



**VILLAGE OF MORTON GROVE DEPARTMENT OF PUBLIC WORKS
RIGHT-OF-WAY (ROW) PERMIT APPLICATION REQUIREMENTS**

For general information concerning submittal requirements, please refer to Village Code – 7-9-4 (c.). Permit Application submittals with excavations in the Right-of-Way (ROW) or changes in impervious coverage require the following information in order to ensure a timely review:

1. A detailed plan showing both the existing conditions and proposed improvements, including but not limited to:
 - a. Lot dimensions, lot address, existing parkway trees, scale, and North arrow
 - b. Location of existing and proposed buildings, pavement surfaces, sidewalk, fences, and utilities
 - c. Location, dimensions, and material type for all proposed utility connections
 - d. Description, location, and approximate dimensions for all restoration to be made to the street, sidewalk, curb, alley, parkway grass areas, etc.
 - e. Existing and proposed drainage/grading plan, including the location of downspouts, discharge direction of downspouts
2. If Public Works determines that the proposed improvements will require a lane closure or detour, a detailed traffic control plan indicating current Illinois MUTCD approved signage and IDOT approved details will be required for review and approval prior to issuance of ROW permit. Traffic control plan must be implemented prior to commencing the proposed work within the ROW.
3. This information must be submitted with a completed ROW Permit application to:

Village of Morton Grove
Building Department
6101 Capulina Avenue
Morton Grove, IL 60053
Hours: Monday-Friday 8:30am-5:00pm

For questions e-mail: Bldg-Permits@mortongroveil.org

A. Commercial Projects and Utility Company Work

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
 - a. Completed ROW Permit Application
 - b. Detailed Site Plan including
 - Location of existing and proposed utility mains and services
 - Location, length, pipe slope, and material type for all proposed utility connections and repairs
 - Full scope of work including references to all associated projects. Small cell requires information regarding electrical supply, wireless signaling system, and backhaul system
 - Location, approximate dimensions, and materials for all restoration associated with any excavations, potholing, etc. All affected concrete must be replaced joint-to-joint unless otherwise approved by Village
 - c. Insurance certificate
 - d. Check or cash for permit fees and performance guarantee
3. Contractor must coordinate with the Village to determine restoration limits.
4. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
 - a. Inspections are required for all excavations in the ROW. This includes, but is not limited to any concrete work, roadway patches, utility connections/disconnections
 - Preliminary inspection is required to verify type, size, and location of utility work
 - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
 - Final inspection is required after all work and restoration is complete
5. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

B. New House / Major House Remodeling

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
 - a. Completed ROW Permit Application
 - b. Detailed Site Plan including
 - Lot dimensions, lot address, existing parkway trees, scale, and North arrow
 - Location of existing and proposed buildings, pavement surfaces, sidewalk, fences, and utilities
 - Location, dimensions, and material type for all proposed utility connections
 - Description, location, and approximate dimensions for all restoration to be made to the street, sidewalk, curb, parkway grass areas, etc.
 - Existing and proposed drainage/grading plan, including the location of downspouts, discharge direction of downspouts
 - c. Insurance certificate
 - d. Check or cash for permit fees and performance guarantee
3. Engineering comments will be provided in approximately 10 business days
 - a. Incomplete submittals may be returned without review
 - b. Re-submittals must include a disposition of comments
4. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
 - a. Inspections are required for all excavations in the ROW. This includes, but is not limited to any concrete work, roadway patches, utility connections/disconnections
 - Preliminary inspection is required to verify type, size, and location of utility work
 - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
 - Final inspection is required after all work and restoration is complete
 - b. Engineering Inspection comments will be provided to the Building Department
 - c. All correspondence between the Village and the homeowner's representative will be handled through the Building Department
 - d. Re-inspections to address deficiencies must be scheduled through the Building Department 24-hours in advance and may be subject to a re-inspection fee
5. If changes were made in the field, As-Built plans must be submitted for final approval
6. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

C. Water Service, Sewer Service Taps and Repairs

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
 - a. Completed ROW Permit Application
 - b. Site Plan, aerial image, or plat of survey including the following information
 - Location of existing and proposed utility mains and services
 - Location, length, pipe slope, and material type for all proposed utility connections and repairs
 - Description, location, and approximate dimensions for all restoration to be made to the street, sidewalk, curb, parkway grass areas, etc.
 - c. Insurance certificate
 - d. Check or cash for permit fees and performance guarantee
3. Engineering comments will be provided in approximately 10 business days
 - a. Re-submittals must include a disposition of comments
4. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
 - a. Inspections are required for all excavations in the ROW
 - Preliminary inspection is required to verify type, size, and location of utility work
 - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
 - Final inspection after work is completed to verify work and restoration meet Village's standards
 - b. Engineering Comments will be provided to the Building Department
 - c. All correspondence between the Village and the homeowner's representative will be handled through the Building Department
 - d. Re-inspections to address deficiencies must be scheduled through the Building Department 24-hours in advance and may be subject to a re-inspection fee
5. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

D. Sidewalk, Curb, and Driveway Apron Work

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
 - a. Completed ROW Permit Application
 - b. Completed Driveway Apron form or a Site Plan, aerial image, or plat of survey including the following information
 - Location, dimensions, and material type of all existing and proposed improvements
 - Cross-slope of the existing sidewalk where it meets the driveway
 - Existing depressed curb width
 - c. Insurance certificate
 - d. Check or cash for permit fees and performance guarantee
3. Engineering comments will be provided in approximately 10 business days
 - a. Re-submittals must include a disposition of comments
4. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
 - a. Inspections are required for all sidewalk, curb, and driveway apron work
 - Preliminary inspection is required to verify type, size, and location of utility work
 - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
 - Final inspection after work is completed to verify work and restoration meet Village's standards
 - b. Engineering Comments will be provided to the Building Department
 - c. All correspondence between the Village and the homeowner's representative will be handled through the Building Department
 - d. Re-inspections to address deficiencies must be scheduled through the Building Department 24-hours in advance and may be subject to a re-inspection fee
5. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

E. Detached Garage in an Alley

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
 - a. Completed ROW Permit Application
 - b. Site plan, aerial image, or plat of survey including the following information
 - Property line
 - Location, dimensions, and material type of the proposed garage and garage apron
 - Location, approximate dimensions, and material type of any alley patching or other restoration associated with the work. An asphalt patch will be necessary for all garages adjacent to an asphalt alley.
 - c. Insurance certificate
 - d. Check or cash for permit fees and performance guarantee
6. Engineering comments will be provided in approximately 10 business days
 - a. Re-submittals must include a disposition of comments
7. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
 - a. Inspections are required for all sidewalk, curb, and driveway apron work
 - Preliminary inspection is required to verify type, size, and location of utility work
 - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
 - Final inspection after work is completed to verify work and restoration meet Village's standards
 - b. Engineering Comments will be provided to the Building Department
 - c. All correspondence between the Village and the homeowner's representative will be handled through the Building Department
 - d. Re-inspections to address deficiencies must be scheduled through the Building Department 24-hours in advance and may be subject to a re-inspection fee
8. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair