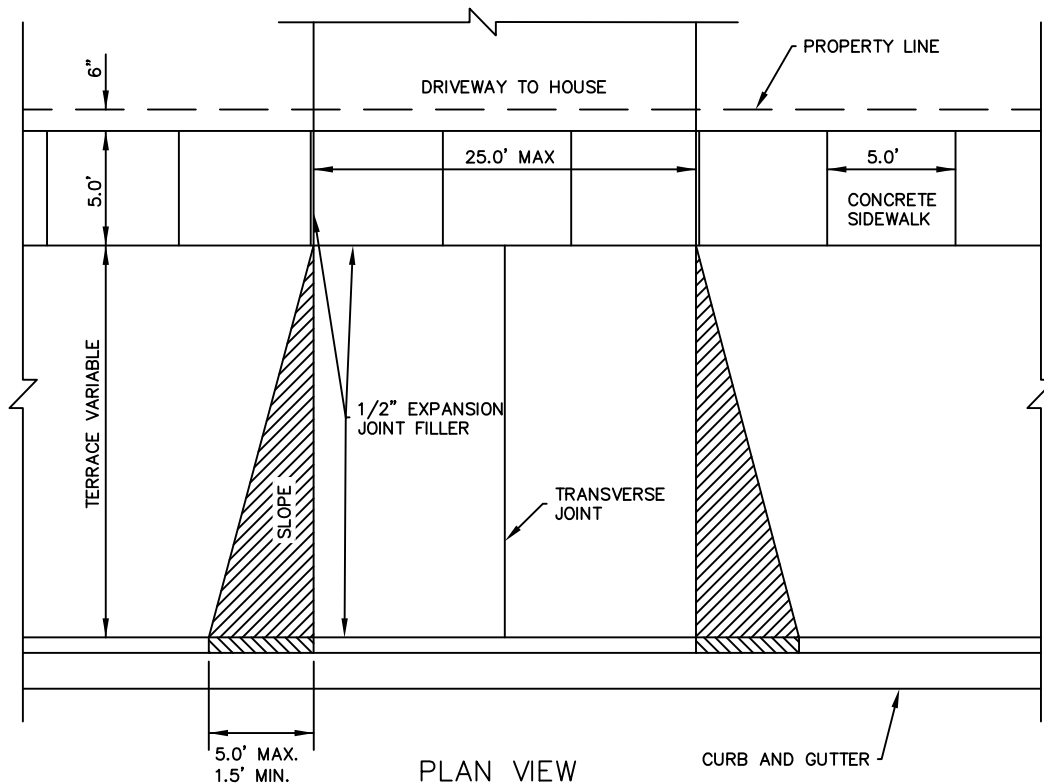
SIDEWALK REPAIR AND REPLACEMENT PROGRAM

<u>YEAR</u>	<u>DESCRIPTION OF AREA</u>
2023	East side of Fox River, south of Charles Street, west of Jordan/Ontario
2024	East side of Fox River, south of Charles, east of Jordan/Ontario
2025	West side of Fox River, west of RR tracks, north of Grant Street
2026	West side of Fox River, west of RR tracks, Grant to Scheuring
2027	East side of Fox River, north of Charles, west of Webster
2028	East side of Fox River, north of Charles, east of Webster
2029	West side of Fox River, east of RR tracks, north of Scheuring
2030	West side of Fox River, south of Scheuring Road

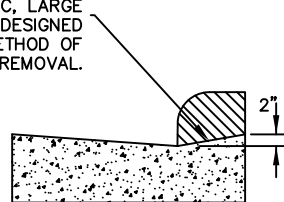
GUIDELINES

DEFECTIVE SIDEWALK AND ACCEPTABLE REPAIRS		
<u>CRITERIA</u>	<u>DEFECT</u>	<u>REPAIRS*</u>
Vertical Displacement	3/4" high or greater for 12" of joint	---Replace ---Mudjack ---Grinding up to 2" vertical
Horizontal Displacement	Greater than 1/2" for crack 3' or longer	---Replace ---Level crack may be cleaned and filled with concrete epoxy
Profile Variance	Over 4" per slab	---Replace ---Mudjack
Inverse Slope	Trapped water	---Replace ---Mudjack
Surface Imperfections	---50% or more of slab spalled ---Missing piece 3"x3" or greater ---Over 10' of cracks per slab	---Replace ---Missing piece up to 12" x 12" may be cleaned and filled with concrete epoxy

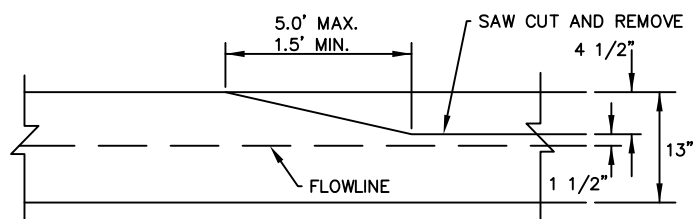
***Ramping of Vertical Displacement or Concrete Overlay of sidewalk are NOT acceptable repairs.**



ALL CURB CUTS WILL BE MADE BY A RAIL MOUNTED, HYDRAULICALLY CONTROLLED OR HIGH CYCLE ELECTRIC, LARGE DIAMETER CONCRETE SAW DESIGNED SPECIFICALLY FOR THIS METHOD OF THE CURB HEAD REMOVAL.



CURB CUT SIDE VIEW



CURB CUT BACK VIEW



ENGINEERING DIVISION

925 S. SIXTH ST
DE PERE, WI 54115

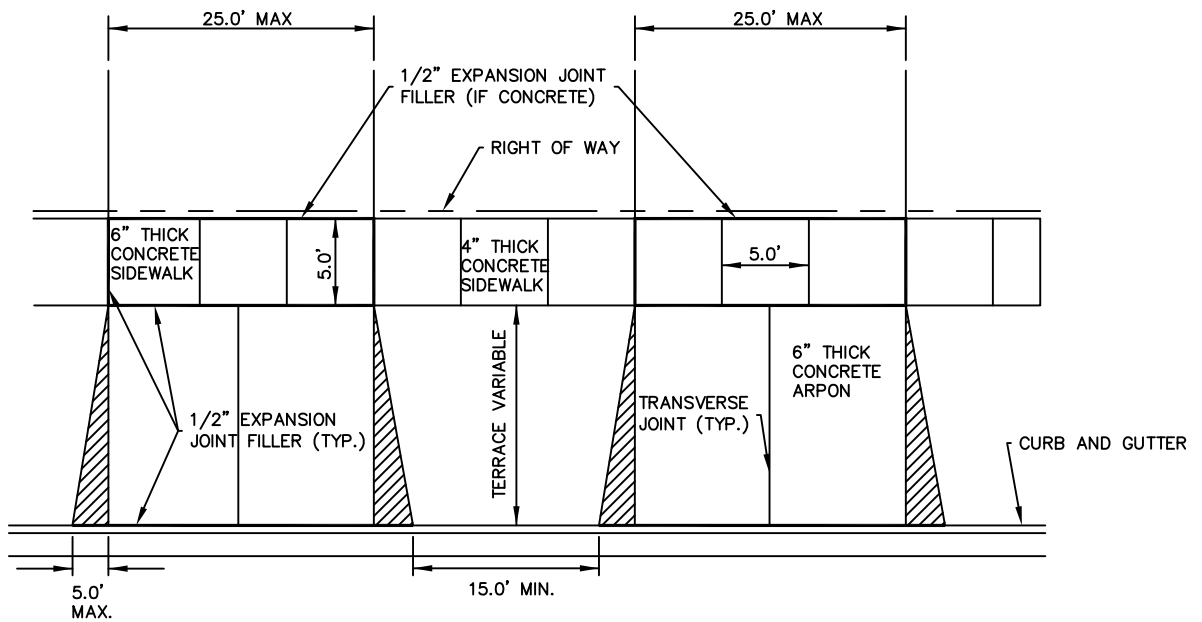
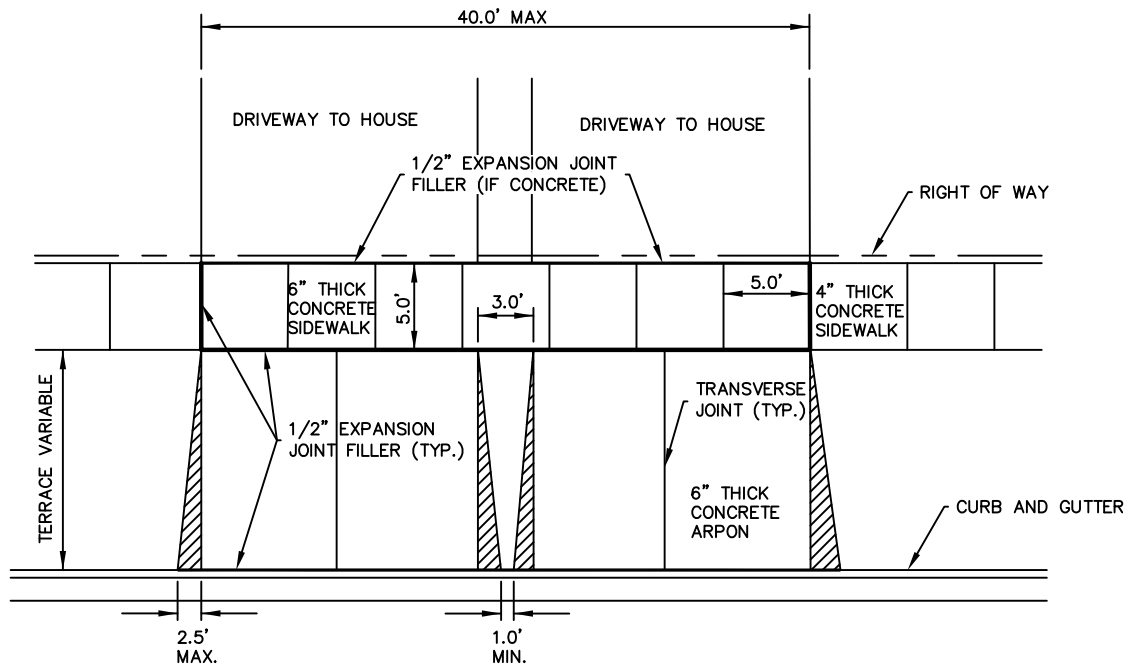
OFFICE 920-339-4061
FAX 920-339-4071

TITLE:
RESIDENTIAL
CONCRETE DRIVEWAYS

DIVISION: 32

DRAWING NO:
C-1

DATE: 12/2018
BY: KAD
CHECKED: EPR



ENGINEERING DIVISION

925 S. SIXTH ST
DE PERE, WI 54115

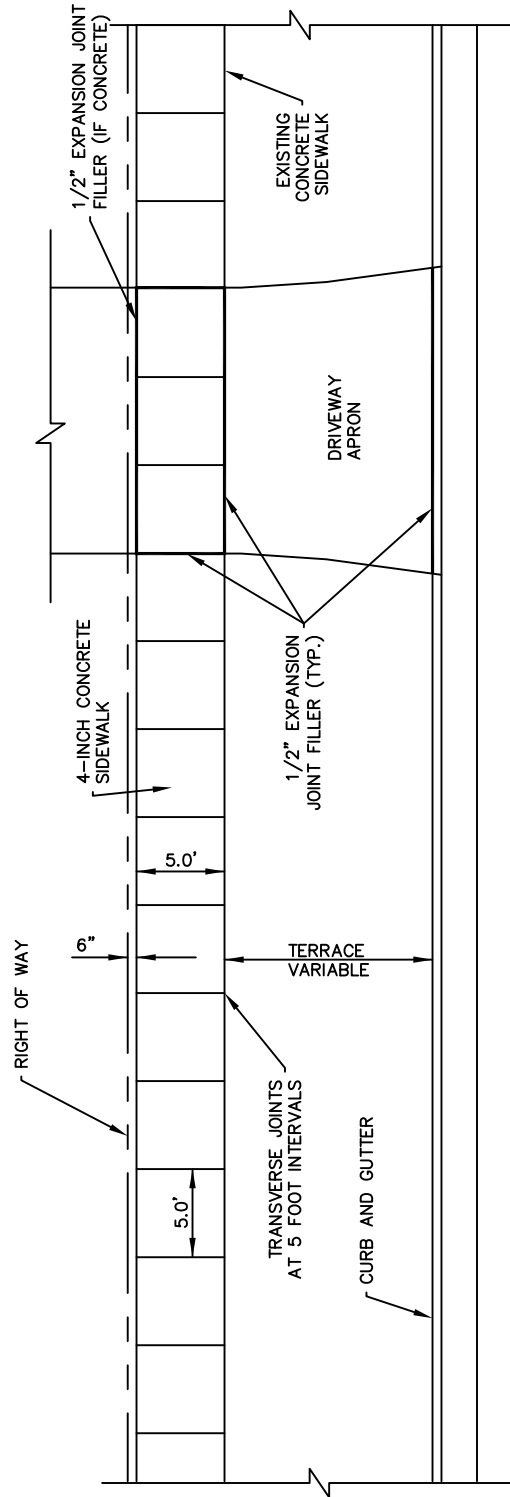
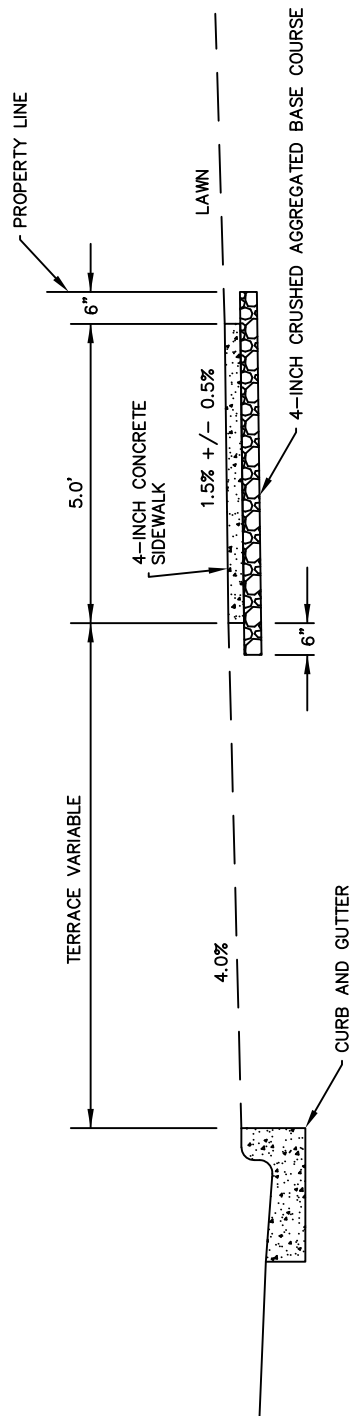
OFFICE 920-339-4061
FAX 920-339-4071

TITLE:
DUPLEX DRIVEWAYS

DIVISION: 32

DRAWING NO:
C-2

DATE: 12/2018
BY: KAD
CHECKED: EPR



NOTE:

1. CONCRETE DRIVEWAY THICKNESS:

- RESIDENTIAL - 6" DEPTH
- COMMERCIAL/INDUSTRIAL - 8" DEPTH



ENGINEERING DIVISION

925 S. SIXTH ST
DE PERE, WI 54115

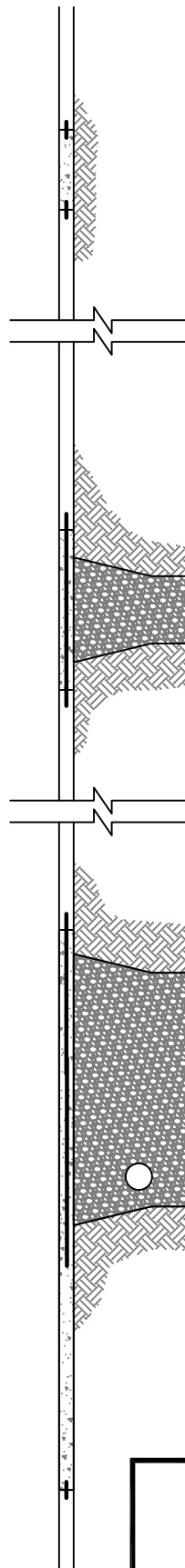
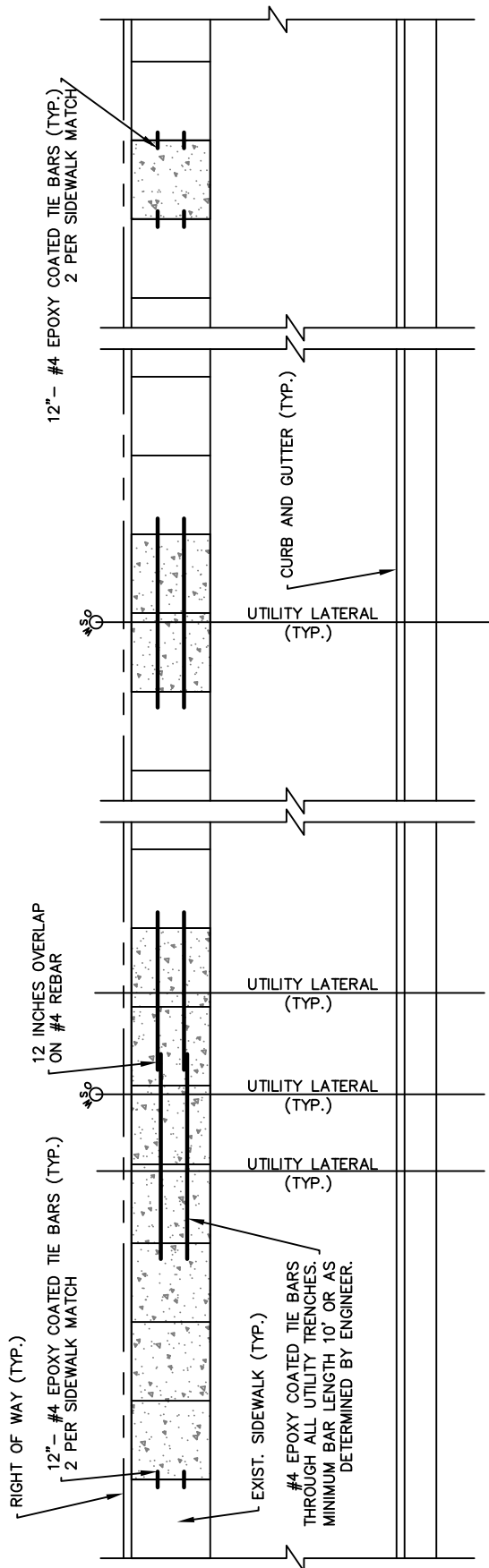
OFFICE 920-339-4061
FAX 920-339-4071

TITLE:
CONCRETE SIDEWALKS
AND DRIVEWAY

DIVISION: 32

DRAWING NO:
C-3

DATE: 12/2018
BY: KAD
CHECKED: EPR



INDIVIDUAL SIDEWALK
REPLACEMENT

SIDEWALK REPLACEMENT
WITH UTILITY CONSTRUCTION

SIDEWALK REPLACEMENT-
UTILITY PLUS ADDITIONAL SLABS



ENGINEERING DIVISION

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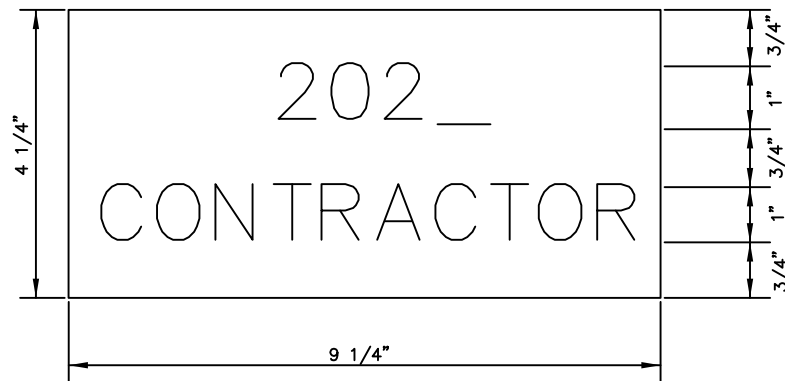
OFFICE 920-339-4061
FAX 920-339-4071

TITLE:
CONCRETE SIDEWALK
REINFORCEMENTS

DIVISION: 32

DRAWING NO:
C-4

DATE: 12/2018
BY: KAD
CHECKED: EPR



NOTE:

1. THE ENDS OF ALL CONCRETE WORK SHALL BE MARKED WITH A STAMP AS SHOWN, WITH THE CURRENT YEAR.
2. THE DATE OF CONSTRUCTION SHALL BE STAMPED ON ALL CONCRETE PAVEMENTS AND ALLEYS WITH 1-INCH NUMERALS AT THE ENDS OF EACH SECTION PAVED.



ENGINEERING DIVISION

925 S. SIXTH ST
DE PERE, WI 54115

OFFICE 920-339-4061
FAX 920-339-4071

TITLE:
CONCRETE STAMP

DIVISION: 32

DRAWING NO:
C-8

DATE: 12/2019
BY: KAD
CHECKED: EPR

ALL NEW SIDEWALK BEING INSTALLED NEEDS
TO BE **5 FEET WIDE.**

IF THE ADJACENT SIDEWALK IS 4'8" – THE NEW
SIDEWALK MUST STILL BE **5 FEET WIDE.**

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