



### APPLICATION PACKET FOR UTILITY PERMITS

Please complete this packet & submit to [utilitypermits@wilmette.com](mailto:utilitypermits@wilmette.com) with a plan set, and all supporting documentation as may be required below.

**APPLICATION TO PERFORM WORK FOR:**

AT&T       COMCAST       COMED       VERIZON       OTHER: \_\_\_\_\_

**JOB NUMBER:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**No. of EXCAVATIONS:** \_\_\_\_\_ **PROPOSED START DATE:** \_\_\_\_\_ **PROPOSED END DATE:** \_\_\_\_\_

**APPLICATION CONTACT INFORMATION**

**DATE:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**UTILITY COMPANY CONTACT:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTRACTOR SUPT. NAME:** \_\_\_\_\_ **COMPANY NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**24-HR EMERGENCY CONTACT INFORMATION DURING CONSTRUCTION**

**CONTACT FOR APPLICANT:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTACT FOR UTILITY COMPANY:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTACT FOR CONTRACTOR:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_



## PUBLIC UTILITY PERMITS APPLICATION CHECKLIST

Please review and complete the below checklist and provide additional documentation as may be required.

1. Check activities requiring a Village right-of-way permit:  
\_\_\_\_ (1) Change in the location of the facility;  
\_\_\_\_ (2) Addition of a new facility;  
\_\_\_\_ (3) Disruption in the right-of-way; or,  
\_\_\_\_ (4) Material increase in the amount of area or space occupied by the facility
2. The utility's name and address and telephone and telecopy numbers \_\_\_\_\_
3. The applicant's name and address, if different than the utility, its telephone, telecopy numbers, e-mail address, and its interest in the work \_\_\_\_\_
4. The names, addresses and telephone and telecopy numbers and e-mail addresses of all professional consultants, if any, advising the applicant with respect to the application \_\_\_\_\_
5. The names, addresses and telephone and telecopy numbers and e-mail addresses of all sub-contractors, if any, performing with respect to the application \_\_\_\_\_
6. A general description of the proposed work and the purposes and intent of the facility and the uses to which the facility will be put. The scope and detail of such description shall be appropriate to the nature and character of the work to be performed, with special emphasis on those matters likely to be affected or impacted by the work proposed \_\_\_\_\_
7. A written traffic control plan demonstrating the protective measures and devices that will be employed consistent with the Illinois Manual on Uniform Traffic Control Devices, to prevent injury or damage to persons or property and to minimize disruptions to efficient pedestrian and vehicular traffic \_\_\_\_\_
8. A written description of the cross-bore prevention and detection plan that will be employed to prevent damage to Village-owned as well as privately-owned utilities \_\_\_\_\_
9. An emergency contingency plan which shall specify the nature of potential emergencies, including, without limitation, construction and hazardous materials emergencies, and the intended response by the applicant. The intended response shall include notification to the village and shall promote protection of the safety and convenience of the public. Compliance with ICC regulations for emergency contingency plans constitutes compliance with this Section unless the village finds that additional information or assurances are needed \_\_\_\_\_
10. Drawings, plans and specifications showing the work proposed, including the certification of an engineer that such drawings, plans, and specifications comply with applicable codes, rules, and regulations \_\_\_\_\_
11. Evidence of insurance as required by the Village Code of Ordinances \_\_\_\_\_
12. Evidence of posting of the security fund as required by the Village Code of Ordinances, unless otherwise provided for within a franchise agreement \_\_\_\_\_

13. In the case of the installation of a new electric power, communications, telecommunications, cable television service, video service or natural gas distribution system, evidence that any "Certificate of Public Convenience and Necessity" or other regulatory authorization that the applicant is required by law to obtain, or that the applicant has elected to obtain, has been issued by the ICC or other jurisdictional authority \_\_\_\_\_
14. The design materials and construction methods of the utility installation shall provide maximum maintenance-free service life. Capacity for the utility's foreseeable future expansion needs shall be provided in the proposed installation \_\_\_\_\_
15. In the case of natural gas systems, state the proposed pipe size, design, construction class, and operating pressures \_\_\_\_\_
16. In the case of water lines, indicate that all requirements of the Illinois Environmental Protection Agency, Division of Public Water Supplies, have been satisfied \_\_\_\_\_
17. In the case of sewer line installations, indicate that the land and water pollution requirements of the Illinois Environmental Protection Agency, Division of Water Pollution Control and the Metropolitan Water Reclamation District of Greater Chicago, have been satisfied \_\_\_\_\_
18. In the case of petroleum products pipelines, state the type or types of petroleum products, pipe size, maximum working pressure, and the design standard to be followed \_\_\_\_\_
19. In the case that an existing transmission water main is located within the area of the proposed work, the top of the transmission main will be physically located prior to placing any proposed underground utilities \_\_\_\_\_
20. Applicant's duty to update information. Throughout the entire permit application review period and the construction period authorized by the permit, any amendments to information contained in a permit application shall be submitted by the utility in writing to the village within 30 days after the change necessitating the amendment \_\_\_\_\_
21. Application fees. Unless otherwise provided by franchise, license, or similar agreement, or otherwise exempted under the provisions of the Village Code of Ordinances concerning telecommunications providers paying the Simplified Municipal Telecommunications Tax or the payment of a service provider fee by a holder, all applications for permits pursuant to the Village Code of Ordinances shall be accompanied by a fee in the amount of \$250. No application fee is required to be paid by any electricity utility that is paying the municipal electricity infrastructure maintenance fee pursuant to the Electricity Infrastructure Maintenance Fee Act. \_\_\_\_\_