

SECTION 4 – PROJECT INFORMATION

PLEASE PRINT CLEARLY

DATE: _____

PROJECT NUMBER: _____

ADDRESS: _____ UNIT: _____

EXCAVATION TYPE: **FOOTING OR FOUNDATION WORK:** YES NO IF YES, COMPLETE SECTIONS 5 & 8 BELOW
 WILL THERE BE WORK IN RIGHT-OF-WAY: YES NO IF YES, COMPLETE SECTIONS 6 & 8 BELOW
 IS THE STREET TO BE OPENED: YES NO IF YES, COMPLETE SECTIONS 7 & 8 BELOW

IS THIS A REVISION TO AN EXISTING ISSUED PROJECT: YES NO

THE WORK AUTHORIZED UNDER THIS APPLICATION IS CONDITIONED UPON THE CONDITIONS CONTAINED ON THE APPROVED CONSTRUCTION PLANS AND THE CONDITIONS FOUND ON APPLICATION PAGE C.

SECTION 5 – GRADING AND DRAINAGE PERMIT APPLICATION

THIS PERMIT IS VALID FOR 18 MONTHS

DESCRIPTION OF GRADING/EXCAVATION WORK: _____

EXCAVATOR: _____
 NAME ADDRESS, CITY, ZIP DAY PHONE 24 HOUR PHONE

PAID _____ CUST. NO. _____ I UNDERSTAND THAT I MAY BE REQUIRED TO DISTRIBUTE A COPY OF THE GRADING AND DRAINAGE PERMIT APPLICATION NOTICE TO ALL ADJACENT PROPERTY OWNERS A MINIMUM OF FIVE DAYS PRIOR TO THE ISSUANCE OF A GRADING AND DRAINAGE PERMIT.
 JULIE DIG #: _____ CALL 811 TO OBTAIN DIG NUMBER APPLICANT SIGNATURE: _____

SECTION 6 – PUBLIC RIGHT-OF-WAY PERMIT / PROTECTION APPLICATION

THIS PERMIT IS VALID FOR 18 MONTHS

DESCRIPTION OF RIGHT-OF-WAY WORK: _____

CONCRETE: _____
 NAME ADDRESS, CITY, ZIP DAY PHONE 24 HOUR PHONE

PAID _____ CUST. NO. _____
 CERTIFICATE OF INSURANCE _____ EXP. DATE _____ JULIE DIG #: _____
 CALL 811 TO OBTAIN DIG NUMBER

SECTION 7 – PUBLIC RIGHT-OF-WAY PERMIT APPLICATION FOR STREET OPENING

THIS PERMIT IS VALID FOR 6 MONTHS

DESCRIPTION OF RIGHT-OF-WAY WORK: _____

EXCAVATOR: _____
 NAME ADDRESS, CITY, ZIP DAY PHONE 24 HOUR PHONE

PAID _____ CUST. NO. _____
 CERTIFICATE OF INSURANCE _____ EXP. DATE _____ JULIE DIG #: _____
 CALL 811 TO OBTAIN DIG NUMBER

STREET OPENING #1:
 ESTIMATED DIMENSIONS (FEET): [_____ + 4' = _____] X [_____ + 4' = _____] = _____ (SQUARE FEET) _____ CONTRACTOR INITIALS

STREET OPENING #2:
 ESTIMATED DIMENSIONS (FEET): [_____ + 4' = _____] X [_____ + 4' = _____] = _____ (SQUARE FEET) _____ CONTRACTOR INITIALS

STREET OPENING #3:
 ESTIMATED DIMENSIONS (FEET): [_____ + 4' = _____] X [_____ + 4' = _____] = _____ (SQUARE FEET) _____ CONTRACTOR INITIALS

STREET OPENING #4:
 ESTIMATED DIMENSIONS (FEET): [_____ + 4' = _____] X [_____ + 4' = _____] = _____ (SQUARE FEET) _____ CONTRACTOR INITIALS

STREET OPENING #5:
 ESTIMATED DIMENSIONS (FEET): [_____ + 4' = _____] X [_____ + 4' = _____] = _____ (SQUARE FEET) _____ CONTRACTOR INITIALS

CALCULATED PAVEMENT DEGRADATION FEE: STREET RATING: _____ TOTAL AREA: _____ (SQUARE FEET) X FEE RATE: _____ (\$ PER SQUARE FOOT) = \$ _____

IF THE ACTUAL SIZE OF THE STREET OPENING IS LARGER THAN THE ESTIMATED SIZE, A RECALCULATION OF THE PAVEMENT DEGRADATION FEE SHALL BE REQUIRED. THE CONTRACTOR OR PERMIT HOLDER SHALL NOTIFY THE ENGINEERING DEPARTMENT OF THIS CHANGE BEFORE THE BASE INSPECTION. IF THIS IS NOT DONE BEFORE THE BASE INSPECTION OR IF THE ADDITIONAL FEES ARE NOT PAID BY THE FINAL INSPECTION, AN ADDITIONAL ADMINISTRATIVE FEE OF \$250.00 SHALL ALSO BE DUE. THESE FEES SHALL BE PAID BEFORE THE DEPOSIT MAY BE RELEASED.

I WILL CALL THE ENGINEERING DEPARTMENT AT (847) 853-7550 WITHIN 30 DAYS TO REQUEST A FINAL INSPECTION FOR A REFUND OF THE DEPOSIT.

APPLICANT SIGNATURE: _____

SECTION 8 – PUBLIC RIGHT-OF-WAY PERMIT / PROTECTION DEPOSIT

PLEASE REVIEW THIS INFORMATION PRIOR TO PAYING THE DEPOSIT. THE DEPOSIT WILL BE PAID BY AND RETURNED TO THE PAYOR BELOW. IF THE PERSON PAYING THE DEPOSIT IS NOT THE PERSON LISTED BELOW, PLEASE ADVISE STAFF IMMEDIATELY. ANY INCONSISTENCY IN PAYOR INFORMATION MAY RESULT IN DELAYS IN THE DEPOSIT BEING RETURNED. A ROW PERMIT & ROW PROTECTION DEPOSIT IS ALSO REQUIRED FOR PROJECTS REQUIRING A SITE DEVELOPMENT PLAN.

 PAYOR NAME ADDRESS, CITY, ZIP DAY PHONE

ROLE: _____ CUSTOMER. NO. _____ VENDOR NO. _____

PERMIT NUMBER / PROJECT ISSUE DATE:

TO BE COMPLETED BY APPLICANT – PLEASE FILL OUT SECTION(S) COMPLETELY

FOR OFFICE USE ONLY

VILLAGE OF WILMETTE
PUBLIC RIGHT-OF-WAY PAVEMENT OPENING PERMIT CONDITIONS AND REQUIREMENTS

WATER/SEWER CONNECTIONS, DISCONNECTS, AND BACKFILL - Plumbing Inspector (847) 853-7550

- Inspections are required for water and sewer connections and disconnects. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**. The permit holder shall be prepared to restore pavement openings immediately upon the successful completion of the required plumbing inspections.

STREET RESTORATION - Engineering Inspector (847) 853-7660

- All street pavement shall be saw cut to full depth before removal. For brick streets, pavers are to be carefully removed and saved for re-placement. All openings and patches shall be a minimum of 3-foot by 3-foot in size, squared, parallel, and perpendicular to the curb.
- All pavement restoration must be conducted in accordance with the specifications set forth in the Village of Wilmette Department of Engineering and Public Works Standards Handbook.
- Village streets and curbs shall be backfilled immediately after the utility work and upon the successful completion of any required plumbing inspections. The proper aggregate is to be used for pipe bedding and must also be placed and properly compacted to 12-inches above the utility pipe. The remainder of the trench is to be backfilled with Controlled Low Strength Material (CLSM), IDOT Mix I as specified in section 1019 of the IDOT Standard Specifications. Material tickets from the CLSM supplier must be submitted to the Engineering Department Inspector at the time of the base inspection and must include the mix description, quantity, time, date, and location of delivery.
- Street pavement base inspections are to be scheduled to take place at the time of backfill application. Final inspections are to be scheduled once the project is completed and once the Public Right-of-Way has been fully restored to pre-existing conditions or better. The permit holder is responsible for scheduling all required inspections **at least 24 hours in advance**.

PAVEMENT DEGRADATION FEE - Engineering Inspector (847) 853-7660

- Chapter 20: Each person or entity receiving a Public Right-of-Way Permit under this Chapter that grants permission to excavate a public street in the village shall also, in addition to paying the applicable permit fee, pay to the village a pavement degradation fee prior to issuance of said permit. The amount of the pavement degradation fee shall be calculated as: Impacted Street Area x Adjusted Pavement Degradation Fee Rate.
- The street opening dimensions shall be a minimum of 3-foot by 3-foot in size, squared, parallel, and perpendicular to the curb. The Impacted Street Area is the square footage of the street opening plus 4 additional feet added to the length and width of the excavation.
- The pavement degradation fee is a separate non-refundable fee, in addition to the Public Right-of-Way deposit, to be paid at the time of permit issue.

SIDEWALK, DRIVEWAY APRON, CURB AND GUTTER - Engineering Inspector (847) 853-7660

- All concrete shall be saw cut to full depth before removal.
- Base/forming inspections are required prior to the placement of any pavement in the Public Right-of-Way. Final inspections are required once work is completed. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**.
- Granular materials shall conform to Illinois Department of Transportation's (IDOT) Standard Specification coarse aggregate (CA) gradations.
- All sidewalks must extend through driveways and be 6 inches thick. All other public sidewalk shall be 5 inches thick. Base material shall be compacted before concrete is poured. Expansion joints must be located between all new and existing concrete.
- Concrete aprons within the Public Right-of-Way shall be 6 inches thick. There shall be no WWF, Mesh, or Rebar located within the Public Right-of-Way. Base material shall be 4 inches thick and be compacted before concrete is poured. Expansion joints must be located between new and existing concrete.
- Asphalt aprons within the Public Right-of-Way shall be 3 inches thick compacted. Base material shall be 4 inches thick and be compacted before asphalt is placed.
- Curb shall be saw cut to full depth before removing. Base material must be compacted before the concrete is poured. The gutter flag shall have a minimum depth of 10 inches. Expansion joints must be located between new and existing concrete and at every 60-foot interval. Contraction joints shall be made every 15 feet. In cases where a curb cut is needed, shaving off the top of curb is not allowed and full-depth depressed curb is required.

PARKWAY - Engineering Inspector (847) 853-7660

- Trees shall be protected as required by Village Code of Ordinances and in accordance with the specifications set forth in the Village of Wilmette Department of Engineering and Public Works Standards Handbook.
- Sprinkler heads must be a **minimum of 12 inches** away from all public sidewalks, driveway aprons, and curbs, and 12 inches under the base of all public sidewalks.
- The permit holder shall be solely responsible for any and all damage caused by or related to its activities in the Public Right-of-Way including but not limited to, damage to: private sprinkler systems, custom materials, or any other improvements installed, placed, or planted in the Public Right-of-Way.
- The parkway shall be restored within 10 working days of completion of the utility installation. Backfill with clean excavated material or torpedo sand. Topsoil shall be a minimum of 4 inches thick with new sod placed in disturbed areas. Owner shall be responsible for watering the new sod.
- Final inspection is required once the parkway is restored. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**.

TRAFFIC CONTROL - Engineering Inspector (847) 853-7660

- Traffic control plans shall follow the latest traffic control standards as specified by the Manual on Uniform Traffic Control Devices (MUTCD) guidelines and IDOT.
- The roadway shall be open to local traffic at all times. No openings in the roadway shall be left uncovered overnight. Openings located within an active lane of traffic require a steel road plate to open the roadway between April 1st & December 1st (or the first snowfall of the season). Steel road plates are not to be used between December 1st (or first snowfall) and April 1st. Any street excavations during these winter months must be properly backfilled and capped with cold patch overnight. Street crossings must be done one lane at a time or by directional boring.
- Lighted barricades must protect all sidewalk, curb, and street openings until they can be returned to service. Reflective type traffic cones alone are not acceptable.

RESPONSIBILITY FOR DAMAGE/REFUND OF DEPOSITS - Engineering Inspector (847) 853-7660

- Deposits shall be refunded only after any and all required inspections by the Village have been approved.
- Deposits may be forfeited if: 1) any of the required inspections were not done prior to completion of the work; 2) the Public Right-of-Way is not restored within 10 working days of completion of the work; 3) damage to the Public Right-of-Way has not been satisfactorily repaired; or 4) there remains an unpaid balance on the permit.
- Any deviation of the actual size of the street opening shall require a recalculation of the pavement degradation fee. Any additional monies owed to the Village of Wilmette shall be paid before the deposit may be released.

PERMIT HOLDER SHALL BE SOLELY RESPONSIBLE FOR ALL DAMAGE, LOSS, OR CLAIMS ARISING OUT OF ITS ACTIVITIES IN THE PUBLIC RIGHT-OF-WAY; AND SHALL INDEMNIFY AND HOLD THE VILLAGE HARMLESS AGAINST SAME.