



RIGHT-OF-WAY UTILITY PERMIT APPLICATION FORM

All Right of Way work shall be performed to the standards and regulations set forth in the
City of Sterling Codified Ordinance.

A drawing, site plan or plat map displaying property boundaries, locations of buildings, the proposed location of the work being performed in the Right-of-Way, and a sketch of the work being performed, including any engineering plans, shall be provided before approval. Please email these materials to bschrader@sterling-il.gov or mfarmer@sterling-il.gov along with this completed form.

WORK SITE ADDRESS _____

ESTIMATED WORK START DATE _____ **WORK END DATE** _____

Is the property located on a corner lot? ☐ Yes ☐ No Estimated Construction Cost: \$ _____

Will the work affect any of the following?

- ☐ Driveways ☐ Sidewalks ☐ Streets ☐ Gas (Nicor) ☐ Electrical (ComEd) ☐ Sanitary Sewer ☐ Water
☐ Cable/Fiber (Any TV, Internet or fiber provider) _____ ☐ Other (if selected explain)

REQUIRED - Explanation/Description & Scope of Work:

☐ ALL ROW Permit requests must include a traffic control plan if work will be conducted in any area interfering with traffic flow, attach sketch of traffic control if required.

☐ ALL ROW Permit requests must comply with the required City of Sterling restoration requirements.

Note: PER ORDINANCE, All contractors must be registered and current with the City of Sterling

Current City of Sterling Contractor License Number: _____

**Ordinance requires any contractor including sub-contractors performing work be registered with the
City of Sterling:**

Contractor(s) _____

Mailing Address _____

(Street) (City, State, Zip) _____

Phone# _____ Mobile# _____
Email Address (print clearly) _____

Sub-Contractor(s) _____
Mailing Address _____
(Street) (City, State, Zip) _____
Phone# _____ Mobile# _____
Email Address (print clearly) _____

The statements in the next 3 check boxes are requirements for all work within City Right-of-Way. By checking these boxes, the applicant represents that he/she has reviewed these statements carefully and will ensure these requirements are met prior to and during work.

☐The project site shall be marked by J.U.L.I.E. (811 OR 800/892-0123) before digging holes for installation.

☐The lot lines are located as shown on the drawing, site plan or plat map and all distances from the lot lines to buildings are correct as set forth in the drawing, site plan or plat map.

☐The proposed work is to be done in accordance with the building, zoning, and other codes of the City of Sterling, as well as in accordance with plans and specifications here with submitted.

If the proposed work will encroach into private property behind the City Right-of-Way line, the applicant needs a City of Sterling Building Permit.

Based on the statement above, will the work require a City of Sterling Building Permit? ☐Yes ☐No

If the proposed work will encroach onto State Right-of-Way (such as an Interstate, U.S. state route, Illinois state route, or state-maintained roadway), the applicant needs a utility and/or highway permit from the Illinois Department of Transportation (IDOT).

Based on the statement above, will the work require an IDOT utility and/or highway permit? ☐Yes ☐No

In the event any site work is necessary to verify location of lot lines and distances, the work will be done at the expense of the undersigned.

By signing below, the undersigned represents that he/she will perform all work authorized by this permit in strict accordance with the plans and specifications submitted herewith, and in compliance with all applicable building, zoning, and safety codes.

The Contractor or the Owner must notify the City of Sterling within 7 days after the work described in this permit application form is completed. If the City does not receive notification of work completion within 7 days, a fine will be issued. A City representative will inspect the work to ensure it was completed in accordance with the plans and specifications submitted herewith, and in compliance with all applicable building, zoning, and safety codes. If the inspection finds issues or inadequacies with the work completed, the Contractor shall address the issues in a timely manner and re-notify the City when completed.

Owner Information:

Name: _____ Phone: _____

Address: _____ Email: _____

Applicant/Owner Signature: _____

City of Sterling Staff Use Only:

Approved: _____ Date Permit No.: _____

Denied: _____ Date: _____