

**CONTACT INFORMATION**

Contractor:	Property Owner or Utility Name:
Representative:	Representative:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone Number:	Phone Number:
Fax Number:	Fax Number:

**PROJECT DESCRIPTION**

Check all items that apply to proposed improvements within right-of-way

Site development plans showing all proposed work in the right-of-way must be attached to the permit application for reference. For information concerning submittal requirements please refer to Village Code – 7-9-4 (c.)

<b>Utilities</b>		<b>Earthwork</b>	
<input type="checkbox"/>	Storm Sewer / Sump Pump Service	<input type="checkbox"/>	Excavation and/or fill
<input type="checkbox"/>	Sanitary Sewer / Service	<input type="checkbox"/>	Grading / Surface Drainage
<input type="checkbox"/>	Water Main / Service	<input type="checkbox"/>	Landscaping / Berming / Plantings
<input type="checkbox"/>	Irrigation / Sprinkler System	<b>Trees</b>	
<b>Pavement, Driveways, Sidewalk, Curbs</b>		<input type="checkbox"/>	Tree Planting
<input type="checkbox"/>	Access Drive & Aprons	<input type="checkbox"/>	Tree Removal
<input type="checkbox"/>	Street Pavement	<input type="checkbox"/>	Tree Trimming / Protection
<input type="checkbox"/>	Street Patching	<b>Electrical / Miscellaneous</b>	
<input type="checkbox"/>	Sidewalks / Bikepath	<input type="checkbox"/>	Street / Area Lighting
<input type="checkbox"/>	Curb & Gutter	<input type="checkbox"/>	Traffic Control / Signage / Markings
/ /	Expected Start Date	<input type="checkbox"/>	Electrical Service / Cable / Telephone
/ /	Expected Completion Date	<input type="checkbox"/>	Other (Please describe):

**FRANCHISE AGREEMENTS**

Is this project part of an existing Village franchise agreement? Yes  No

**INSURANCE**

Have all contractors working within the ROW supplied the required insurance documents per Section 7-9-8 of the Municipal Code? Yes  No

**RIGHT-OF-WAY PERMIT FEE**

Fee (Non-refundable) - \$50.00 per application made payable to the Village of Morton Grove

**SIGNATURES**

I hereby certify that I have read and agree to all of the terms and conditions contained within this right-of-way permit, contractor's check list and in the Municipal Code Section 7-9, Utility Facilities in the Public Rights-of-Way, which is incorporated herein by reference. I agree to complete the project in accordance with the approved plans, Village standards, codes, laws, regulations and generally accepted engineering and development practices. In the event that work within the right-of-way is not completed accordingly, I agree to reimburse the Village for any damage or additional costs incurred by the Village from the funds on deposit first and other funds as necessary. The Village reserves the right to seek reimbursement for any damage or additional costs from the contractor, utility and/or property owner at the Village's discretion.

_____ Contractor Signature	_____ Date	_____ Utility/Property Owner Signature	_____ Date
_____ Printed Name		_____ Printed Name	

**RIGHT-OF-WAY PERMIT APPLICATION**

<b>TREE PRESERVATION</b>			
<p>If the above project description involves trees, the site development plans must show the trees to be added, removed, protected, trimmed and/or pruned, as well as the location, species, size, standards for protection and other pertinent information per the Village Code.</p>	<p>Approval:</p> <p>_____</p> <p>Village Arborist <span style="float: right;">Date</span></p>		
<b>COMPLETION DATE</b>			
<input type="checkbox"/>	All work associated with this permit shall be completed by _____.		
<input type="checkbox"/>	All work associated with this permit shall be completed within _____ calendar days of starting work.		
<b>PERMIT APPROVAL</b>			
<p>_____</p> <p>Director of Public Works <span style="float: right;">Date</span></p>		<p>_____</p> <p>Village Engineer <span style="float: right;">Date</span></p>	
<p>Permit approval and authorization for the proposed work shall be considered granted only when all required signatures have been obtained. A copy of this approval statement should be kept with the applicant's copy of the completed Right of Way Application at the jobsite.</p>			
<b>INSPECTION</b>			
<p><input type="checkbox"/> N/A</p> <p>_____</p> <p>Superintendent of Water / Sewer <span style="float: right;">Date</span></p>	<p><input type="checkbox"/> N/A</p> <p>_____</p> <p>Superintendent of Streets <span style="float: right;">Date</span></p>		
<p><input type="checkbox"/> N/A</p> <p>_____</p> <p>Engineering Inspector <span style="float: right;">Date</span></p>	<p><input type="checkbox"/> N/A</p> <p>_____</p> <p>Village Arborist <span style="float: right;">Date</span></p>		

cc: Building Department  
Applicant

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**CONTRACTOR'S CHECK LIST**

This list supplements and highlights some of the right-of-way requirements set forth in Section 7-9 of the Village of Morton Grove 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 initial each box to indicate his/her understanding of the information as well as to commit to notifying the owner of this information.

INITIAL BOX	
	<p><b>Insurance</b> – The contractor or homeowner performing work within the Village’s right-of-way is required to provide insurance per Section 7-9-8 of the Village Code. Examples of insurance documents are available upon request.</p>
	<p><b>Required Contact</b> - The Public Works Department shall be contacted at (847) 470-5235 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.</p>
	<p><b>Working Hours</b> – Work shall be limited to <b>Monday through Friday</b> from 7:00 A.M. to 6:00 P.M. and 8:00A.M. to 6:00 P.M. on Saturday. Additionally, no work shall be performed on any Sunday, New Year’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.</p>
	<p><b>Street Closures</b> – No street or sidewalk closures shall occur without the written consent of the Public Works Department.</p>
	<p><b>Drainage and Erosion Control</b> - All drainage structures within the vicinity of the project shall be protected with an approved filter basket as determined by Public Works. Existing drainage patterns shall be maintained by the permittee. Erosion control shall be per the approved plans or as determined by the Village Engineer.</p>
	<p><b>Storage</b> - Any on-site excavation material or materials used for the construction shall not be stored in the right-of-way area (sidewalk, parkway or street.) If during the working day it is necessary to dump or handle material in the right-of-way area, Public Works must be notified in advance of this process and must approve the locations of the street area. At the end of each working day all materials must be removed and the street cleaned of any material or debris left from the day’s work.</p>
	<p><b>Equipment</b> - No cleated equipment will be allowed on the street pavement.</p>
	<p><b>Traffic Control</b> - Traffic Control shall be in accordance with applicable sections of the “Illinois Manual on Uniform Traffic Control Devices for Streets and Highways (current edition)”.</p>
	<p><b>Driveway Materials</b> – Standard driveway materials permitted within the Village’s right-of-way are unreinforced concrete and hot-mix asphalt. Brick, stamped or colored concrete, and stamped or colored hot-mix asphalt are not acceptable materials.</p>
	<p><b>Irrigation Systems</b> –The property owner bears sole responsibility for all aspects of an irrigation systems constructed in the public right-of-way. The property owner is advised to adopt a system for locating all irrigation system equipment within the right-of-way whenever the property owner notices new utility location markings in the</p>

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	<p>vicinity. The Village takes no responsibility for locating, protecting or damaging the irrigation system while performing work within the right-of-way and will not repair or replace a damaged irrigation system.</p>
	<p><b>Roll-off Boxes or Dumpsters</b> – Roll-off boxes or dumpsters required by the Contractor shall be delivered and stored on-site and off the right-of-way. When it is not possible to store boxes on-site, boxes can be stored in the street right-of-way only with the written approval of Public Works Department. Lighted barricades are required for roll-off boxes delivered and stored in the street. This provision for all roll-off boxes will meet the requirements of Section 10-14 of the Building Construction Ordinance.</p>
	<p><b>Safety</b> - The Contractor shall be responsible for all on-site safety and drainage protection including safety fence, filter fabric, catch basin baskets and silt fence installation as directed by the Village. The Contractor is responsible for maintaining temporary accessibility during construction for roadways and/or sidewalks.</p>
	<p><b>Illinois Department of Transportation</b> - Work performed on a State road will require an IDOT R.O.W. permit.</p>
	<p><b>Trees</b> - All trees within the Village right-of-way must be protected from damage during construction. The Contractor may be fined for any damage occurring to trees during the course of construction.</p>
	<p><b>Stop Work Order</b> - If for any reason the above conditions, Village Code, other applicable standards and/or the approved drawings are not met to the satisfaction of the Village, the Contractor will be notified and the work site will be shut down. Any further action by the Contractor not complying with these conditions may result in fines to the Contractor.</p>
	<p><b>Water Mains and Valves</b> – The Public Works, Water/Sewer Division 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.</p>
	<p><b>Water Meter</b> – When required, a new water meter can be obtained by paying the required fees at the Richard T. Flickinger Municipal Center, 6101 Capulina Avenue, at the time of the Building Permit application. The water meter will be delivered to the site upon verification of payment, approval of plans and right-of-way permit.</p>
	<p><b>Hydrant Meter</b> – A hydrant meter must be obtained from Public Works if a Village hydrant is to be used for water supply.</p>
	<p><b>Cleaning and Dust Control</b> – The work site shall be maintained in a safe and clean manner, and dust shall be controlled to the Village’s satisfaction.</p>
	<p><b>Engineering Construction Standards</b> – Engineering construction standards are available on the internet at <a href="http://www.mortongroveil.org">www.mortongroveil.org</a>.</p>

I have read and understand this Right-of-Way Permit Application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date