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**Melrose Park Right of Way Permits  
Checklist for Plans and Specifications (Utility Work)**

When preparing plans for utility work within public right-of-ways, please include the following features on all plans submitted in support of a Village Permit. Including all applicable features listed here will help reduce the number of revisions required following the initial review by the Village or its consultants.

Cover Sheet:

- Location map with cross streets, project location, and north arrow.
- Date of plans and latest revision(s).

General Notes/ Specifications

- When pavement opening is involved, include a note stating, "Pavement shall be full-depth saw-cut prior to removal."
- When landscaped parkways (i.e. grass) will be disturbed, include a note stating, "All disturbed grass parkways shall be restored with 4 inches of topsoil and either sod or seed. Seeding shall include either excelsior blanket or knitted straw blanket for protection during establishment."
- When sidewalk will be disturbed, include a note stating, "Sidewalk squares shall be saw-cut, removed, and replaced full width to existing joints. Partial square removal is not allowed."
- Also, when sidewalk will be disturbed, include a note stating, "Any disturbed sidewalks or sidewalk ramps shall be restored in full compliance with ADA requirements, including maximum slopes, detectable warnings, and curb depressions."
- When work is proposed in a parkway shared by street lighting, include a note stating, "Contractor shall request a location of street light cables and identify all potential conflicts prior to starting work."

Details

- Typical installation section view, showing depth, number and sizes of pipes/cables/conduits, material, and method of installation (e.g. directional drilled, trenched/direct burial, etc.).
- Manhole or handhole details.
- New pole and facilities on pole.
- Restoration details (e.g. pavement sections).
- ADA sidewalk and ramp details if applicable.

Plan Sheets must all show:

- North arrow.
- Drawing scale (note that schematic or not-to-scale drawings are unacceptable, except as additional information. A scaled drawing, or a scaled aerial photo with drawn-over features, is required).

- ROW/ property lines.
- Street names.
- Village boundaries (if within work area).
- Jurisdiction of each roadway (e.g. “Village” or “IDOT”. Note that work within IDOT jurisdiction requires both an IDOT Permit and a Village Permit).
- Pavements including roadway, sidewalks, driveways, alleys, curbs.
- Existing pavement type (e.g. PCC or HMA).
- Existing Village utilities (water, sanitary, storm, street lighting), from field surveys and/or Village utility atlases. Request atlases from Public Works or the Village Engineer prior to initial permit application submittal. Village Engineer contact is Ivan Lome [ILome@ehancock.com](mailto:ILome@ehancock.com) .
- Other known utilities (gas, electric, telecom).
- Trees, bushes, gardens, other surface features (when trenching method is proposed).

Proposed Installation must include:

- Clear depiction of proposed route, avoiding existing utilities and obstructions (e.g. manholes, streetlights, fire hydrants, utility poles).
- Method of installation (e.g. directional drilled, trenched/direct burial, etc.).
- Location and dimensions of every bore pit.
- Location of each proposed new manhole, handhole, or utility pole.
- Reference tag for each crossing of a Village utility with a note “Contractor shall “pothole” or otherwise expose Village utilities at each crossing,” or similar language.
- Avoid occupying the same or close alignment with any Village utilities. The required minimum clearance is 18 inches horizontally for sewer and water, 30 inches for fire hydrants.
  - Show separation dimensions when near Village utilities.

Traffic Control Plan

- Permit application must state the number of lanes to be closed at any time, and the expected duration of each lane closure, due to construction. On residential streets, if a parking lane closure is required it should be noted as “1 (parking lane).”
- The plans must include applicable IDOT Standards for the traffic control (e.g. single lane closure, double lane closure, sidewalk closure, traffic control barricades, arrow board, etc.).
- If traffic will be shut down in any direction, a detour plan must be submitted.
- For any proposed daytime or full-time lane closures on a minor collector, major collector, or arterial roadway, a site-specific traffic control plan shall be provided, including staging, signs, cones, barricades, arrow boards, and signs, with their locations shown and appropriate dimensions provided.

Other documents required by the Village for permit issuance:

- Evidence of contractor having current Village license and insurance.
- Copy of IDOT permit for work within IDOT ROW.
- Acknowledgement of requirement to reimburse the Village for consultant review costs incurred.