



## **APPLICATION**

An applicant shall submit a completed ALLEY CONSTRUCTION APPLICATION to the Village Administrator. The legal title holder(s) of a private property adjacent to which the alley pavement is to be constructed shall be considered the applicant. A tenant or contractor of such private property shall not be eligible to be an applicant. An application deemed to be incomplete will be returned in full to the applicant without review.

## **PRELIMINARY ENGINEERING**

Preliminary engineering may and should begin concurrently with ALLEY CONSTRUCTION APPLICATION submittal.

Preliminary engineering is intended to show the full scope of work contemplated to be part of the alley construction. Basic layout of elements is necessary, but construction detail is not necessary. Preliminary engineering must include the following materials at a minimum: plan set, drainage plan and project cost. Additional materials may be requested before the Village will approve preliminary engineering. The applicant will propose a scope of work and the Village will determine a required scope of work to be approved for design.

A plan set will need to be submitted. The plan set should include:

- Plan showing alley property boundaries, adjacent streets, existing topography, existing utilities and proposed limits of construction, proposed pavement and drainage improvements.
- Typical alley section
  - Pavement in residential locations shall be constructed of 2 inches of hot-mix asphalt surface over 2-1/4 inches of hot-mix asphalt base course over 10 inches of granular material
  - Pavement in non-residential locations shall be constructed of 8 inches of concrete pavement over 10 inches of granular material.

A technical memorandum describing existing and proposed drainage plan needs to be submitted. Overland flow to a Village storm or combined sewer is the preferred method of draining runoff from alley pavement. If a storm sewer is necessary because of existing topography, the storm sewer shall be no less than 10 inches in diameter, unless otherwise approved by the Director of Public Works.

An estimate of project cost (i.e. engineering and construction).

Preliminary engineering must be prepared by a licensed civil engineer practicing as part of a licensed professional design firm. The Village does not have a list of qualified engineers and does not make positive or negative recommendations of engineers to the public.



The Village Administrator shall determine, in consultation with the Director of Public Works, the extent of stormwater management required to offset negative effects of the increased impervious area in the alley. There are a wide variety of existing conditions that could need to be considered in the determination of the extent of stormwater management needed. Examples of these existing conditions include, but are not limited to: drainage problems on abutting properties; existing grades at private property lines; existing depressional storage area(s) within right-of-way; horizontal and vertical alignment of existing private and public utilities. This aspect of alley construction will be evaluated on a case-by-case basis and the relevant factors.

### **DESIGN ENGINEERING**

Design engineering will have a deliverable of a biddable and buildable set of construction documents that will serve as a record of the approved proposed improvements associated with a Right-of-Way Permit issued by the Village.

The full scope of work included in the approved PRELIMINARY ENGINEERING will be the basis of design engineering. It is possible that supplemental surveying may be necessary in this phase if the approved PRELIMINARY ENGINEERING plan exceeds the original survey limits.

Plans must add detail to the information presented in the approved PRELIMINARY ENGINEERING plans. The content and layout of the plans shall conform to good engineering practice in order to be reviewed by the Village. Construction details, restoration limits and estimated quantities of work items must be added. All existing features to be removed, replaced, relocated and not disturbed must be identified and appropriately labeled.

Village construction standards should be used as construction details wherever applicable. The standards can be downloaded at <http://www.mortongroveil.org/assets/1/6/engineerstandards.pdf>. Typical standards that will apply to alley pavement construction are: T-1, T-1A, C-1, C-2, C-3, C-3A, STS-1, STS-3, STS-6 AND STS-7.

New landscaping in alleys is prohibited.

Disturbed areas outside the alley pavement shall be restored with in-kind materials and as otherwise stipulated by the Director of Public Works.

Specifications of construction methods and/or material specifications are a required part of the construction documents.

Estimate of construction cost or executed construction contract is required to establish construction cost and is part of the construction documents.

If there is proposed work on abutting properties, then written approval from the affected property owner must be submitted to the Village for approval.



## **GUARANTEES**

The Village is to have no costs or liability associated with the alley pavement construction before it is accepted for ownership and perpetual maintenance. The applicant must provide a performance guarantee in the form of a cash escrow. The cash escrow must be established and funded with a title company approved by the Village before any work in the right-of-way commences. The Village must be named as a consenting party for disbursements from the cash escrow. The amount of the cash escrow shall be no less than the amount of all contracts for all construction work included in the Right-of-Way Permit application fees. Alternatively, the amount of the cash escrow shall be no less than 125 percent of the Estimate of Construction Cost (including utility relocations) approved by the Director of Public Works. The applicant shall propose the title company and the terms of the cash escrow agreement and Village Administrator shall review and approve the title company and the terms of the cash escrow agreement. The Village Administrator is authorized to approve payment disbursements on behalf of the Village. All changes in the scope of work will temporarily suspend any future disbursements from the cash escrow and shall suspend any issued Right-of-Way Permit until a time as the change in scope has been approved by the Village Administrator or his designee and the amount of the cash deposit has been adjusted to meet or exceed the specified, minimum, required amounts.

The contractor must be eligible to perform work in the Village of Morton Grove. The Director of Public Works shall determine if the contractor is qualified to perform the work based upon services offered (i.e. qualifications) and past performance of work within the Village. The decision of the Director of Public Works about whether a contractor or subcontractor(s) shall be final and not subject to appeal.

## **INSURANCE**

The insurance limits and provisions shall conform to the requirements of Municipal Code Section 7-9-8.

## **INDEMNITY**

Before occupying or constructing facilities in the right of way, an applicant shall agree to defend, indemnify and hold the village and its elected and appointed officials and officers, employees, agents and representatives harmless from and against any and all injuries, claims, demands, judgments, damages, losses and expenses, including reasonable attorney fees and costs of suit or defense, arising out of, resulting from or alleged to arise out of or result from the negligent, careless or wrongful acts, omissions, failures to act or misconduct of the contractor referenced above or its affiliates, officers, employees, agents, contractors or subcontractors in the construction of facilities or occupancy of the rights of way, whether such acts or omissions are authorized, allowed or prohibited by a license or similar agreement.



## **DISBURSEMENTS OF CASH ESCROW**

The Village Administrator or his designee must approve all disbursements of funds from the cash escrow. Prior to each disbursement of the cash escrow funds, the applicant must furnish to the Village of Morton Grove Building Department 3 sets of a bound document that includes the following information:

- An updated Owner's Sworn Statement of Contracts;
- Invoice from the Contractor for acceptable, completed work; and
- Written approval by the applicant for the title company to disburse funds to the contractor for the invoice;
- Waivers of construction lien rights in a form acceptable to the Director of Public Works. Partial waivers are acceptable from all parties not yet paid in full. Final waivers are required from all parties to be paid in full with the current invoice.

The Village Administrator will approve disbursements for a contractor's invoice up to an amount that reflects the value of the completed work that has been inspected and is acceptable to the Village within 30 days of the submittal date.

Prior to the final disbursement of cash escrow, the applicant and contractor(s) will submit to the Village Administrator, all documents required above for progress disbursements and a General Contractor's Affidavit of Completion and Release, final lien waivers supported by information in the final invoice, and as-built plans prepared by the design engineer of record and approved by the Director of Public Works. Upon completion of the work authorized under the permit, the applicant shall be entitled to any amount remaining in the cash escrow after all contractors and the Village have been paid in full. If the permit is terminated for any reason, the cash escrow, and any and all accrued interest therein, shall become the property of the village to the extent necessary to pay any outstanding invoices for work satisfactorily completed and to compensate the Village for all costs, loss or damage incurred by the Village. Any amounts remaining in the escrow thereafter shall be refunded to the applicant.



## **PERMITTING**

A Right-of-Way Permit must be issued by the Village before work to construct alley pavement can begin.

All engineering and construction work shall be performed at the sole expense of the private property owner(s) undertaking the work. Prior to performing any work, the contractor shall be licensed and insured to perform work in the Village of Morton Grove. Additionally, a performance and payment bond in the full amount of the construction contract on a form provided by the Village shall be submitted to the Village for approval. Final Waiver of Mechanics Liens shall be provided for every contractor, subcontractor and material supplier furnishing goods and materials for the improvement.

The following supporting documents are required to be submitted for a permit for alley construction:

- Right-of-Way Permit application
- Cash escrow documents
- Proof of Funding
- Owner's Sworn Statement of Contracts
- Contractor's Sworn Statement of Contracts.
- Construction Schedule
- Estimate of Cost
- Contractor License (may be on file with Village)
- Contractor Insurance (may be on file with Village)
- DESIGN ENGINEERING Construction Documents

## **CONSTRUCTION**

The applicant is responsible for providing construction engineering to document that the work is performed according to the construction documents and the construction cost of the work.

The applicant's engineer or contractor shall conduct a preconstruction meeting with the Village no less than three (3) days before construction is scheduled to begin.

The applicant is responsible for providing plant and field testing of hot-mix asphalt and concrete materials to confirm conformance to requirements. Test results must be submitted to the Public Works Department for review and approval.

The applicant shall request a final inspection by the Public Works Department.

The engineer shall prepare as-built drawings of the improvements and submit them to the Public Works Department for approval.



## **INSPECTION**

All work shall be completed to the satisfaction of the Director of Public Works. The decision of the Director of Public Works shall be final on all questions which may arise regarding, but not limited to, the quality and acceptability of materials and work; the manner of performance; acceptable rates of progress on the work; the interpretation of contract plans and specifications; the fulfillment of the permit conditions and the determination of the existence of changed or differing site conditions. The work may be suspended for periods as the Director of Public Works may deem necessary due to unsuitable weather; for conditions considered unsuitable for the prosecution of the work or for any other reason deemed to be in the public interest. The Village is not required to provide direction or advice to the applicant on how to do the work. If the Director of Public Works or his/her designee approves or recommends any method or manner for doing the work, the approval or recommendation shall not guarantee following the method or manner will result in compliance with the permit requirements or create liability for the Village. At a minimum, the Director of Public Works or his/her designee shall inspect the stability of the subgrade material and elevations for conformance with approved plans before construction of pavement begins. Drainage system(s), stormwater management measures, utility relocations may necessitate additional approvals in more complicated alley construction improvements. A preconstruction conference shall be conducted prior to contractor mobilization and will designate work that will require inspection and approval prior to performing subsequent, dependent work.

## **ACCEPTANCE**

The new alley improvements shall not be opened for public use until the Village accepts ownership and perpetual maintenance of the improvements. Acceptance will be in the form of a resolution approved by the Village.

The following materials are required in order to initiate acceptance of the improvements:

- Certification of final inspection by the Director of Public Works
- Approval of final waiver of lien from every contractor, subcontractor and material supplier
- As-built drawings approved by the Director of Public Works



**Village of Morton Grove**

6101 Capulina, Morton Grove, IL 60053  
Phone: 847/ 470-5220 Fax: 847/ 965-4162

**ALLEY CONSTRUCTION  
REFERENCE INFORMATION**

**CHECKLIST OF ITEMS NEEDED FROM APPLICANT**

**APPLICATION**

***PREREQUISITE(S) - None***

- 1. ALLEY CONSTRUCTION APPLICATION
- 2. Proof of ownership of contiguous property
- 3. Technical memo for drainage
- 4. Estimate of project cost
- 5. Preliminary Engineering Plans

**\*\*\*\*\*Partial submittals are not acceptable \*\*\*\*\***

**PERFORMANCE GUARANTEE**

***PREREQUISITE(S) – Approved ALLEY CONSTRUCTION APPLICATION***

- 1. Cash Escrow Documents
- 2. Written Proof of Cash Escrow Funding
- 3. Certificate of Insurance Coverage or Policy
- 4. INDEMNIFICATION OF VILLAGE form

**PERMITTING**

***PREREQUISITE(S) - Approved ALLEY CONSTRUCTION APPLICATION***

- 1. RIGHT-OF-WAY PERMIT application
- 2. Cash escrow documents
- 3. Proof of cash escrow funding
- 4. Owner's Sworn Statement of Contracts
- 5. Contractor's Sworn Statement of Contracts
- 6. Construction Schedule
- 7. Construction Documents
  - a. Plans
  - b. Specifications
  - c. Approval for work on private property, if applicable
  - d. Estimate of Cost

**\*\*\*\*\*Partial submittals are not acceptable \*\*\*\*\***

**CONSTRUCTION INSPECTION**

***PREREQUISITE(S) – Approved RIGHT-OF-WAY PERMIT***

- 1. Resident notifications
- 2. Preconstruction conference at least 3 days before construction
  - a. Subcontractor list
  - b. Quality control plan for concrete, asphalt and stone materials
  - c. Catalog cuts for manufactured products
  - d. Shop drawings for fabricated products
- 3. Plant and field inspection testing reports for concrete, asphalt and stone materials

**DISBURSEMENTS OF CASH ESCROW**

***PREREQUISITE(S) -***

- 1. APPROVED PERFORMANCE GUARANTEE
- 2. TITLE COMPANY APPROVAL
- 3. ALLEY CONSTRUCTION CONTRACTOR APPROVAL
- 4. Approved ROW PERMIT

**APPLICANT DELIVERABLES**

- 1. Updated OWNER'S SWORN STATEMENT OF CONTRACTS
- 2. CONTRACTOR'S INVOICE
- 3. Title Company written approval to disburse funds
- 4. Waivers of liens

**ACCEPTANCE**

- 1. Request for Final Inspection
- 2. As-Built Drawings



Submit this completed application to: Village of Morton Grove, Attention: Village Administrator

APPLICANT NAME: .....

APPLICANT MAILING ADDRESS: \_\_\_\_\_

**I AM REQUESTING TO CONSTRUCT ALLEY PAVEMENT**

FROM \_\_\_\_\_ TO \_\_\_\_\_

ON THE ALLEY BETWEEN \_\_\_\_\_ AND \_\_\_\_\_

FOR THE PURPOSE OF INGRESS/EGRESS TO MY PROPERTY AT \_\_\_\_\_

TARGET CONSTRUCTION DATE: \_\_\_\_\_

ESTIMATED PROJECT COST: \_\_\_\_\_

*Please read and add your initials next to each statement below to confirm your understanding of the alley construction process.*

\_\_\_\_\_ **I UNDERSTAND THE ALLEY I AM REQUESTING TO CONSTRUCT WOULD BE CONSTRUCTED ON RIGHT-OF-WAY OWNED BY THE VILLAGE.**

\_\_\_\_\_ **I UNDERSTAND THE ALLEY I AM REQUESTING TO CONSTRUCT MUST BE TURNED OVER FOR OWNERSHIP AND MAINTENANCE RESPONSIBILITIES TO THE VILLAGE BEFORE THE ALLEY CAN BE USED AND, FURTHER, THAT THE ALLEY WOULD BE A PUBLIC ASSET WITH NO PRIVATE RIGHTS OF USE OR OWNERSHIP BY INDIVIDUALS.**

\_\_\_\_\_ **I UNDERSTAND I WOULD BE REQUIRED TO CONSTRUCT THE ALLEY USING MY OWN FORCES AND AT MY SOLE COST.**

\_\_\_\_\_ **I UNDERSTAND I WOULD NEED TO SET UP A CASH ESCROW WITH A TITLE COMPANY TO PROVIDE FINANCIAL GUARANTEE OF PAYMENT FOR THE CONSTRUCTION WORK.**

\_\_\_\_\_ **I UNDERSTAND THE CONTRACTOR I HIRE TO PERFORM THE WORK WOULD NEED TO BE LICENSED AND BONDED WITH THE VILLAGE IN ADDITION TO BEING APPROVED BY THE VILLAGE TO PERFORM THE WORK.**

\_\_\_\_\_ **I UNDERSTAND THIS APPLICATION IS TO REQUEST PERMISSION TO CONSTRUCT ALLEY PAVEMENT AND CONFERS NO RIGHT TO COMMENCE DETAILED DESIGN OR CONSTRUCTION.**



\_\_\_\_\_ **I UNDERSTAND THAT VILLAGE ADMINISTRATOR APPROVAL, PRELIMINARY ENGINEERING, DESIGN ENGINEERING, PERMITTING, CONSTRUCTION ENGINEERING, CONSTRUCTION AND VILLAGE ACCEPTANCE ARE PART OF THE PROCESS OF THE ALLEY CONSTRUCTION PROCESS.**

\_\_\_\_\_ **I UNDERSTAND THIS APPLICATIONS IS NOT A RIGHT-OF-WAY PERMIT AND THAT I WOULD APPLY FOR AND OBTAIN A RIGHT-OF-WAY PERMIT BEFORE CAUSING ANY WORK TO BE PERFORMED.**

\_\_\_\_\_ **I UNDERSTAND THE VILLAGE ADMINISTRATOR WOULD MAKE A DETERMINATION OF WHETHER THE LAND ON WHICH I AM REQUESTING TO BUILD AN ALLEY WOULD LIKELY HAVE NO NEGATIVE SOCIAL OR ECONOMIC EFFECTS ON THE VILLAGE OR ABUTTING PROPERTIES.**

\_\_\_\_\_ **I UNDERSTAND THE VILLAGE HAS STANDARDS OF CONSTRUCTION THAT WOULD CONTROL THE TYPE, SIZE AND LOCATION OF THE ALLEY.**

\_\_\_\_\_ **I UNDERSTAND I WOULD NEED TO PROVIDE RECORDS OF CONSTRUCTION TO THE VILLAGE AS PART OF THE ACCEPTANCE OF THE ALLEY CONSTRUCTION.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Applicant**

OFFICE USE ONLY

\_\_\_\_\_ **This application to construct alley pavement is APPROVED for further refinement by the applicant.**

\_\_\_\_\_ **This application to construct alley pavement is DENIED.**

\_\_\_\_\_ **This application to construct alley pavement is approved for further refinement by the applicant with the following condition(s):**

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Village Administrator**