

SECTION 4 – PROJECT INFORMATION

PLEASE PRINT CLEARLY

DATE: _____
 ADDRESS: _____ UNIT: _____
 SCOPE OF WORK: _____

PROJECT NUMBER: _____

EXCAVATION TYPE: **FOOTING OR FOUNDATION WORK:** YES NO IF YES, COMPLETE SECTION 5 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

SECTION 5 – GRADING PERMIT APPLICATION

THIS PERMIT IS VALID FOR 18 MONTHS

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

PAID _____ CUST. NO. _____

CERTIFICATE OF INSURANCE _____ EXP. DATE _____ JULIE DIG #: _____

REQUIRED SUBMITTALS: PLAT OF SURVEY: _____ SITE PLAN PLANS TO SCALE (11X17(2), FULL SIZE 1): _____ NOTARIZED NEIGHBOR NOTIFICATION AFFIDAVIT: _____
 GRADING PLANS TO SCALE (11X17(2), FULL SIZE 1): _____

SECTION 6 – PUBLIC RIGHT-OF-WAY PERMIT APPLICATION

THIS PERMIT IS VALID FOR 18 MONTHS

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

PAID _____ CUST. NO. _____

CERTIFICATE OF INSURANCE _____ EXP. DATE _____ JULIE DIG #: _____

DESCRIPTION OF WORK: _____ CALL 811 TO OBTAIN DIG NUMBER

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

THIS PERMIT IS VALID FOR 18 MONTHS

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

PAID _____ CUST. NO. _____

CERTIFICATE OF INSURANCE _____ EXP. DATE _____ JULIE DIG #: _____

DESCRIPTION OF WORK: _____ CALL 1(800) 892-0123 TO OBTAIN DIG NUMBER

BRICK STREET _____

STREET AREA #1: STREET RATING: _____ DEGRADATION FEE/S.F. _____ INITIALS: _____

ESTIMATED: [_____ + 2' = _____ (FT)] X [_____ + 2' = _____ (FT)] = _____ (S.F.) _____ CONTRACTOR

ACTUAL: [_____ + 2' = _____ (FT)] X [_____ + 2' = _____ (FT)] = _____ (S.F.) _____ INSPECTOR

STREET AREA #2: STREET RATING: _____ DEGRADATION FEE/S.F. _____ INITIALS: _____

ESTIMATED: [_____ + 2' = _____ (FT)] X [_____ + 2' = _____ (FT)] = _____ (S.F.) _____ CONTRACTOR

ACTUAL: [_____ + 2' = _____ (FT)] X [_____ + 2' = _____ (FT)] = _____ (S.F.) _____ INSPECTOR

STREET AREA #3: STREET RATING: _____ DEGRADATION FEE/S.F. _____ INITIALS: _____

ESTIMATED: [_____ + 2' = _____ (FT)] X [_____ + 2' = _____ (FT)] = _____ (S.F.) _____ CONTRACTOR

ACTUAL: [_____ + 2' = _____ (FT)] X [_____ + 2' = _____ (FT)] = _____ (S.F.) _____ INSPECTOR

PAVEMENT DEGRADATION FEE: TOTAL AREA: _____ X FEE RATE: _____ TOTAL: _____

IF THE ACTUAL SIZE OF EXCAVATION BECOMES LARGER THAN THE ESTIMATED SIZE, A RECALCULATION OF THE PAVEMENT DEGRADATION FEE SHALL BE REQUIRED. THIS CHANGE SHALL BE CALLED IN TO THE ENGINEERING DEPARTMENT BY THE CONTRACTOR OR PERMIT HOLDER BEFORE PRE-POUR INSPECTION. IF THIS IS NOT CALLED IN BEFORE PRE-POUR INSPECTION OR IF THE ADDITIONAL FEES ARE NOT PAID BY FINAL INSPECTION, AN ADDITIONAL ADMINISTRATIVE FEE OF \$250.00 SHALL ALSO BE DUE. THESE FEES SHALL BE DEDUCTED FROM THE DEPOSIT.

 I WILL CALL THE ENG. DEPT AT 847.853.7660 WITHIN 30 DAYS TO REQUEST A FINAL INSPECTION FOR A REFUND OF THE DEPOSIT.
 _____ **APPLICANT INITIALS**

SECTION 8 – PUBLIC RIGHT-OF-WAY DEPOSIT

TO WHOM SHOULD THE DEPOSIT BE RETURNED: OWNER OTHER (COMPLETE BELOW)

NAME ADDRESS, CITY, ZIP DAY PHONE

CUSTOMER NO. _____ VENDOR 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.

- COMMENTS ATTACHED TO PLANS
- REVIEWS COMPLETED – OK TO PROCESS FOR ISSUANCE

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 STREET OPENING PERMIT CONDITIONS AND REQUIREMENTS

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

- An inspection is required for water and sewer connections, disconnects, and backfill in the Public Right-of-Way. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**. Backfill material must be at the job site at the time of the plumbing inspection.
- Village streets and curbs shall be backfilled after the utility work with CA-7 (crushed stone). Each layer of backfill shall not be more than twelve (12) inches loose. Each layer shall be compacted before another layer is placed.
- Granular material shall conform to Illinois Department of Transportation's (IDOT) Standard Specification coarse aggregate (CA) gradations.

STREET RESTORATION- Engineering Inspector (847) 853-7660

- All street openings shall be full depth saw cut. All openings and patches shall be a minimum of three (3) foot by three (3) foot in size, square and parallel and perpendicular to the curb.
- Base, framing and final inspections are required. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**.
- Bituminous Concrete Street: The patch shall consist of ten (10) inches of Portland Cement Concrete (PCC) high early strength 7 bag mix with two (2) inches of Bituminous Concrete Surface Course. If existing pavement base is concrete, use No. 6 coated tie bars, 18 inches long and drilled 9 inches in the base and spaced 24 inches apart. All bituminous pavement and base shall be over cut by 1 foot on all sides.
- Portland Cement Concrete Street: The patch shall consist of ten (10) inches of Portland Cement Concrete (PCC) high early strength 7 bag mix, with No. 6 coated tie bars, 18 inches long and drilled 9 inches into existing base. These tie bars shall be spaced 24 inches apart.
- Brick Street: The patch shall consist of twelve (12) inches of compacted coarse aggregate limestone (Grade 8), a layer of filter fabric and one (1) inch of compacted sand underneath the brick.

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

- Chapter 16-1.2.2(a) Each person or entity receiving a Right-of-Way Permit under Chapter 16-1.1 of 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 of Wilmette a Pavement Degradation Fee prior to issuance of said permit. (b) - 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 three (3) foot by three (3) foot, square and parallel and perpendicular to the curb. The Impacted Street Area is the square footage of the street opening plus four (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 Right of Way deposit, to be paid at the time of permit issue.

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

- All concrete shall be saw cut to full depth before removing.
- Base, framing and final inspections are required. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**.
- All sidewalks must extend through driveways and be six (6) inches thick. All other public sidewalks shall be five inches thick. Base material shall be compacted before concrete is poured. Expansion joints shall be located between all new and existing concrete.
- Concrete aprons within the R.O.W. shall be six (6) inches thick. There shall be no VF, Mesh or Rebar located within the R.O.W. Base material shall be four (4) inches thick and be compacted before concrete is poured. Expansion joints must be located between new and existing concrete.
- Asphalt aprons within the R.O.W. shall be four (4) inches thick compacted. Base material shall be six (6) inches thick and shall also be compacted.
- Curb cuts are required if depressed curb is to replace a regular curb. Shaving off the top of curb is not allowed. Curb shall be full depth saw cut before removing. An expansion joint must be located between all new and existing curb. Base material must be compacted before the concrete is poured. If the length of the new curb is more than 50 feet, a contraction joint shall be made every 25 feet. The gutter flag shall have a minimum depth of 9".

PARKWAY- Engineering Inspector (847) 853-7660

- Trees shall be protected as required by Chapter 9.
- Final inspection is required. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**.
- 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 four (4) inches thick minimum with new sod placed in disturbed areas. Owner shall be responsible for watering the new sod.
- 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 or replacement of private sprinkler systems, custom materials (brick pavers, brick borders, asphalt stamping, etc.) or any other improvements installed, placed or planted in the Public Right-of-Way.
- Sprinkler heads must be **at least one (1)** foot away from all public sidewalks and curbs, and one (1) foot under the bottom of all public sidewalks.

TRAFFIC CONTROL- Engineering Inspector (847) 853-7660

- Traffic control plans shall follow MUTCD guidelines. Guidelines can be found online @ mutcd.fhwa.dot.gov/pdfs/2003r1/Ch6A-E.pdf. MUTCD is the **Manual on Uniform Traffic Control Devices**.
- 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 filled with stone backfill 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 openings until they can be returned to service. Reflective type traffic cones are not acceptable.

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

- Deposits shall be refunded only after final inspection by the Village has been made.
- Deposits will 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; or, 3) damage to the Public Right-of-Way has not been satisfactorily repaired.
- 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 deducted from the deposit. If the deposit money is insufficient to cover the additional monies owed, the permit holder shall be billed for the balance that is due.

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.