



Right-of-Way Permit

Bellwood Permit No. _____

I (We) _____, hereinafter termed the Permittee,

Property Owner/Utility (Permittee)

request permission and authority to occupy, and to do certain work herein described on, the right-of-way of the Village street(s) or alley(s) within the described limits:

(For a single location):

Address: _____

(For installation along a street or streets, list the street name(s) and limits, either by address or intersecting streets):

Street _____ From: _____ To: _____

Street _____ From: _____ To: _____

(Attach a separate sheet for additional locations)

(For installation within an alley or alleys, list the streets surrounding the block of the alley):

Alley #1 between: _____ and _____ From: _____ To: _____

Alley #2 between: _____ and _____ From: _____ To: _____

(Attach a separate sheet for additional locations) in
the Village of Bellwood, Cook County, Illinois.

The scope of the work is described in detail below and as shown on the attached sketch or plans:

Property Owner/Utility's Project Reference Number: _____

This permit covers the operation and presence of specified equipment, material or facility on the right-of-way that may be related to the authorized work.

This permit is subject to the conditions and restrictions of the Village of Bellwood's Code of Ordinances.

The work authorized by this permit shall be completed within _____ days after the date of approval by the Village of Bellwood, after which time this Permit will be considered null and void unless an extension has been previously requested in writing and granted by the Village.

(Completed by Applicant)

(Completed by Engineer and Building Commissioner)

Recommended for Village approval:

Utility Owner (Permittee)

Name and Title of Agent for Permittee

Company Name of Agent/ Applicant for Permittee

Signature of Agent for Permittee _____ Date _____

Agent Mailing Address

City _____ State _____

Consultant/ Village Engineer _____ Date _____

This Permit allowing occupancy and work on Village
of Bellwood right-of-way is hereby approved:

Building Commissioner _____ Date _____



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Work to be coordinated with Village Representatives:

Marty Walker, Public Works Director

Phone (708)547-3540

Edwin Hancock Engineering, Village Engineers

Phone (708)865-0300

Facilities to be operated and maintained by Property Owner or Utility Owner (Permittee):

Property Owner/Utility:

Contact:

Address:

Email:

Phone:

Work to be done by:

Contractor:

Contact:

Address:

Email:

Phone:

Emergency Phone:

Traffic control operation:

Number of lane closures:

Time of closures:

(start)

(end)

(days)

Information, Documents, and Fees Required:

Amount

Received
(Bldg Dpt)

- | | | | |
|---|----------|-------|-------|
| (a) Total Cost of Project Construction: | \$ _____ | _____ | _____ |
| (b) Cash Restoration Bond in the amount of: | \$ _____ | _____ | _____ |
| The Cash Restoration Bond shall be cash held in escrow for the Village of Bellwood's use to cover any expenses it incurs relative to the construction work, including repairs done to Village utilities, pavement or sod restoration done at the Village's expense when the contractor fails to address these to the satisfaction of the Village, or any other expenses incurred by the Village as a direct result of the construction operations. Any unused portion of the Cash Restoration Bond held in escrow after the completion of the work will be refunded to the Permittee. The amount shall be as set by the Village. | | | |
| (c) Cash Deposit for Consultant Services | \$ _____ | _____ | _____ |
| The Cash Deposit for Consultant Services shall be cash deposited in escrow for the Village of Bellwood's use to pay for outside consultant fees the Village incurs relative to plan review and construction observation for the permitted project. Any unused portion of the Cash Deposit for Consultant Services after the completion of the work will be refunded to the Permittee. In the event the escrow funds become depleted during the review or construction phases, additional funds will be requested and shall be provided immediately by the Permittee. The amount shall be as set by the Village, based on estimated potential consultant fees. | | | |
| (d) Certificate of Insurance | | _____ | _____ |
| (e) Permit Bond | | _____ | _____ |
| (f) Contractor Licensed with the Village of Bellwood | | _____ | _____ |
| (g) Village Review Fee in the amount of: | \$ _____ | _____ | _____ |
| (h) Village Permit Fee in the amount of: | \$ _____ | _____ | _____ |
| (i) Total of All Fees/Bonds/Deposits Above: | \$ _____ | _____ | _____ |



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Permit Application Instructions:

Applicant must complete all required fields. Form should then be printed, signed, scanned, and emailed to the Building Department at CInspector@vil.bellwood.il.us, or may be electronically signed and emailed as an attachment, along with a PDF set of plans. Permit application and paper plans may be sent or delivered to the Building Department if preferred: Building Department, Village of Bellwood, 3200 Washington Blvd., Bellwood, IL 60104.

This permit is subject to the conditions and restrictions of the Village of Bellwood Code of Ordinances and includes but is not limited to the following conditions:

- (1) The applicant and any subcontractors performing work shall provide all required submittals before this Permit becomes effective. Submittals include, but may not be limited to, (a) a Cash Restoration Bond in the amount prescribed by the Village, (b) a Construction Bond in the amount prescribed by the Village, (c) a Cash Deposit in Escrow for consultant review fees in the amount prescribed by the Village, (d) the Permit Fee, and (e) a Certificate of Insurance naming the Village and the Village Engineer as "additional insured," with proper limits of coverage, and (f) evidence that the contractor(s) performing the work are licensed and bonded with the Village of Bellwood.
- (2) The applicant represents all parties in interest and shall furnish material, do all work, pay all costs and shall in a reasonable length of time restore the damaged portions of the right-of-way to a condition similar or equal to that existing before the commencement of the described work. Restoration shall be as shown on the approved drawings and specifications, but as a minimum shall include 4" topsoil and sod restoration for all disturbed grass areas, 5" thick PCC for sidewalks, 7" thick PCC for driveways, 8" thick PCC base course constructed with $\frac{3}{4}$ " tie-bars drilled into the existing base course on 24" centers, unless otherwise specified and approved by the Village.
- (3) The proposed work shall be located and constructed to the satisfaction of the Village Engineer, Public Works Director, or other duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the Village Engineer, Public Works Director, or other duly authorized representative.
- (4) The applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. All signs, barricades, flaggers, etc., required for traffic control shall be furnished by the applicant.
- (5) The applicant shall not trim, cut or in any way disturb any trees or shrubbery within the right-of-way without the approval of the Village Engineer, Public Works Director, or other duly authorized representative.
- (6) The Village reserves the right to make such changes, additions, repairs and relocations within its statutory limits to the facilities constructed under this permit or their appurtenances on the right-of-way as may be considered necessary to permit the relocation, reconstruction, widening or maintaining of the roadway. The applicant, upon written request by the Village Engineer, Public Works Director, or other duly authorized representative, shall perform such alternations or change of location of the facilities, without expense to the Village. Should the applicant fail to make satisfactory arrangements to comply with this request within a reasonable time, the Village reserves the right to make such alterations and the applicant agrees to pay for the cost incurred.
- (7) This permit is effective only insofar as the Village has jurisdiction and does not presume to release the applicant from compliance with the provisions of any existing statutes or local regulations relating to the construction of such work.
- (8) This permit is binding with the current owner and any future owner of the utility installation, and shall remain in effect as long as the utility is in service regardless of any future changes in ownership of the installed utility. The Permittee shall notify the Village of any pending or occurred changes in ownership of the utility installation and provide pertinent contact information.
- (9) To the fullest extent permitted by law, the applicant agrees to and shall indemnify, hold harmless and defend the Village of Bellwood and the Village's past and present officials (whether elected or appointed), officers, directors, trustees, agents, servants, representatives, attorneys, insurers, volunteers, employees, independent contractors, successors, predecessors and any other party in any way related to the Village (collectively, the "Released Parties") of, from and against any and all claims, losses, demands, liabilities, penalties, liens, encumbrances, obligations, causes of action, costs and expenses (including reasonable attorneys' fees and court costs), suits and damages (whether actual or punitive) whether known or unknown, suspected or unsuspected, contingent or actual, liquidated or unliquidated, that occurred or were incurred by reason of any injury, including death, sustained by the applicant, its contractors, subcontractors, employees, agents, or members of the public, including pedestrians, cyclists, and motorists, caused by the activities or omissions of the applicant, its contractors, subcontractors, employees, agents, or members of the public, including pedestrians, cyclists, and motorists, arising out of or in any way connected with the described work or any other activities related to applicant's acts or omissions on or near the public way or any Village property or equipment.
- (10) For all underground portions of a utility installation, the latest revision of the Bellwood UNDERGROUND UTILITY PERMIT REQUIREMENTS shall be part of this Permit. If not attached hereto, a copy is available from the Bellwood Building Department or the Village Consulting Engineers.



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For all underground portions of this utility installation, the following UNDERGROUND UTILITY PERMIT REQUIREMENTS shall be part of this Permit:

- (1) The Contractor shall maintain a minimum of 12 inches vertical clearance and 18 inches horizontal clearance from Village owned water and sewer utilities, unless a greater clearance is indicated by the Village for specific locations. Fire hydrants shall be given a minimum of 30 inches horizontal clearance.
- (2) The Contractor is responsible for ascertaining the depth of each sewer service where proposed pipes will cross. If proposed vertical clearance between the proposed utility and the existing sewer service is less than 18 inches, the contractor shall expose the service at the point of crossing and observe the crossing during pipe installation to ensure that no damage occurs to the existing sewer service. The Village may request that any or all of these holes be left open until a Village inspector has witnessed the condition of the sewer service after installation.
- (3) All open excavations under designated higher traffic pavements shall be backfilled with a Controlled Low-Strength Material (CLSM) above the initial pipe encasement material. The CLSM may be brought flush with the surface and considered as a temporary patch until permanent restoration is performed, so long as the surface is well maintained and holds up to traffic.
- (4) At locations that affect sidewalk ramps, restoration work shall be compliant with all ADA requirements regarding ramp slope, cross slope, detectable warnings, and color requirements, regardless of existing condition or existing level of ADA compliance. The Village standard for detectable warnings consists of preformed tiles, brick red in color, meeting ADA requirements and meeting Village approval. Detectable warnings shall be installed at all affected sidewalk approaches to streets, alleys, and certain high-volume driveways.
- (5) Any damage to street light cables or insulation shall be reported immediately to the Village. Repairs shall NOT be initiated by the Contractor.
- (6) The number of pavement openings shall be kept to minimum. All pavements opening shall be fully restored within 45 days of initial opening. Pavement openings not fully restored within 5 days on side streets, or within one day on roadways with ADT's above 400, shall be temporarily patched with 2" of hot-mix asphalt (HMA) flush with surrounding pavement, or with CLAM flush with pavement, until permanent restoration can be completed. Cold patch material will be allowed only after September 30 and prior to May 1. Contractor shall maintain the temporary roadway pavement patches until final restoration is completed.
- (7) Contractor shall perform two televised inspections of sewer mains to be crossed, one prior to and one following installation. The televising shall be video-recorded and a digital copy submitted to the Village for their records.
- (8) Contractor shall physically probe each sanitary service to ascertain that eighteen inches of vertical clearance can be maintained for the crossing sewers and services. In instances where the locating device cannot provide sufficient data, or indicates a depth nearer the required eighteen inches, the pipes shall be exposed through small excavations within parkway.
- (9) Contractor shall expose Village water mains, storm sewers, and sanitary sewers at crossing locations to ascertain that eighteen inches of vertical clearance can be maintained for the crossing of these utilities. Where surface access allows positive determination that an existing utility will be cleared by more than 3 feet, no excavation will be required for prior exposure. Pavement openings shall be cored and vacuum-excavated or hydro-excavated to minimize the size of the pavement opening.
- (10) Contractor shall obtain a Construction Permit from the Village. Contractor shall be licensed with the Village and provide the standard evidence of insurance and bonding required by the Permit.
- (11) No stockpiles of excavated or delivered materials shall be left on public property overnight.
- (12) Grass areas shall be restored with topsoil and sod. Village specification is as follows:
 - a. Sod shall be placed only when air temperatures are less than 80°F. All sod delivered to the job site shall be kept in a moist condition when it is placed and be protected from exposure to sun, wind, and freezing. Sod cut for more than forty-eight (48) hours shall not be used without the permission of the Engineer.
 - b. The areas designated for sodding shall be given a 4-inch layer of topsoil. The areas shall be carefully graded, fine-raked, rolled, and then covered with a good quality Kentucky Blue or Merion Blue grass sod. The sod shall be placed with the edges in close contact and alternate courses staggered. The minimum area of any piece of sod to be placed shall be 1 square foot with no side being less than 6 inches in length.
 - c. Within 8 hours after the sod has been placed, water shall be applied in sufficient amounts to insure the start of a healthy growth. All watering shall be done with a spray application. The Contractor shall be responsible for watering the sod a sufficient number of times to insure that the sod is firmly knitted to the soil and is in a healthy, growing condition.
- (13) Traffic control shall be provided in accordance with IDOT's Standard Specifications. For streets with ADT greater than 400, proper lane closures, arrow boards, barricades, signage, and/or flaggers shall be provided as necessary. A traffic control plan shall be submitted to the Village for approval prior to commencing work on roads with ADT greater than 400.



Bellwood Right of Way Permits

Checklist for Plans and Specifications (Utility Work)

When preparing plans for utility work within public right-of-ways, please include the following features on all plans submitted in support of a Village Permit. Including all applicable features listed here will help reduce the number of revisions required following the initial review by the Village or its consultants.

Cover Sheet:

- Location map with cross streets, project location, and north arrow.
- Date of plans and latest revision(s).

General Notes/ Specifications

- When pavement opening is involved, include a note stating, "Pavement shall be full-depth saw-cut prior to removal."
- When landscaped parkways (i.e. grass) will be disturbed, include a note stating, "All disturbed grass parkways shall be restored with 4 inches of topsoil and either sod or seed. Seeding shall include either excelsior blanket or knitted straw blanket for protection during establishment."
- When sidewalk will be disturbed, include a note stating, "Sidewalk squares shall be saw-cut, removed, and replaced full width to existing joints. Partial square removal is not allowed."
- Also, when sidewalk will be disturbed, include a note stating, "Any disturbed sidewalks or sidewalk ramps shall be restored in full compliance with ADA requirements, including maximum slopes, detectable warnings, and curb depressions."
- When work is proposed in a parkway shared by street lighting, include a note stating, "Contractor shall request a location of street light cables and identify all potential conflicts prior to starting work."

Details

- Typical installation section view, showing depth, number and sizes of pipes/cables/conduits, material, and method of installation (e.g. directional drilled, trenched/direct burial, etc.).
- Manhole or handhole details.
- New pole and facilities on pole.
- Restoration details (e.g. pavement sections).
- ADA sidewalk and ramp details if applicable.

Plan Sheets must all show:

- North arrow.
- Drawing scale (note that schematic or not-to-scale drawings are unacceptable, except as additional information. A scaled drawing, or a scaled aerial photo with drawn-over features, is required).

- ROW/ property lines.
- Street names.
- Village boundaries (if within work area).
- Jurisdiction of each roadway (e.g. “Village” or “IDOT”. Note that work within IDOT jurisdiction requires both an IDOT Permit and a Village Permit).
- Pavements including roadway, sidewalks, driveways, alleys, curbs.
- Existing pavement type (e.g. PCC or HMA).
- Existing Village utilities (water, sanitary, storm, street lighting), from field surveys and/or Village utility atlases. Request atlases from Public Works or the Village Engineer prior to initial permit application submittal. Village Engineer contact is Ivan Lome ILome@ehancock.com.
- Other known utilities (gas, electric, telecom).
- Trees, bushes, gardens, other surface features (when trenching method is proposed).

Proposed Installation must include:

- Clear depiction of proposed route, avoiding existing utilities and obstructions (e.g. manholes, streetlights, fire hydrants, utility poles).
- Method of installation (e.g. directional drilled, trenched/direct burial, etc.).
- Location and dimensions of every bore pit.
- Location of each proposed new manhole, handhole, or utility pole.
- Reference tag for each crossing of a Village utility with a note “Contractor shall “pothole” or otherwise expose Village utilities at each crossing,” or similar language.
- Avoid occupying the same or close alignment with any Village utilities. The required minimum clearance is 18 inches horizontally for sewer and water, 30 inches for fire hydrants.
 - Show separation dimensions when near Village utilities.

Traffic Control Plan

- Permit application must state the number of lanes to be closed at any time, and the expected duration of each lane closure, due to construction. On residential streets, if a parking lane closure is required it should be noted as “1 (parking lane).”
- The plans must include applicable IDOT Standards for the traffic control (e.g. single lane closure, double lane closure, sidewalk closure, traffic control barricades, arrow board, etc.).
- If traffic will be shut down in any direction, a detour plan must be submitted.
- For any proposed daytime or full-time lane closures on a minor collector, major collector, or arterial roadway, a site-specific traffic control plan shall be provided, including staging, signs, cones, barricades, arrow boards, and signs, with their locations shown and appropriate dimensions provided.

Other documents required by the Village for permit issuance:

- Evidence of contractor having current Village license and insurance.
- Copy of IDOT permit for work within IDOT ROW.
- Acknowledgement of requirement to reimburse the Village for consultant review costs incurred.