

VILLAGE PRESIDENT

Sue Stillwell

VILLAGE ADMINISTRATOR

Scott Koeppl

VILLAGE CLERK

Tracey Conti



PUBLIC WORKS DEPARTMENT
Brad Merkel, Director

VILLAGE TRUSTEES

Matthew Bonnie

Heidi Lendi

Nora London

Sean Michels

Michael Roskopf

Anthony Speciale

Right of Way Permit Application

REF# _____ Date _____

Minimum surety (bond or letter of credit): \$ 25,000.00 Certificate of Insurance listing the Village and Staff as additional insureds is required

Applicant Information (All applicable information must be completed and a 24/7 emergency contact must be provided; all contractors must be registered with the Village)

Company: _____

Address: _____

Email: _____

24/7 Contact Person: _____

24/7 Phone: _____

Type of Utility: _____

Project Name: _____

Project Location: _____

Other: Sub-Contractors must be registered with our building dept.

Sub-Contractor: _____

Address: _____

Email: _____

Contact Person: _____

Phone: _____

Description of Project: (Attach detailed drawing)

Project Intent: _____

Description of Construction: _____

Materials to be used: _____

Less than 5,000 s.f. to be disturbed _____
More than 5,000 s.f. to be disturbed _____ Storm permit _____
More than 1 acre to be disturbed _____ NOI and SWPPP _____

Anticipated Schedule:

Construction begin date _____
Construction completion date _____
Restoration begin date _____
Restoration completion date _____

Signatures:

Applicant Signature

Print Name

Date

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For Village Use Only

Permit APPROVED*: _____
Signature *Date*

Permit APPROVED* w/conditions: _____
Signature *Date*

Conditions: _____

Permit DENIED: _____
Signature *Date*

Reasons: _____

*Note: Applicant to abide by the attached "ROW Permit Provisions" as a condition to the issuance of this permit.



VILLAGE OF SUGAR GROVE UTILITY PERMIT PROVISIONS

1. The Village does NOT allow utility installations (borings/augers/open trenches) on weekends or Village observed holidays when Village staff is not available for inspections or emergency response.
2. Upon approval of the utility permit request, the contractor must contact the Village Public Works Dept. (630-391-7230) a minimum of 48 hours in advance to schedule a meeting on site. The JULIE locates must be visible. These provisions and the existing field conditions will be reviewed with the contractor for the proposed utility installation. The approved permit must remain with the contractor on site at all times while work is on-going.
3. Traffic control must be set up before commencing work and must meet or exceed IDOT standards.
4. The Village does not allow any new above ground structures or new poles.
5. J.U.L.I.E. must be contacted for locates at least 72 hours before beginning work. The Permittee is responsible for locating all underground utilities within Village ROW.
6. Per Village Code 7-1-1A: It shall be unlawful to place construction material or debris in or on the road, or parkway at any time during construction. Violations shall result in a \$750 fine per day for each day the violation occurs.
7. NO OPEN CUT or potholing of any Village street or other paved surface within the right-of-way, without permission from the Village. Auger or bore pits shall not be within 10 feet of the roadway shoulder. Excavations will not be allowed to remain open for more than 24 hours without being backfilled or plated.
8. Restoration of ALL disturbed areas will be completed within (1) month of initial excavation (weather permitting) or Public Works Dept. may restore and back bill the Permittee. All disturbed grass areas shall receive a minimum 6" topsoil, seeding Class 2A, fertilizer nutrients and erosion control blanket (North American Brand or approved equivalent). Utility to provide schedule with approval of Village.
9. ANY deviations from approved plans will need Village approval in writing and any deviations from these provisions will result in a work stoppage. It is the responsibility of the utility being permitted to insure their sub-contractors adhere to these provisions.
10. Work in the Village of Sugar Grove must have the proper approval from all the other applicable government agencies, i.e.: Federal, State, County, or Township PRIOR to the issuance of a Village permit.
11. If for any reason the utility's structures or equipment needs to be relocated, moved, adjusted or removed from the Village ROW, it shall be done at the expense of the utility.
12. The contractor is responsible for maintaining the proper depth of the utility during the installation. Utilities crossing the street should be installed perpendicular to the street. Curb/sidewalk protection is required if equipment is crossing the curb/sidewalk.
13. The contractor is responsible for confirming proper and appropriately sized easements exist for their proposed installation. Any intrusions outside of the easement and into private property will be removed/restored immediately. The contractor must notify residents 48 hours in advance of accessing easements on private property and inform the resident of the proposed work and pending restoration.
14. The contractor must obtain any necessary Overweight/Oversize Truck permits.
15. All utility installations must maintain a minimum 5' horizontal separation with Village watermains and sanitary sewer mains.
16. All proposed and existing utility structures must be indicated on the permit plan. Any utility structures to be abandoned must be removed and the area properly restored. The contractor must submit record drawings to the Village upon completion of the work.

These provisions have been reviewed and accepted by the contractor:

Contractor Signature

Date