



# City of Sandwich, Illinois

## Application for Right of Way Excavation Permit

Please allow for 2 weeks (minimum) for processing/Please print clearly

**Permit#** \_\_\_\_\_ (Completed by city)

**Date of submittal** \_\_\_\_\_

**Permit Fee:** Residential \$75.00 Commercial \$250.00 Industrial/ Utility Company \$350.00

**Deposit:** **A Deposit of \$1,000 is required prior to processing each application**

Prior to submission, please review all required documents to ensure the application is complete.

### Property Owner Information (If applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

### Contractor or Utility Company Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

### Property Address or location

Property Address: \_\_\_\_\_

Location description: \_\_\_\_\_

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Provide documentation below as necessary.

1. Plan Documentation
  - a. **Detailed Plan** displaying both existing conditions and proposed Improvements. The plan must include the following:
    - i. Lot/ Home Address, lot dimensions, any obstructions (lines, trees, junction boxes), an arrow identifying North, and drawn to scale. (Include scale)
    - ii. Location of existing buildings, sidewalks, driveways, other paved or concrete areas, fences and utilities.
    - iii. Locations, dimensions, types of materials to be used for the proposed improvement/ connection/ excavation to the city owned utilities and/ or any other work proposed to be completed in the R.O.W.
    - iv. Details of the type of utility connection to be made.
    - v. Description/ detail of the type of restoration to be made upon completion for any disturbed or altered pavement, concrete, grass or vegetation.
    - vi. Detail and description of any drainage and proposed grading.
  - b. Estimated improvement cost: \$ \_\_\_\_\_
2. An ACORD **certificate of liability insurance** policy of total coverage equal or greater than \$1,000,000.00 aggregate is required for all work within the R.O.W. The following language shall be on the certificate. ***The City of Sandwich and Engineering Enterprises Inc. (EEI) are to be included as additional insured.***
3. Any work within the R.O.W., including but not limited to, driveway, repaving/removal of the surface of streets, alleys, sidewalks, parking areas, curbs and gutters that will require restoration of landscaping within the parkway requires the following bonds: **Residential and Utility \$10,000; Commercial \$25,000, and industrial \$50,000.**
  - a. All other non-excavation work within the ROW including but not limited to driveway, repaving, removal and replacement with similar materials, dumpsters, saw- cutting curbs, storage pods, parkway trees, or other minor Items of work as determined by the Superintendent/City Engineer (Mayor Appointed Reviewer), requires a \$10,000 warranty/maintenance bond.
  - b. The City Engineer has final determination regarding the type and amount of bond that will be accepted.
4. If the proposed improvements are determined to require street or lane closures, **a traffic control plan is required.** The plan is to be in compliance with the Illinois Department of Transportation (IDOT) and must include a detailed traffic control plan identifying the use of Illinois Manual of Uniform Traffic Devices (MUTCD) approved signage. Details of the plan will be reviewed and approved prior to the issuance of the Right of Way Excavation permit. Work that is proposed on any state, county, township or adjacent municipality's roadway that requires a traffic control plan must be approved and provided by the appropriate level agency. The approval from the appropriate agency shall be attached to the City of Sandwich's Right of Way Permit application. All approved traffic control plans must be satisfactorily installed prior to any work taking place, and are subject to the inspection/ approval by the Superintendent of Streets or City Engineer.



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I hereby certify that I am the owner of record or that the proposed work is authorized by said owner of record. I have been authorized by said owner to make this application and to schedule all necessary inspections as an agent. Furthermore, I agree to conform to all applicable codes, laws, and ordinances of the City of Sandwich, I understand that all construction performed under this Right of Way Excavation permit shall be in accordance with the current versions of the "Standard specifications for road and bridge construction" as adopted by the Illinois Department of Transportation and all Traffic Control Operations shall be in accordance with current "Illinois Manual on Uniform Traffic Control Devices."

Printed Name: \_\_\_\_\_ date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Submit application to:

**City of Sandwich**  
144 E. Railroad Street  
Sandwich IL 60548  
City Hall: 815-786—9321  
Fax: 815-786-7012

### Penalties for violating or not obtaining a Right of Way Excavation Permit

Residential: 1<sup>st</sup> offense \$250, 2<sup>nd</sup> offense \$350, 3<sup>rd</sup> offense \$450  
Utility/Commercial/Industrial: 1<sup>st</sup> offense \$500, 2<sup>nd</sup> offense \$1,000, 3<sup>rd</sup> offense No permit allowed



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**For office use only**

Date of Commencement of work \_\_\_\_\_ Estimated date of Completion \_\_\_\_\_

Submittal Requirements:		Required?	Received?	on File?
#1	Detailed Plan	Yes or No	Yes or No	Yes or No
#2	Certificate of Insurance	Yes or No	Yes or No	Yes or No
#2	City of Sandwich additional insured?	Yes or No	Yes or No	Yes or No
#2	EI Additional Insured?	Yes or No	Yes or No	Yes or No
	Permit Fee: Residential \$75/Commercial \$250/Industrial \$350	Yes or No	Yes or No	Amt \$ _____
	Deposit: \$1,000 Check or cash	Yes or No	Yes or No	Date _____
#3	Warranty with Maintenance Bond	Yes or No	Yes or No	Yes or No
#3	Bond Amount	\$10,000	\$25,000	\$50,000
#4	Traffic Control Plan	Yes or No	Yes or No	Yes or No
	Pre-Installation Inspection	Yes or No	Yes or No	Yes or No
	Plumbing Connection	Yes or No	Yes or No	Yes or No
	Approved Franchise Agreement	Yes or No	Yes or No	Yes or No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by \_\_\_\_\_ date: \_\_\_\_\_  
City Clerk

Approved by \_\_\_\_\_ date: \_\_\_\_\_  
Superintendent