

All ROW Permit applications and plans must be submitted to Village Engineer Ed Stoelinga Hancock Engineering at [elstoelinga@ehancock.com](mailto:elstoelinga@ehancock.com)

# Right-of-Way Utility Permit

Melrose Park Permit No. \_\_\_\_\_ - \_\_\_\_\_

I (We) \_\_\_\_\_  
Utility Owner (Permittee) Mailing Address

\_\_\_\_\_, hereinafter termed the 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 #1: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Street #2: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Street #3: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Street #4: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

(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: \_\_\_\_\_

Alley #3 between: \_\_\_\_\_ and \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

in the Village of Melrose Park, Cook County, Illinois.

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

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 Melrose Park's Code of Ordinances.

\_\_\_\_\_  
Utility Owner (Permittee)

\_\_\_\_\_  
Name and Title of Agent for Permittee

\_\_\_\_\_  
Company Name of Agent for Permittee (if different than Permittee)

\_\_\_\_\_  
Signature of Agent for Permittee Date

\_\_\_\_\_  
Agent Mailing Address

\_\_\_\_\_  
City State Zip

The work authorized by this permit shall be completed within 90 days after the date of approval by the Village of Melrose Park, otherwise the permit will be considered null and void.

This permit allowing occupancy and work on Village of Melrose Park right-of-way is approved.

\_\_\_\_\_  
Director of Public Works Date



This permit is subject to the conditions and restrictions of the Village of Melrose Park 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 Melrose Park.
- (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 Melrose Park 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 Melrose Park UNDERGROUND UTILITY PERMIT REQUIREMENTS shall be part of this Permit. If not attached hereto, a copy is available from the Melrose Park Department of Public Works or the Village Consulting Engineers.



Melrose Park Permit No. \_\_\_\_\_ - \_\_\_\_\_

Work to be coordinated with Village Representatives:

Public Works Gary M. Marine Phone: (708)343-5128 Email: gmarinepwwdir@melrosepark.org  
 Village Engineer: Ed Stoelinga Phone: (708)865-0300 Email: elstoelinga@ehancock.com

Facilities to be operated and maintained by Project/Utility Owner (Permittee):

Project/Utility Owner: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Daytime Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Work to be done by:

Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Daytime Phone: ( ) \_\_\_\_\_ Emergency Phone: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

Traffic control operation:

Number of lane closures: \_\_\_\_\_ Time of closures: \_\_\_\_\_

Submittals required as condition of Permit (to be completed by the Village):	Rec'd. (x)
(a) Cash Restoration Bond in the amount of: \$ _____	_____
<p>The Cash Restoration Bond shall be cash held in escrow for the Village of Melrose Park'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.</p>	
(b) Construction Bond in the amount of: \$ _____	_____
(c) Cash Deposit for Consultant Services* \$ _____	_____
<p>The Cash Deposit for Consultant Services shall be cash deposited in escrow for the Village of Melrose Park'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.</p>	
(d) Permit Fee in the amount of: \$ _____	_____
(e) Certificate of Insurance	_____
(f) Evidence of Contractor being licensed with the Village of Melrose Park	_____

\* If the Village does not specify an amount for the Cash Deposit for Consultant Services, the Permittee agrees to reimburse the Village for any incurred engineering costs as described in this section.

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 CLSM 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.