

OUTDOOR ADVERTISING VEGETATION MANAGEMENT CHECKLIST

For use in management of *DT1812 Application/Permit to Work on Highway Right of Way*
to Alter Highway Vegetation that Obstructs a Sign Face, under 84.305, Stats.

OASIS No. 17084 Completion Date _____ Owner Lamar Milw Highway 94 County Milw Owner's No. 2000 Face EF

BEFORE PERMIT IS ISSUED

A. BHM (OA staff to complete)

Name of person completing these tasks: Jenny Harmon, Date 6/19/14

1. Yes ☒ No ☐ BHM-OA staff notified when application is received
2. Yes ☒ No ☐ Permit application contains information required in the *Applicant Checklist*. Return if incomplete
3. Yes ☒ No ☐ *OAVM Checklist* (top line filled-out) region notified to complete lines 10-19 below within two weeks
4. Yes ☒ No ☐ Application added to spreadsheet.
5. Yes ☒ No ☐ Database comment added to OASIS
6. Yes ☐ No ☐ BHM-OA file created containing the following documents:
 - ☒ a. A COPY of the permit as submitted
 - ☒ b. Single view report from the OASIS database
 - ☒ c. Photolog shots taken at 1000', 750', 500', and 250'
 - ☐ d. Any other relevant information
7. Yes ☒ No ☐ Scan documents into one folder in SharePoint and notify Landscape Architect Consultant
FTPSIX
8. Yes ☒ No ☐ Verify annual fee payments are current and fees have been paid for 5 or more years (except on-premise)
9. Yes ☒ No ☐ Verify vegetation removal is not part of documented living snow fence
10. Yes ☐ No ☐ Review the region's *Checklist* responses to confirm the sign is legal. Check BHM records
11. Yes ☒ No ☐ Add date due dates; under sections B, C, and in step 40 on this checklist and notify region and landscape architect consultant that section A. is completed

B. REGION (regional sign coordinator to complete by DATE: 7/13/14)

Name of person completing these tasks: _____, Date _____

12. Yes ☐ No ☐ The sign and the sign site have been visited and closely examined for evidence of changes
13. Yes ☐ No ☐ The sign fully located on private property and does not encroach into highway right-of-way
14. Yes ☐ No ☐ Database photos, taken on-site, are complete and current
15. Yes ☐ No ☐ Category: _____ Status: _____ The sign meets all the requirements of its category
(OFF, ONP, DIR, NC, GRF etc.) (Legal or ILL)
16. The current zoning of this land is _____ (Note source used to determine this.)
17. NA ☐ Yes ☐ No ☐ Search regional records, permits, photologs, and aerial photos to confirm sign's legality
This sign has changed from when it became nonconforming or grandfathered [Lighting added, face is larger, new support structure, more or fewer posts than originally, etc.]
18. Yes ☐ No ☐ On-premise signs: The sign is on the building AND the building is within 100' of the right-of-way
19. Yes ☐ No ☐ A scenic easement or a deed restriction is in effect on this land
20. Yes ☐ No ☐ This highway is a designated scenic byway
21. Yes ☐ No ☐ This highway is scheduled for improvements. Project _____ Build Date _____
22. Yes ☐ No ☐ Notify BHM-OA Section B. is completed

C. LANDSCAPE ARCHITECT CONSULTANT (landscape architect consultant to complete by DATE: 7/19/14)

Name of person completing these tasks: _____, Date _____

22. Yes ☐ No ☐ The vegetation is part of a visual screen for a junkyard on or near the sign site
23. Yes ☐ No ☐ Submit cultural resources review to UW-Milwaukee for archeological and American Indian assessment
(See the following website for details. <http://archaeolab.anthro.uwm.edu/OASIS/>)
- Submitted Date _____ Cleared Date _____
24. Yes ☐ No ☐ NA ☐ Coordinate a endangered or threatened species review with WDNR if the sign is in Brown or Door Co.
- Submitted Date _____ Cleared Date _____
- WDNR Contact:
Lisie Kitchel 101 S. Webster St.
(608) 266-5248 phone Madison, Wisconsin 53707
25. Yes ☐ No ☐ Set up and attend removal site review with sign coordinator, certified arborist and sign owner
Date _____
26. Yes ☐ No ☐ Vegetation history evaluated
____ Blocks glare from adjacent traveled way (headlight screen). Safety _____ Satisfies general aesthetics. Welfare _____
____ Creates wind or snow barrier (living snow fence). Safety _____ Screens a residence. Aesthetics _____
27. Yes ☐ No ☐ Evaluate 500' view window
28. Yes ☐ No ☐ Review removal site vegetation to determine species is listed as prohibited on the DNR's NR 40 invasive species list
29. Yes ☐ No ☐ Review ANSI standards for pruning, not removal
30. Yes ☐ No ☐ Review marked vegetation to be removed, use identification method from application [item 8. Applicant Checklist]
31. Yes ☐ No ☐ Photograph sign site from 1000', 750', 500', and 250' distances and other photos as needed
32. Yes ☐ No ☐ Confirm $\geq 2''$ diameter vegetation that blocks the sign face, in the selected 500' view window
- Number of trees $\geq 2''$ in diameter to be removed: _____
Fee for $\geq 2''$ in diameter trees to be removed: \$ _____
(Number of trees to be removed x \$200.00)
33. Yes ☐ No ☐ Prepare report, proposed vegetation removal
34. Yes ☐ No ☐ Submit vegetation report to BHM Landscape Architects for approval

D. BHM (BHM landscape architect and BHM-OA Staff to complete)

Name of person(s) completing these tasks: BHM LA _____ BHM-OA _____

AFTER LANDSCAPE ARCHITECT CONSULTANT COMPLETES CHECKLIST

35. Yes ☐ No ☐ BHM landscape architect reviews and approves vegetation report
36. Yes ☐ No ☐ Outdoor advertising program provides final approval of vegetation report and permit decision to LA Consultant.
Approval Date ____/____/____

E. LANDSCAPE ARCHITECT CONSULTANT (landscape architect consultant to complete)

Name of person completing these tasks: _____, Date _____

AFTER BHM VEGETATION REPORT APPROVAL AND PERMIT DECISION

37. Yes ☐ No ☐ Coordinate decision letter, permit conditions, restrictions, contingencies, attachments.
38. Yes ☐ No ☐ Email decision letter to permit applicant. Include BHM LA, BHM OA, Region sign coordinator, and Region maintenance supervisor.
39. Yes ☐ No ☐ Email permit conditions, restrictions, contingencies and attachments to region sign coordinator to issue 1812 Work on Highway Right-of-Way permit

PERMIT IS ISSUED BY REGION

F. REGION (regional sign coordinator or permit coordinator to complete)

Name of person completing these tasks: _____, Date _____

40. Yes ___ No ___ Receive notice from landscape architect consultant regarding permit determination

41. Yes ___ No ___ Issue permit for vegetation removal identified in vegetation report

42. Yes ___ No ___ Place on SharePoint approved permit and notify BHM-OA

Permit No. _____ Date Due 8 / 18 / 14 Date Issued ____ / ____ / ____

VEGETATION REMOVAL

G. REGION (regional sign coordinator to complete)

Name of person completing these tasks: _____, Date _____

43. Yes ___ No ___ Schedule work with sign owner Date ____ / ____ / ____

44. Yes ___ No ___ Oversee vegetation removal and site restorations

45. NA ___ Yes ___ No ___ Document vegetation removals outside scope of permit

46. NA ___ Yes ___

47. Yes ___ No ___ Fill out close-out report below within 5 days of removal and notify landscape architect consultant
Once close-out report is reviewed the sign company will be invoiced for removals

A. Date of work ____ / ____ / ____

B. Sign owner _____ and contractor _____

C. Yes ___ No ___ Does follow-up work remain. If yes what is the follow-up work _____

D. Date site was fully restored ____ / ____ / ____

E. Notable site conditions (rain, steep slope, access) _____

F. Equipment used _____

G. Yes ___ No ___ Were there permit violations. was work authorized beyond what was permitted; if so, describe and explain.

H. Total ≥ 2 " trees removed _____

I. How many ≥ 2 " trees were subject to the \$200 fee _____ (for invoice purposes)

AFTER VEGETATION REMOVAL

H. LANDSCAPE ARCHITECT CONSULTANT (landscape architect consultant to complete)

Name or initial of person completing these tasks: _____, Date _____

48. Yes ___ No ___ Review closeout report from Region. Date closeout report received: _____

49. Yes ___ No ___ Invoice sign owner for vegetation removed identified on closeout report, place on SharePoint, and notify BHM-OA

I. BHM (BHM-OA staff to complete)

Name of person completing these tasks: _____, Date _____

50. Yes ___ No ___ Invoiced for vegetation removed reviewed

51. Yes ___ No ___ Date payment received ____/____/____

Rev. Date: 05-15-2014

DRAFT

Oasis #:	17084	Size (sq. ft.):	1344	Zoning:	Industrial
Old Oasis #:	212965	Type 1:	V	Category:	OFF
Old Permit #:	40-20454-92	Type 2:		Chngbl Msg:	
Owner's #:	2000/2001	Facing:	EW	NC Reason:	
RP:	308K+0.18	Side of Hwy:	R	Permit Date:	3/6/1992
Inv Dir:	E	HAGL:		Install Date:	
Sort Hwy:	94	R/W to Sign:	0	Rem/Exp Date:	
Quadrant:	NENW	Lighted:	<input checked="" type="checkbox"/>	Municipality:	City of Milwaukee
Section:	36			County:	40 MILWAUKEE
Town:	7			Active:	<input checked="" type="checkbox"/>
Range:	21			Followup Date:	

Location from centerline of nearest intersection (below):
 2260' from STH 41 over - permit: 1350' W. of 35th Street

Note:

Approved Activity (Directional sign use only):

Sign Owner: Lamar Central Outdoor, LLC dba Lamar Ad-
Address: vertising of Milwaukee
Cty/St/Zip: Milwaukee WI 53207

Land Owner: Canadian Pacific Railway - 8583
Address: 900 Canadian Pacific Plaza
Cty/St/Zip: Minneapolis MN 55402

Installer: OIS Default - 1
Address: Unknown
Cty/St/Zip: Unknown WI XXX



RECEIVED

JUN 19 2014

Bureau of Hwy Operations

APPLICANT CHECKLIST

For use in submitting a *DT1812 Application/Permit to Work on Highway Right of Way* to Alter Highway Vegetation that Obstructs a Sign Face, under s. 84.305 Stats.

Submit permit applications to: Wisconsin Department of Transportation – Outdoor Advertising Program
4802 Sheboygan Avenue – Room 501
Madison WI 53702

IMPORTANT NOTES - READ BEFORE SUBMITTING PERMIT APPLICATION

The applicant must be the sign owner.

The 60-day review period begins when a complete application is date-stamped in the Bureau of Highway Maintenance.

Each sign face requires a separate application.

Clear cutting is prohibited.

- ✓ 1. Provide a completed **APPLICANT CHECKLIST** with each permit application.
- ✓ 2. Provide a completed *DT1812 Application/Permit to Work on Highway Right of Way* [4-pages].
- ✓ 3. Provide payment of the nonrefundable permit application fee of \$250 [no cash]. (Note: Invoice for repayment of trees equal to and larger than two inches at breast height will be issued following vegetation removal.)
4. Yes ☒ No ☐ Has a permit to work on highway right of way been obtained to mark the affected vegetation?
5. Yes ☐ No ☒ Is any affected vegetation located within a municipality and within 10 feet of the nearest pavement edge?
If yes, provide municipality approval.
- ✓ 6. Provide a color photograph of the full view window that shows the affected vegetation, the sign face, and a north arrow.
- ✓ 7. Provide the following:
 - a. OASIS number of the sign. 12084 Sign face direction. E
 - b. Owner's panel or other ID number. 2000
 - c. Have five years of annual fees been paid on this sign, to the extent required by law? Yes ☒ No ☐
(Does not apply to on-premise signs.)
 - d. Missing or changed landowner contact information. Refer to the annual billing, if needed.
- ✓ 8. Clearly describe the proposed work including the affected trees, shrubs and hedges. Identify the number of trees removed with a diameter equal to or greater than two inches at breast height (4.5 feet) above ground level.
9. Provide a detailed removal site sketch signed by a certified arborist. The site sketch must be included and signed by a certified arborist to be considered a complete application. The following link can aid you in finding a certified arborist:
<http://www.waa-isa.org/arborists/search.asp>
 - ✓ a. A site sketch must show:
 - ✓ a. A north arrow
 - ✓ b. Highway in relation to sign
 - ✓ c. The complete view zone and view window
 - ✓ d. Survey of all vegetation to be pruned or removed within the requested 500 feet that obstructs the sign face
 - ✓ e. Access to the work site

Barbara Campbell
Signature of Sign Owner or Authorized Representative

6/16/14
Date

Barbara Campbell
Printed Name of Sign Owner or Authorized Representative

Adam Passo
Signature of Certified Arborist

6-5-2014
Date

Adam Passo
Printed Name of Certified Arborist

WF-07584 Jun 30, 2014
Certification Number, Expiration Date



GENERAL PERMIT PROVISIONS AND CONDITIONS OF APPROVAL (#1-28)

Pursuant to Wisconsin Statutes and once approved by WisDOT, this permit allows performance of the specific work described over which WisDOT has permit authority. ***The permittee shall abide by these general provisions, and any supplemental and/or special provisions.*** (R/W = right-of-way)

1. Warning signs, devices and methods shall be in place and fully functional prior to the start of any permitted work within highway R/W, and shall protect the public until all permit-associated work is complete. Warning signs and devices shall conform to the appropriate sizes, designs and configurations specified within the [Manual of Uniform Traffic Control Devices](#) and the [Wisconsin MUTCD Supplement](#), current edition. Provide and maintain the quantity of signs and devices therein described, and supplement those with additional signs, devices and flaggers as necessary to functionally protect people and property from injury or damage at all times and under all conditions, including changed or changing conditions. All personnel shall wear retro-reflective safety vests while working within the highway R/W.
2. Secure the work site and associated traffic control zone against any hazard to the public, both when the site is attended and is unattended during off-hours, holidays, and nighttime hours. This includes vehicles, equipment and materials. Any violation of this permit, particularly any failure to maintain safe work site and traffic control zone, will require immediately cure by the permittee, and may result in WisDOT stopping further work, removal of permittee from the highway R/W, and/or permit revocation.
3. Coordinate the permitted work and in no case interfere with any ongoing highway improvement project.
4. Keep a complete copy of the permit (which may be electronic) at the job site at all times the permitted work is ongoing along with a project manager or supervisor familiar with the permit and all of its details and requirements. Failure to comply with any part of this permit is the permittee's responsibility.
5. Determine the location of, and protect or cause to protect from any damage, any existing facilities in the area affected by the permitted work. All notifications to other facility owners are the permittee's responsibility.
6. Perform all permitted work without obstructing or closing any part of any traffic lane or fully closing any road unless specifically authorized by WisDOT.
7. Alter the permitted facilities as may be ordered by WisDOT to facilitate highway improvement, alteration, safety control, or maintenance. Accept all costs of constructing, maintaining, altering, temporarily moving or relocating the permitted facilities.
8. The permit authorizes only the described work of and for the permittee indicated on this permit. It does not grant authority for the work of any other, either by present or future installation.
9. Any disturbance to, operation within, or use of a highway median is expressly prohibited, unless specifically authorized by WisDOT. **The use of interstate or freeway median crossovers for any reason is prohibited and subject to law enforcement citation.**
10. Construction methods and restorations shall be in accordance with applicable parts of [WisDOT's Standard Specifications for Highway and Structure Construction](#), current edition.
11. Comply with all requirements of applicable regulations and codes, including, but not limited to, the [Wisconsin Dept of Workforce Development, Workplace Safety Institute](#) for safety precautions and operations relevant to trenching, tunneling, and excavation.
12. Do not open at any time any greater length of trench than is necessary to maintain essential progress of the work.
13. Implement erosion control best management practices (BMPs) prior to and at all times during work operations. Provide and maintain erosion control BMPs to protect all restored areas upon completion of the permitted work until the replacement vegetation achieves sustained growth. Trans 401 designations for major and [minor](#) projects in this permit use the same meanings as utility projects. If a project is not "minor", then it is "major".
14. Derive no direct access to install, maintain or repair the permitted facility from the travel lane or shoulder of any freeway, or from any interchange ramp, unless specifically authorized by WisDOT or if needed due to an emergency. In the latter case, immediately contact the Wisconsin State Patrol and WisDOT Region Office as indicated on this permit.
15. Install the facility in the specified permit location. Move any part of the facility found to be otherwise located to the correct location upon WisDOT order. Any facility part located other than as specified in this permit is at permittee's sole risk. Accordingly, if the same is undetected or is suffered to remain in variance to the permit, the permittee shall hold the State, its employees, agents and officers harmless and free of any cost, claim or liability associated with any accidental damage to such facility that may result from a highway construction, maintenance, traffic control, or R/W management project or function.
16. Promptly restore all highway facilities disturbed by the permitted work or associated operation. WisDOT may issue a notice setting a specific time by which the restoration must be complete if restoration is not done voluntarily without delay. If the permittee fails to satisfactorily complete the restoration within the time established, WisDOT shall arrange for the restoration to be completed and bill the permittee accordingly. The permittee shall pay for all costs of said restoration.
17. Collect any brush, trash or waste materials resulting from the permitted work, and dispose of said materials off the R/W in accordance with applicable solid waste disposal regulations.
18. Send notice **within 10 calendar days** via regular mail or email to the authorized WisDOT representative who approved the permit upon completion of the work and restoration.
19. Smooth and finished slopes shall be constructed at any location where any reggraded portion of the highway R/W meets the lands of adjacent property owners.
20. Backfill any excavation permitted within the highway pavement limits or shoulder areas with suitable granular material, placed in lifts or layers 12 inches or less each in depth, and mechanically compact to meet the appropriate density as specified in [WisDOT's Standard Specifications for Highway and Structure Construction](#), current edition. Do not use water jetting to facilitate mechanical compaction. Repair to WisDOT's satisfaction any subsequent heavings, settlements, or other faultings attributable to the permitted work. Use temporary sheeting, shoring and/or trench boxes as needed to prevent trench/tunnel cave-ins.
21. Restore in-kind any curb, gutter, sidewalk, driveway, gravel base, ballast, shoulder material, or other highway R/W element/facility disturbed under this permit to the qualities, grades, compactions and conditions specified in [WisDOT's Standard Specifications for Highway and Structure Construction](#), current edition.
22. Restore any turfed R/W area disturbed under this permit with fine-graded topsoil having a depth of not less than 4 inches, and reseeded to perennial grass or sodded to WisDOT's satisfaction.
23. Adjust manhole covers, shut-off and regulator valves, and like facilities to the level of the immediately adjacent grades.
24. Cure faults related to work or facilities under this permit that, in WisDOT's opinion, obstruct highway drainage or in any other manner adversely affect highway maintenance or operation, and restore the R/W as directed by and to WisDOT's satisfaction.
25. Keep all vehicles/equipment/materials outside the R/W fence including all bore pits of any bored or augered installations under a freeway. Do not keep vehicles/equipment/materials between any freeway travel lane and a bore pit if WisDOT authorizes the pit location within the freeway R/W. Locate all bore pits outside the clear zone and as close to the R/W fence as possible.

PH 2000 / C# 17034

CANADIAN PACIFIC RAILROAD

WE ENERGIES PROPERTY

- Box Elder
- Sumac
- Ash
- Plum
- Honey Locust

- Buckthorn
- Sumac under 2"

FENCE TO BE OPENED



EAST < 1-94 -> WEST

CERTIFIED ARBORIST

SIGNATURE

Adam Passo

PRINTED NAME

W.I. - 07584

CERTIFICATION NUMBER

JUN 30, 2014

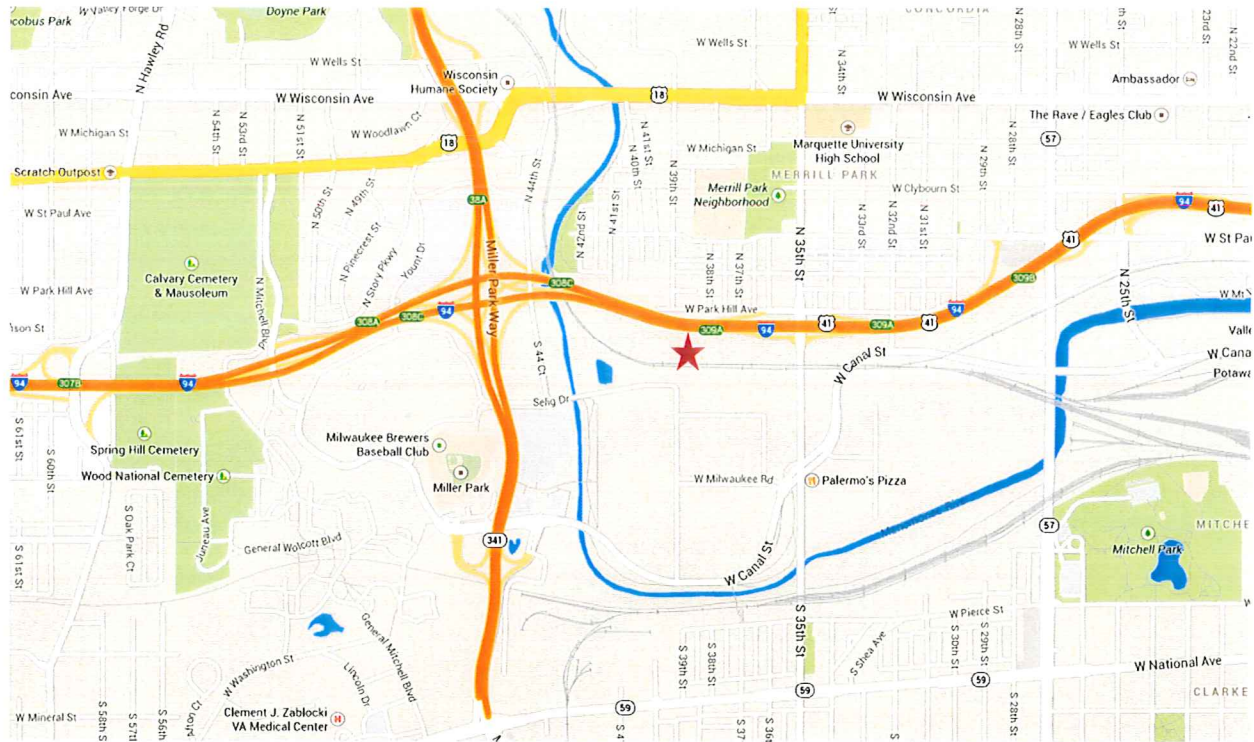
EXPIRATION DATE

6-5-14

DATE

N

N





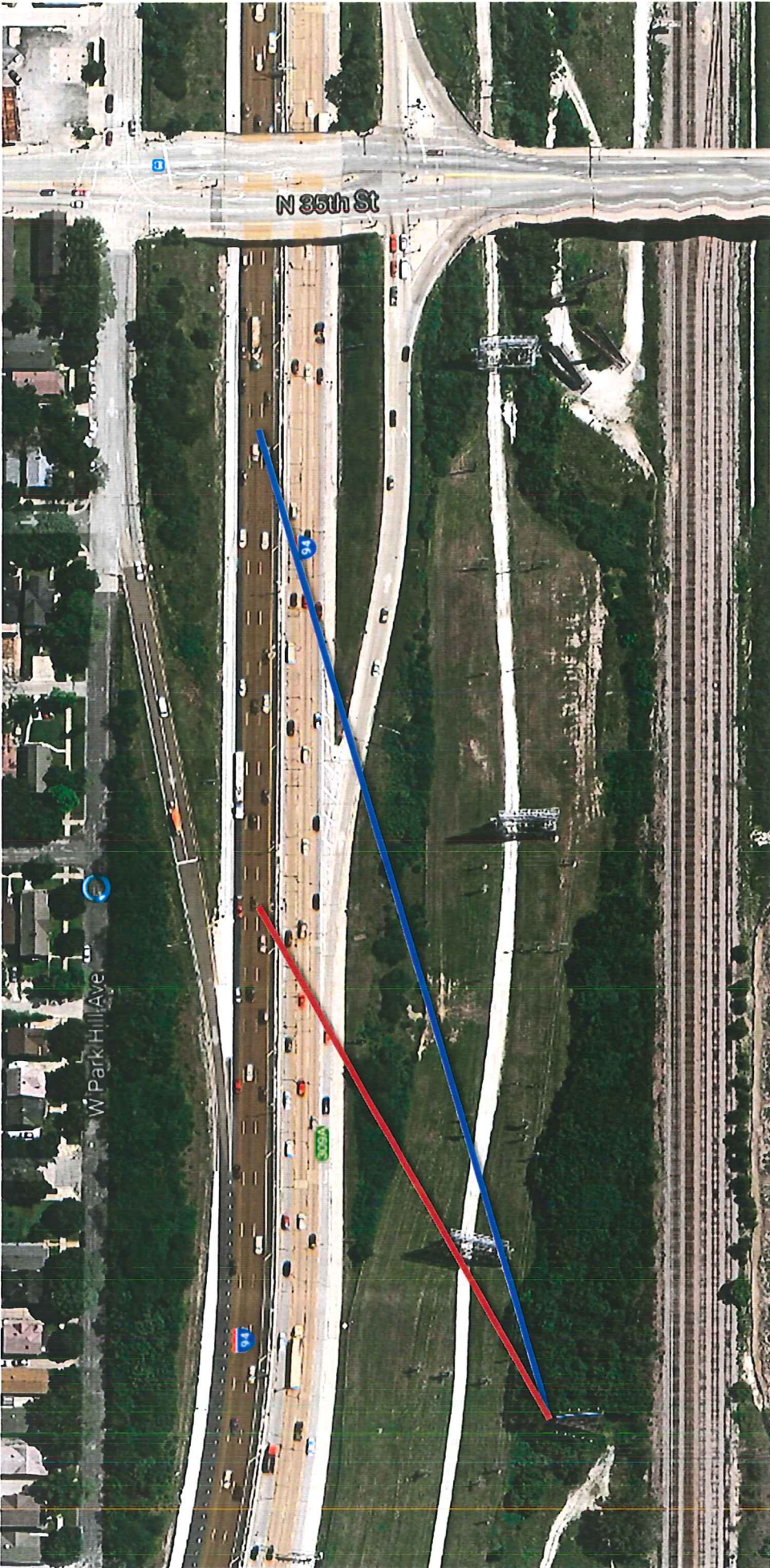


→ N



→ N





BLUE LINE – 1,000' VIEWING ZONE

RED LINE – 500' VIEWING WINDOW

Harmon, Jenny - DOT

From: Wisniewski, Peter S - DOT
Sent: Monday, June 23, 2014 9:37 AM
To: Harmon, Jenny - DOT
Cc: Matheson, Todd - DOT
Subject: RE: Vegetation Removal

Hey Jenny,

These are all okay to trim vegetation.

I'm compiling a list as these come in. So next year you can do a quick search on this list. Until we get a map together, this is the best method I can think of to give you a way of checking. Even with a map, this would be a very quick way to know or not.

Thanks,

Peter

From: Harmon, Jenny - DOT
Sent: Monday, June 23, 2014 9:00 AM
To: Wisniewski, Peter S - DOT
Subject: Vegetation Removal

Peter,

Please check verify there is no known living snow fence in these areas. ASAP please. Thanks.

<< File: 17084.pdf >> << File: 17107.pdf >> << File: 17109.pdf >> << File: 17158.pdf >>

Jenny Harmon
WisDOT - DTSD, Highway Operations
Outdoor Advertising Program
PO Box 7986, Room 501
Madison, WI 53707-7986
608-266-6703

LAMAR ADVERTISING

2809 S 5TH CT
MILWAUKEE, WI 53207-1458

1781

DATE 6-12-14


79-57
759 193

PAY
TO THE
ORDER OF

Wisconsin DOT

\$ 250.00

Two hundred fifty and 00/100

DOLLARS  Security Features
Included.
Details on Back.



Donna M. Polzin
Permit # 111

FOR Permit

⑈001781⑈ ⑆075900575⑆ 2173 021 151⑈