



Project submittal checklist

To ensure your project is processed quickly and efficiently, use this checklist to submit needed information.

Project identification

- Project ID number (if it has one)
- Plan description (include locations by street intersections or roads impacted)
- Municipality name (town, village, city doing the work)
- County name in which the work will be performed
- Approximate or anticipated project start date (include year)

Type of work to be performed

- Resurface only
- Chip seal only
- Reconstruction only
- Both reconstruction and resurface or chip seal, or any combination
- Other (please explain)

Steps after submittal

- Within seven days, we will send a map of your project area in CAD file format. If you prefer a PDF file, state this preference in the initial submission.
- We will contact you, if needed, about any project conflicts.
- Continue to communicate with us about your project(s) at:
utilitiesrelocation@wisconsinpublicservice.com