



Village of Wheeling Right-of-Way / Utility Permit

PERMIT NO.: ROW - _____

JULIE Dig # _____

APPLICANT/REPRESENTATIVE

Name: _____
 Company: _____
 Address: _____
 City, Zip: _____
 24 hr Phone: _____
 E-mail: _____

CONTRACTOR

Name: _____
 Company: _____
 Address: _____
 City, Zip: _____
 24 hr Phone: _____
 E-mail: _____

PROJECT INFORMATION

SITE: Street: _____
 Location (To and From): _____

TYPE OF FACILITY

Cable TV Phone Gas-low pressure Antenna
 Electric Fiber Gas-high pressure Utility Pole
 Traffic Signals Other

TYPE OF EXCAVATION

Hole Trench
 Bore (specify): _____
 Other (describe): _____

CONSTRUCTION DETAILS New Replacement Repair Other

Length (LF) _____ Width (LF) _____ Depth (LF) _____

LOCATION DETAILS Roadway Sidewalk / Pathway Parkway Private Property

MATERIALS IMPACTED Asphalt Concrete Brick Pavers Gravel
 Curb Cut Grass Other (specify): _____

SCHEDULE Estimated Start Date: _____ Estimated End Date: _____

ADDITIONAL PROJECT DETAILS/COMMENTS:

Applicant's E-Signature	
By typing your name you agree to the terms and conditions of this permit.	Date
<small>I (We) hereby agree to be bound by the provisions of the ordinances and specifications of the Village of Wheeling governing this work and to hold the Village, its officers, agents and employees harmless from any and all costs, damages, liabilities and attorney's fees which may occur or be claimed to occur by reasons of any work performed under this permit.</small>	

FOR OFFICE USE ONLY

Approved by: _____ **Date:** _____

Permit Fee _____
 Infrastructure Maint. Fee _____
 PERMIT DENIED (see attached comments)

Floodplain Permit not Required Floodplain Permit Required

Date Issued: _____

Items on File

Surety: _____
 Surety Check No.: _____
 Surety Issued By: _____

Traffic Control Plan
 Emergency Contingency Plan
 Insurance
 Plans Attached
 Specifications Attached

Permits Required

County Permit # _____
 State Permit # _____

Site Street:

Location (to & from):

Right-of-Way Permit Conditions

This list supplements and highlights some of the right-of-way requirements set forth in Section 11 of the Village of Wheeling Municipal Code. All requirements listed below and in the Municipal Code are applicable to this application and to any and all persons and parties performing work authorized by this permit. The contractor is required to review each item on the list below and to indicate his/her understanding of the information as well as to commit to notifying the owner of this information.

Insurance – The contractor or property owner performing work within the Village’s right of-way is required to provide insurance per Section 11.12.080 of the Village Code.

Emergency Contact - Prior to commencing the work under this permit, the permittee shall provide the Village Engineer the name and title of at least one (1) representative with their 24 hour contact phone number in the event that an emergency should arise. The permittee shall notify the Village of any changes to this contact.

Required Contact - The Engineering Division shall be contacted at (847) 459-2620 to schedule the inspection of all work within the right-of-way no less than 48 hours before scheduled work. For work requiring the removal of and/or shut off of the water at the buffalo box (b-box), Public Works must be notified 72 hours in advance.

Working Hours – Work shall be limited to Monday through Saturday from 7:00 A.M. to 6:00 P.M. and no work on any Sunday, or Village Observed Holidays. Saturday work is permitted if notification is requested and approved by Village Engineer 48 hours before work commences.

Street Closures – No street or sidewalk closures shall occur without the written consent of the Engineering Division.

Drainage and Erosion Control - All drainage structures within the vicinity of the project shall be protected with an approved filter basket as determined by Engineering. Existing drainage patterns shall be maintained by the permittee. Erosion control shall be per the approved plans or as determined by the Village Engineer.

Equipment - No cleated equipment will be allowed on the street pavement.

Traffic Control - Traffic Control shall be in accordance with applicable sections of the “Illinois Manual on Uniform Traffic Control Devices for Streets and Highways (current edition)”.

Irrigation Systems –The property owner bears sole responsibility for private irrigation systems constructed in the public right-of-way. The Village takes no responsibility for repair or replacement of damaged irrigation system while performing work within the right-of-way. The contractor will be responsible for repairing Village owned irrigation systems on any Village owned property.

Safety - The Contractor shall be responsible for all on-site safety and drainage protection including fencing. The Contractor is responsible for maintaining accessibility during construction for roadways and/or sidewalks.

Water Mains and Valves – Public Works shall operate and exercise all public valves, including service and buffalo boxes. A stop work order will be issued to any contractor turning any public valves.

Cleaning and Dust Control – The work site shall be maintained in a safe and clean manner, as per Village Code.

Locates - It is the contractor's responsibility for private and public utility locates before excavation. Call JULIE at 811.

Engineering Construction Standards and Manual of Practice – available at www.wheelingil.gov.

Boring - All directional boring to be 36" (max) depth below existing ground surface unless previously approved otherwise by the Village Engineer. All existing utilities (at crossings) are required to be exposed prior to boring operations.

Expose pertinent utilities as determined by the Village Engineer in order to set the elevation and location of pipes, conduits, ducts and/or cable, etc in accordance with the requirements of this permit.

Separation - Minimum separation between village utilities and the proposed system shall be three feet (3').

Restoration - All unpaved areas of right-of-way are to be restored with four inches (4") of topsoil and sod.

Approved Plans - One set of stamped approved plans shall be on site at all times.

Permittee shall be responsible for field locating their facilities within two (2) hours upon notification by the Village of Wheeling.

Permittee shall hold harmless the Village of Wheeling for any damage or malfunction that may be caused to their facilities during the installation, maintenance, or repair of any of the Village of Wheeling facilities.

The Village may at any time require the permittee to locate and expose installed utilities.

State and County - All construction within state or county right-of-way requires a permit from that agency.

ADA Compliance - All damaged sidewalks and curbs due to this permit shall be replaced to meet all current ADA requirements.

Stop Work Order - If for any reason the above conditions, Village Code, other applicable standards and/or the approved drawings are not complied with, the Contractor will be notified and site construction will cease. Further non-compliance may result in fines to the Contractor.

Site Street:

Location (to & from):

PERMIT SUBMITTAL REQUIREMENTS

1. A completed Village of Wheeling Right-of-Way / Utility Permit Application.
2. Electronic plan set.
3. Drawings shall be to scale (1"=20' scale is recommended), with proper legends to identify site improvements.
4. Items that must be included with the permit application plan sets, but are not limited to, are as follows:
 - a. A Location Map identifying the project site, and the entire proposed area to be affected.
 - b. Plans indicating existing and proposed conditions for the site, including roadway names, property lines.
 - c. Village of Wheeling details relevant to the proposed improvement.
 - d. Village of Wheeling Specifications and Standards.
 - e. Locations of all existing utilities and all structures within a minimum of the proposed improvement.
 - f. Dimensions showing the extent of the proposed improvement and distance to the centerline of the nearest roadway intersection. If the proposed improvement is located where there is no close roadway intersection on both ends of the improvement, either the beginning or the end of the improvement may be dimensioned to the nearest property corner along the Village Right-of-Way.
 - g. Dimensions to all existing structures, within 20 feet of the improvement, to the proposed improvement.
5. Provide a self addressed Stamped envelope to return documents to your office. If the requested envelope is not provided we will contact you when the documents are ready for pickup from our office.

SPECIAL PERMIT CONDITIONS

- Submit one (1)
- Permittee to obtain written permission from the **homeowner association** prior to commencing any work under this permit.
- Televis** all **sanitary and storm sewer line(s)** that are crossed after installation is completed and provide thumb drive copy to the Village Engineer. This condition may be waved if the sewer line(s) are properly exposed during boring operations.
- Particular care as to adequate compaction and/or proper restoration shall be provided with the public right-of-ways depending on location.
- Upon completion of the permit work, one (1) complete set of "as-built" drawings shall be submitted to the Village Engineer.
- All state or county rights-of-way construction work require a permit from that agency.