



# Village of Elwood

• Established 1889 •

*Proud of our past, Building our future.*

401 E. Mississippi Ave., P.O. Box 435, Elwood, IL 60421 – (815)423-5011 – Fax: (815)423-6861

## Right-of-way – Permit Application

A Right-of-way permit shall be obtained whenever any type of work is proposed within the village’s right-of-way. Proposed work on a right-of-way includes, but is not limited to, landscape removal or installation, excavation, irrigation system removal or installation, sidewalk or curb construction, driveway aprons and other types of work not mentioned here that relates to the right-of-way. A right-of way permit shall also be required when there is a pedestrian and/or vehicular traffic impact to a village’s right-of-way due to a specific project.

Right-of-way Permit Number --

Location of proposed work \_\_\_\_\_

General description of proposed work \_\_\_\_\_

Estimated cost of improvements \_\_\_\_\_

**Type of work (check all that apply)**

- Open Cut (paved)                       Directional Bore
- Open Cut (unpaved)                       Fence
- Landscaping                                       Irrigation
- Jack & Bore                                       Directional Bore
- Maintenance of Traffic                       Driveway
- Other

Proposed Start Date \_\_\_\_\_

Proposed End Date \_\_\_\_\_

Applicant name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Telephone \_\_\_\_\_

Contractor Name \_\_\_\_\_

Contractor Address \_\_\_\_\_

Telephone \_\_\_\_\_



**SUBMITTAL REQUIREMENTS:**

**The applicant must submit the following documentation in conjunction with the permit application:**

1. **Construction Drawings** - If the description of the work is insufficient to properly demonstrate and review the proposed work, the applicant must provide two (2) sets of construction drawings for the proposed project. The drawings submitted shall contain a location map which should include the section, township and range, as well as the name of the right-of-way, and should delineate the beginning and end of the project.
2. **Cost Estimate** – Either a construction cost estimate or a copy of the contractor’s contract shall be submitted for purposes of fee schedule calculations and Surety requirements.
3. **Surety** – In accordance with Chapter 156 of the Village of Elwood Code of Ordinances, an applicant shall post a surety with the village in the amount of 100 percent of the proposed improvements.
4. **Certificate of Insurance** – In accordance with Chapter 161 of the Village of Elwood Code of Ordinances, the applicant shall provide comprehensive general liability insurance and automobile liability insurance policies coverage in the amount of \$1,000,000 per accident for property damage and \$1,000,000 per person and \$3,000,000 umbrella liability aggregate, per accident for bodily injury, sickness of disease, or death of any person and provide worker’s compensation insurance in a minimum amount of \$100,000.
5. **Maintenance of Traffic (MOT)** – For any proposed road closures or traffic disruptions, the applicant or their designated agent shall submit a MOT plan and/or traffic circulation plan prepared by a certified contractor for the village review. The MOT plan will be reviewed in conjunction with the Police Department for sufficiency. Changes may be required upon completion of review.
6. **Testing** – Material testing might be required based on the type and extent of the proposed work. You will be notified of any testing requirements during the review of this application.

**NOTES:**

1. The contractor, and any sub-contractors doing work under this permit, shall be registered with the Village of Elwood and will be subject to all Village of Elwood codes.
2. Failure to obtain a right-of-way permit prior to beginning the work an additional permit fee of up to four (4) times the original permit fee shall be imposed at the discretion of the Director of Public Works.
3. Applicant declares that prior to filing this application, the location of all existing utilities have been located by currently approved underground facilities contractor.
4. Applicants are required to notify J.U.L.I.E. – Call 1-800-892-0123 prior to digging.
5. All inspections require a minimum 48 hour notice. Please call 1-815-423-5011 to schedule an inspection.
6. In consideration of this application and attached documentation being made a part thereof and the issuance of a permit, the applicant will conform to the regulation set forth in the Village of Elwood codes and ordinances.
7. If outside consultants (i.e. traffic, environmental, etc.) are required to perform any work related to this application; there will be additional fees based on the consultants’ rates.

**APPLICATION FEES:**

1. For projects less than \$100,000 in total construction cost, the fee will be charged at an hourly rate based on the time spent in reviewing the application and perform necessary inspections and final sign off.
2. For projects with a total construction cost in excess of \$100,000 the fee is 2% of the actual cost estimate or Contractor’s contract.

**APPLICANT STATEMENT: I certify that I have read the entire permit application and that all the foregoing information is accurate.**

**Signature of Applicant**

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**A PERMIT FOR THIS WORK IS HEREBY AUTHORIZED**

Director of Engineering/Public Works \_\_\_\_\_ Date \_\_\_\_\_