City of Evanston
Public Works Department

Policies, Guidelines, and Regulations

for the

Development, Review, and Building Permit Process

January 2012

*This document is not intended to be all inclusive of design and plan submission requirements of the Department of Public Works
# Table of Contents

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant sign off</td>
<td>1</td>
</tr>
<tr>
<td><strong>Civil Design and Plan review</strong></td>
<td></td>
</tr>
<tr>
<td>Site Plan Review Checklist</td>
<td>2</td>
</tr>
<tr>
<td>Driveway Regulations</td>
<td>6</td>
</tr>
<tr>
<td>Additional Design Guidelines for Parking Lots and Garages</td>
<td>11</td>
</tr>
<tr>
<td>Lighting of Parking Lots and Other Outdoor areas</td>
<td>13</td>
</tr>
<tr>
<td>Right of Way Acquisitions and Easements</td>
<td>14</td>
</tr>
<tr>
<td>State Regulations Governing Vacations and Dedications</td>
<td>15</td>
</tr>
<tr>
<td>Private and Public Development Grading Plan</td>
<td>17</td>
</tr>
<tr>
<td>Stormwater Worksheet</td>
<td>18</td>
</tr>
<tr>
<td>Establishing Stormwater Control Regulations (Ordinance 65-O-07)</td>
<td>19</td>
</tr>
<tr>
<td>Stormwater Control Ordinance Runoff Coefficients, C</td>
<td>31</td>
</tr>
<tr>
<td>Erosion Control Policy</td>
<td>32</td>
</tr>
<tr>
<td>Tree Protection Ordinance (Ordinance 5-O-11)</td>
<td>35</td>
</tr>
<tr>
<td><strong>Right of Way Permitting – Construction - Finalization</strong></td>
<td></td>
</tr>
<tr>
<td>Public Right of Way Checklist</td>
<td>63</td>
</tr>
<tr>
<td>Domestic and Fire Water Service Connections, 2&quot; and Smaller</td>
<td>65</td>
</tr>
<tr>
<td>Domestic and Fire Water Service Connections, 4&quot; and Larger</td>
<td>70</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Water Meter Procedure for Demolitions, All Sizes</td>
<td>75</td>
</tr>
<tr>
<td>Water Meter Installations, New Water Services, All Sizes</td>
<td>76</td>
</tr>
<tr>
<td>Water Meter Procedures for Rehabilitations, All Sizes</td>
<td>78</td>
</tr>
<tr>
<td>Public Works Permit Information (Application, Pavement restoration, and Bond forms)</td>
<td>86</td>
</tr>
<tr>
<td>Pavement Degradation Ordinance (Ordinance 6-O-09)</td>
<td>98</td>
</tr>
<tr>
<td>Certificate of Professional Engineer</td>
<td>103</td>
</tr>
</tbody>
</table>
The owner/developer acknowledges that all plans and specifications will be developed in accordance with the *City of Evanston Policies, Guidelines and Regulations for the Development, Review and Building Permit Process* dated January 2012, as well as, the applicable sections of the City Code.

____________________________________________
Project Name/Address

____________________________________________
Authorized Signature and relationship to project

____________________________________________
Date

____________________________________________
City of Evanston Rep.
PUBLIC WORKS PLAN REVIEW – Submission Requirements for all Commercial, Industrial and Multi-Family Residential Projects

Checklist

All submitted plans must include a **Project Description** and identify the **Owner, Project Manager and Design Professionals** (Architect, Engineer, Landscape Architect) by name, address, phone and fax number. For each phase of site review, submitted plans must include all applicable information listed below and be dated, include an appropriate scale, north arrow, vicinity map, site square footage, current plat of survey and separate plan sheets for existing and proposed conditions.

**CONCEPT REVIEW**
Concept review is for persons wishing to receive staff comments on a specific proposal before significant resources are committed to the design and/or engineering of a proposal. Generally, the Committee reserves concept review for proposals that have not received a zoning analysis. Concept review is not mandatory. Staff can offer more feedback to the applicant if the applicant brings:

- Existing Conditions Site plan;
- Preliminary Site Plan, including building/parking layout and access to public way;
- Preliminary Building Elevations;
- Photographs of the site and surrounding properties; and
- An extra copy or reduced version of the site plan, elevations, and photographs for the Committee file.

**PRELIMINARY SITE PLAN AND APPEARANCE REVIEW**
Preliminary review is for persons who have a completed zoning analysis. Preliminary review is mandatory. In most cases, a Zoning Officer will schedule an applicant for preliminary review before the Committee upon completion of the zoning analysis. Preliminary plans must be submitted at least one week in advance of being placed on the agenda of a Site Plan and Appearance Review Committee (SPAARCC) meeting. This plan submission shall include:

- **Existing Conditions Plan**
  - Plat of Survey
  - Significant Site Features - Building, wall, fence locations, etc.
  - Parking, circulation and curb cuts.
  - Existing utilities including gas, electric, cable, phone, generators, water, sewer, drainage structures, manholes, lighting, etc., located on site and within the abutting public right-of-way;
Topographic survey within project limits and 25 feet beyond providing sufficient grading information to clearly and accurately represent onsite drainage conditions prior to work being done; Right-of-Way Features including widths and materials for streets, alleys, walkways, parkways, sidewalks, driveways, parking and park areas. Also include property lines, signage, traffic signals, street lights, fire hydrants (within 300 feet of the proposed development), sewer & water mains, trees, utility poles/cabinets, easements, encroachments, and floodplain limits/wetlands.

Proposed Preliminary Plans

Proposed building locations, entrances/exits to public sidewalks, building overhangs/canopies, proposed walls, retaining walls, fences, etc.; Parking and circulation areas including dimensions; Location and size of refuse areas/enclosures; Proposed driveway locations, widths and grades; Location of loading and unloading areas; Proposed phased developments should be identified; Preliminary Landscaping and Lighting Plans; Location and size of proposed stormwater control facilities (detention vaults, pipes, permeable pavements, etc.) based on preliminary drainage calculations (also to be submitted) that satisfy the City’s Stormwater Control Ordinance (See Public Works Dept. Policies, Guidelines and Regulations for Development Review and Building Permit Process)

Preliminary utility requirements of proposed development, both onsite and in the public way;

Preliminary improvements to the public right-of-way features (streets, alleys, walkways, parkways, sidewalks, driveways, parking areas, parks, signage, traffic signals, street lights, fire hydrants, trees, utility poles/cabinets, etc.) Profile drawing showing existing and proposed sidewalk, top of curb and flow line elevations and percent slopes;

Cross sections, calling out percent slopes, at 20 feet showing sidewalk, curb and center line of street;

Conflicts with footings or sheeting with the City’s R.O.W. or underground utilities; and

Proposed easements, vacations and dedications should be identified on the plans.

Traffic Studies – In advance of the preliminary review, the City Traffic Engineer should be contacted through Evanston’s 311 call center (847-448-4311 outside Evanston) to determine if a traffic study will be required. If so, a scoping session with the Traffic Engineer should occur in advance of the Preliminary Plan Review.
Garbage and recycling collection details – truck circulation, dumpster enclosures;
Preliminary Building Elevations;
Photographs of the site and surrounding properties; and
An extra copy or reduced version of the site plan, elevations, and photographs for the Committee file.

**FINAL SITE PLAN AND APPEARANCE REVIEW**

Final review is for persons who have received preliminary approval and have submitted permit, construction, or working drawings in conjunction with a building permit application. Final review is mandatory. In most cases, the Zoning Officer will schedule an applicant for final review before the Committee upon completion and approval of the zoning analysis for the building permit application. The Committee may consider preliminary and final review during one meeting. Final plans must be submitted at least one week in advance of being placed on the agenda of a Site Plan and Appearance Review Committee (SPAARC) meeting. This plan submission shall include:

- Existing Conditions Plan – (Same as for Preliminary)
- Proposed Final Plans – permit construction drawings, which include floor plans, wall sections, and building elevations as well as:
  - Proposed building locations, entrances/exits to public sidewalks, building overhangs/canopies, proposed walls, retaining walls, fences, etc.;
  - Parking and circulation areas including dimensions, parking lot directional arrows and all signage, parking structure stall/aisle layout for each level, and angle of parking if less than 90 degrees;
  - Location and size of refuse areas/enclosures;
  - Proposed driveway locations, full dimensions and slopes with cross section through each, grades, materials and curb radii;
  - Location of loading and unloading areas including screening where necessary;
  - Proposed location of mailbox(es) in consultation with USPS.
  - Proposed phased developments should be identified;
  - Final Landscaping Plan including labels for all portrayed plant material noting species and size. Streetscape details, if applicable, bike rack locations, trash cans and other street furniture;
  - Photometric Plan in accordance with *Public Works Dept. Policies, Guidelines and Regulations for Development Review and Building Permit Process*;
  - Final grading information to clearly and accurately represent proposed onsite drainage conditions after work is completed – to include spot elevations, flow arrows and finished floor elevations;
- Final location and size of stormwater control facilities (detention vaults, pipes, retention areas, etc.), proposed connection to public sewer system and all other submission requirements of the City's Stormwater Control Ordinance (see Public Works Dept. Policies, Guidelines and Regulations for Development Review and Building Permit Process);

- Final Utility Requirements of proposed development, both onsite and in the public way including the location of any above-grade utility cabinets and plumbing. Must include the locations of all existing sewer connections and water services going to the property that will need to be disconnected (Applicant will need to contact the Water & Sewer/Utilities Division at 311 (847-448-4311 outside Evanston) to obtain information); Must include the location, material, size and length of proposed sanitary sewer lines & manholes, storm drain pipes & drainage structures, water service(s), valves & structures. Must also provide the location of water meter and backflow prevention devices and fire hydrants and Siamese connections.

- Improvements to public right-of-way features (streets, alleys, walkways, parkways, sidewalks, driveways/curb-cuts, parking areas, parks, signage, traffic signals, street lights, fire hydrants, trees, utility poles/cabinets, etc.) should be depicted on plans with supporting specifications, construction details, profiles and cross-sections as required by the Division of Transportation, 311 (847-448-4311).

- Proposed easements, vacations and dedications must be identified on the plans.

- Final disposition of any storage tanks located above or below grade and any related environmental reports as required.

- Preliminary construction staging plans.

Traffic Studies – submission of completed Traffic Study if required.
Photographs of the site and surrounding properties
An extra copy of the site plan, floor plans, wall sections, elevations, and landscape plan only for the Committee file.
**Driveway Regulations**

A driveway is defined, for the purposes of these regulations, as a paved roadway, constructed within the limits of the public right-of-way or street, connecting the paved or unpaved public roadway with private property for the purpose of providing access for motor vehicles to the private property.

A Driveway Permit Application shall be submitted with a Plat of Survey, two photos (front and side) of the existing right-of-way and a sketch showing the following features: driveway location, dimensions of the curb cut at the property line and curb line, proposed driveway and sidewalk slopes in a cross section with slopes on either side of sidewalk, sidewalk profile, materials, cut and fill limits, tree locations, street lights, utilities, signs, fire hydrants, water shut-off valve locations (“B” box), distance from property line and intersections, and proposed impacts to sidewalks and/or parkways.

The Driveway Permit is valid for a period of six months unless otherwise authorized by the Director of Public Works or designee. If the driveway is not constructed within six months, the applicant must reapply to renew the permit. Construction is restricted to March 15th through November 15th.

72 hours prior to starting any work for the permitted driveway, the applicant shall inform the City by calling the Permits Engineer at 311 (847-448-4311 outside Evanston) and submit a driveway construction schedule to allow for required City inspections. Driveway construction must be completed within 15 days of the start of excavation unless otherwise authorized by the Director of Public Works or designee.

Any necessary modification or relocation of existing facilities, such as catch basins, fire hydrants, street light poles, parking meters, parkway restoration, etc., will be completed with the approval of the City by the applicant at the applicant’s expense unless otherwise noted on the permit. Safe pedestrian access must be maintained across the driveway at all times during construction.

**Pertinent City Ordinances:**

“TITLE 7-3-8: CONSTRUCTION OF DRIVEWAYS: The regulations of this Section shall apply to all driveways leading from a public street or public thoroughfare into public or private property and to curb cuts on improved public streets for any purpose, public or private.” Consideration of a request for a driveway or curb cut permit shall be pursuant to the following requirements:

**(A) Basic Requirements:** The following requirements shall be the minimum standards considered when an application for a driveway or curb cut permit is received by the City:
1. Permits for driveway and/or curb cuts shall be considered as follows:

**Residential Districts:** All driveway plans and/or designs shall be approved by the Director of Public Works with the advice of the Traffic Engineer and the Transportation Director/City Engineer.

**University Districts, Business Districts, Commercial Districts, Manufacturing Districts:** All driveway and curb cut plans and/or designs shall be approved by the City Manager, Director of Public Works and Director of Planning, with the advice of the Traffic Engineer and the Transportation Director/City Engineer.

2. No driveway or curb cut plans and/or designs shall be approved by the City which may result in the standing of vehicles on any public street, public sidewalk, alley or other public property.

3. No driveway or curb cut across public property (as distinguished from a public alley) shall have a width exceeding the following:

**Residential Districts:** No driveway shall have a width less than eight feet (8') nor greater than twenty five feet (25') at the property line or greater than thirty five feet (35') in width at the curb, except as approved pursuant to Section 7-3-8(B).

**All Other Districts:** No driveway shall have a width less than eight feet (8') nor greater than twenty five (25') at the property line nor more than thirty five feet (35') in width at the curb, except as approved pursuant to Section 7-3-8(B).

4. No entrance nor exit driveway or curb cut for any property shall be allowed within twenty feet (20') from the intersecting property line at a street intersection, measured along and parallel with the curb of such street.

5. No more than one entrance or exit driveway or curb cut for any property shall be allowed on each street where the property is situated at the corner or intersection of any two (2) streets or public thoroughfare.

6. No more than two (2) driveways or curb cuts shall be permitted for entrance or exit purposes for any property on an interior (non-corner) lot, and a safety curb shall be maintained between such driveways.

Notwithstanding the foregoing standards, no permit for a driveway shall be issued unless the Director of Public Works or designee finds that: (1) the proposed driveway does not create undue safety hazards in the use of the street, parkway or sidewalk by vehicular or pedestrian traffic; (2) the proposed driveway does not impede the safe and efficient flow of traffic on the streets and sidewalks adjoining the property for which the
driveway is proposed; and (3) the existing and proposed use of the property to be connected by said driveway is in all respects in conformity with the existing traffic, zoning and building ordinances and with the relevant goals of the City as set forth in the Comprehensive General Plan.

(B) Exceptions: Exceptions from regulations of this Chapter may be granted as set forth in subsection (B) 1 and (B) 2 below upon written application by the property owner or designee, and a showing of: (1) a clear need for the proposed location; (2) the need for the additional width or curb cut; and (3) evidence that the proposal will minimize or not substantially increase interference with pedestrian or vehicular traffic beyond that which would result from compliance with the basic requirements:

1. By approval of the City Council driveway widths can be greater than twenty five feet (25’) at the property line in residential and university districts and greater than thirty feet (30’) at the property line in business, commercial and manufacturing districts;

2. By concurrence of the City Manager, Director of Public Works and Planning Director with the advice of the Traffic Engineer and the Transportation Director/City Engineer for all other driveway widths, locations and/or additional curb cuts are allowed pursuant to Section 7-3-8(a) above.

Applications shall contain information sufficient to determine whether there is compliance with the standards set forth herein and shall be in the form required. A proposed exception may be denied, modified or granted in whole or in part and conditions may be improved in accordance with the applicable professional and engineering standards.

The findings and decision on all applications for exception shall be in writing and maintained in the applicable property file.

(C) Construction of Driveways: No person shall build, construct, maintain or use any driveway leading from a public street into private property until the approval per Section 7-3-8(A) is requested and obtained. All construction shall be in conformity with the regulations of the Department of Public Works. In addition, for all nonresidential construction, the applicant will provide either (1) a bond in the penal sum of ten thousand dollars ($10,000.00) with good and sufficient surety and shall be conditioned upon the applicant constructing said driveway in accordance with this Code, indemnifying and holding the City harmless from all liability for damages or expenses resulting from or by reason of the granting of such permission, or by reason of any act or thing done by the applicant by virtue of the permission provided for in this Section; or (2) proof of applicant's liability insurance in the amount of three hundred thousand dollars ($300,000.00)
accompanied by an agreement executed by the applicant indemnifying and holding the City harmless from all liability for damages or expenses resulting from or by reason of the granting of such permission, or by reason of any act or thing done by the applicant by virtue of the permission provided for in this Section. Further, it shall be applicant's responsibility to give written notice to the City at least thirty days prior to transfer of the property upon which the permitted driveway is located. (Ord. 62-0-89)

**Regulations and Construction Details:**

Minimum distance between driveways shall be ten feet (10') measured at the property line.

When any driveway is no longer used for access to abutting property, the sidewalk and curb shall be restored to their normal condition at the expense of the owner of the abutting property.

Radii or flare of all driveways shall depend upon the intended usage, the distance from the property line to the curb, the difference in elevations between the gutter and the sidewalk and the distance to adjacent lot line. No driveway flare shall extend across the projection of adjacent property line.

The property owner shall be responsible for maintenance in safe condition of all driveways leading to his property, including the portions of sidewalks used as a part of said driveways and failure to properly maintain said driveways, after notification so to do by the Director of Public Works, may result in revocation of the permit, and closing of said driveways.

Existing sidewalks at the location of proposed driveways shall be removed if defective, or if considered to be of insufficient strength to support vehicle traffic without damage, and be replaced with new concrete walk at least eight inches (8") in thickness at commercial driveways, or at least six inches (6") thick for residential driveways. A 6-inch stone base shall also be provided (see attached driveway detail).

Commercial driveways shall be constructed of one course concrete at least eight inches (8") in thickness. Residential driveways shall be constructed of one course concrete, at least six inches (6") in thickness. Concrete driveways shall have a 4-inch aggregate base (CA-6) on compacted sub grade. Asphalt driveways shall have a 6-inch aggregate base (CA-6) on compacted sub grade.

All concrete used for driveways shall have minimum compressive strength of 3,500 psi and shall be air entrained between 5% and 8%.
Existing curb shall be completely removed and replaced with a depressed curb constructed independent of the approach apron. The street shall be restored to its original condition.

The elevation of the new driveway shall match the elevation of the existing sidewalk. In every case the sidewalk will meet current ADA requirements.

The existing street light cables shall be placed in conduit or fiber duct at all commercial driveway locations at the applicant’s expense.

**Single Family Residential Driveway Slope Requirements:**

Maximum Slope of Driveway outside of sidewalk area ...............12%

Slope of Driveway in sidewalk area....................................2%

**Multi-Family Residential and Commercial Driveway Requirements:**

For driveway and access requirements of parking lots and multi-space garages, please refer to the City’s “Additional Design Guidelines for Parking Lots and Garages.”
**Additional Design Guidelines for Parking Lots and Garages**

These guidelines supplement the requirements found in the Evanston City Code and must be followed unless exceptions are approved by the Director of Public Works and Community Development. These do not apply to single family houses.

**Ramp Slopes**

If there are adjacent parking stalls the slope will be 6% maximum

If there are no adjacent parking stalls:

- The slope will be 6% maximum if the ramp has no snow melting
- The slope will be 12% maximum if it has snow melting
- The slope will be 15% maximum if it is inside a building

**Parking Adjacent to Walls**

Walls and other impediments provide additional restrictions for opening doors. Spaces adjacent to walls or other impediments shall be at least 9.5 feet wide.

**Column Encroachment and Placement**

Column encroachment into spaces is allowed only at the front corner of the parking stall to a maximum of one foot in width and two feet in length. Column placement adjacent to parking spaces shall be allowed only three feet from each end of the stall to allow room to enter and exit the vehicles.

**Ramp Turning Radii**

The minimum inside radius shall be at least 15 feet. All turns must be made in one movement - no backing or three point turns are allowed.

**Ramp Width**

On ramps that serve as parking aisles, the aisle widths in the Zoning Code must be followed. On ramps that are for travel only, the minimum width is 20 feet for two way traffic on straight segments and 26 feet for two way concentric turns. The minimum width for one way traffic is 10 feet.

**Vertical Clearance**

The vertical clearance for spaces and aisles serving van-accessible spaces is 8 feet 2 inches.
**Sight Distance at Exits**

Where the exit from a garage is adjacent to a walkway, adequate sight distance should be provided so that exiting drivers can see pedestrians on the walkway and pedestrians can see exiting vehicles. The use of strobes and other warning devices should be a last resort.

**Access to Lots and Garages**

Vehicles shall enter lots and garages head-in and shall exit head-out. Backing into and out of lots and garages is not permitted. Exception: when spaces are adjacent to an alley which comprises a portion of the aisle, backing is allowed from these spaces only with City approval.
Lighting of Parking Lots and Other Outdoor Areas

Parking lots and parking areas and other outdoor areas when illuminated shall be in accordance with Title 6-16-2-8 (C). In addition, as indicated in Title 7-1-2-1 (B) of the City Code of the City of Evanston, the Director of Public Works is authorized to adopt additional rules and regulations for regulating and controlling improvements, including parking areas and lots, which affect public property.

This policy specifies that all parking areas and lots that are illuminated adjoining alleys or streets shall have the type and design of lighting units that shall be such so as to prevent a glare at eye level on surrounding public or private property. A lighting unit that provides a sharp cut-off or units that have lighting shields are to be used to prohibit encroachment of light on adjacent properties. The maximum level of light (footcandles) at public rights-of-way shall be the level allowed for the type of roadway that meets the criteria as identified in the report by the City of Evanston Street Lighting Committee entitled “A Plan For the Future of Evanston’s Street Lighting System”. The level of light (footcandles) at common, adjacent lot lines with residential property will be zero (0). For all other property with non-residential zoning, the maximum light level will be determined by the existing light level on the adjacent property at its common lot line(s).

All outdoor lighting for parking lots that are adjacent to or within a residential district will have a maximum uniformity ratio of 6:1. In all other districts, the maximum uniformity ratio shall be 3:1. The uniformity ratio for this policy is defined as the average maintained footcandle to the minimum maintained footcandle.

Wallpack units for loading docks and area lighting must have horizontal lenses and a sharp cut-off.

To assure proper review of proposed lighting, the Transportation Division of the Public Works Department must be furnished the following:

1. Schematic diagram circuits
2. Photometrics of light units and lighting design with catalog cuts
3. Plan of layout of light units, cables and conduit, power center and service run to a minimum scale of 1” = 40’

This policy shall apply to all parking areas and lots, private and public and other outdoor areas that are illuminated.
Right-of-Way Acquisitions and Easements

Permanent Surface Easement: any use of public right of way by private entities will require a permanent easement.

Permanent Subsurface Easement: minor subsurface easements do not presently interfere with existing or future utilities or structures. Major subsurface easements that interfere with existing or future utilities or structures will require appraisal and City Council approval.

Permanent Aerial Easements: any use of the airspace over public right of way will require a permanent aerial easement.

Easement fees will be negotiated with the City of Evanston. There is a $500 administrative fee for legal and engineering services.

Vacations and Dedications: Requests for vacations and dedications are submitted to the Division of Transportation with a plan showing the proposed location. The City will send out letters of inquiry to various city departments and utility agencies to determine what conflicts may exist. If there are no conflicts, a Plat of Vacation or Dedication including a legal description must be submitted with a professional appraisal. The City will then conduct the public hearing and Ordinance process in conformance with state regulations governing vacation and dedications (65 ILCS 5/11-91-1 from Ch. 24, par. 11-91-1).
Sec. 11-91-1. Whenever the corporate authorities of any municipality, whether incorporated by special act or under any general law, determine that the public interest will be subserved by vacating any street or alley, or part thereof, within their jurisdiction in any incorporated area, they may vacate that street or alley, or part thereof, by an ordinance. The ordinance shall provide the legal description or permanent index number of the particular parcel or parcels of property acquiring title to the vacated property. But this ordinance shall be passed by the affirmative vote of at least three-fourths of the aldermen, trustees or commissioners then holding office. This vote shall be taken by ayes and noes and entered on the records of the corporate authorities.

No ordinance shall be passed vacating any street or alley under a municipality's jurisdiction and within an unincorporated area without notice thereof and a hearing thereon. At least 15 days prior to such a hearing, notice of its time, place and subject matter shall be published in a newspaper of general circulation within the unincorporated area which the street or alley proposed for vacation serves. At the hearing all interested persons shall be heard concerning the proposal for vacation.

The ordinance may provide that it shall not become effective until the owners of all property or the owner or owners of a particular parcel or parcels of property abutting upon the street or alley, or part thereof so vacated, shall pay compensation in an amount which, in the judgment of the corporate authorities, shall be the fair market value of the property acquired or of the benefits which will accrue to them by reason of that vacation, and if there are any public service facilities in such street or alley, or part thereof, the ordinance shall also reserve to the municipality or to the public utility, as the case may be, owning such facilities, such property, rights of way and
easements as, in the judgment of the corporate authorities, are necessary or desirable for continuing public service by means of those facilities and for the maintenance, renewal and reconstruction thereof. If the ordinance provides that only the owner or owners of one particular parcel of abutting property shall make payment, then the owner or owners of the particular parcel shall acquire title to the entire vacated street or alley, or the part thereof vacated.

The determination of the corporate authorities that the nature and extent of the public use or public interest to be subserved in such as to warrant the vacation of any street or alley, or part thereof, is conclusive, and the passage of such an ordinance is sufficient evidence of that determination, whether so recited in the ordinance or not. The relief to the public from further burden and responsibility of maintaining any street or alley, or part thereof, constitutes a public use or public interest authorizing the vacation.

When property is damaged by the vacation or closing of any street or alley, the damage shall be ascertained and paid as provided by law.
(Source: P.A. 93-383, eff. 7-25-03; 93-703, eff. 7-9-04.)

(65 ILCS 5/11-91-2) (from Ch. 24, par. 11-91-2)

Sec. 11-91-2. Except in cases where the deed, or other instrument, dedicating a street or alley, or part thereof, has expressly provided for a specific devolution of the title thereto upon the abandonment or vacation thereof, whenever any street or alley, or any part thereof, is vacated under or by virtue of any ordinance of any municipality, the title to the land included within the street or alley, or part thereof, so vacated, vests in the then owners of the land abutting thereon, in the same proportions and to the same extent, as though the street or alley has been dedicated by a common law plat (as distinguished from a statutory plat) and as though the fee of the street or alley had been acquired by the owners as a part of the land abutting on the street or alley.
(Source: Laws 1961, p. 576.)
Private and Public Development Grading Plan

New construction on private and public property will be graded so as not to cause a nuisance to the adjacent private property and public rights-of-way in terms of sheet draining storm water away from building toward adjacent lands. In addition, as indicated in Title 7-1-2-1 (B) of the City Code of the City of Evanston, the Director of Public Works is authorized to adopt additional rules and regulations for regulating and controlling improvements, including drainage that impacts public rights-of-ways and other land which affect the public property.

As per Illinois Drainage Law a landowner must continue to receive the surface water flowing naturally from higher ground. One of the most important principles of the Illinois drainage law is that the owners of lower ground, known as servent tenement, are bound to receive surface water that naturally flows on to it from higher ground.

This City’s administrative policy specifies the following:

Unless otherwise authorized by the City Engineer’ Office, any improvement of a private lot or public area with new construction of a structure or an addition to a structure requires the submittal of a grading plan which will contain the following elements:

1. For construction of 500 sq.ft. or more: A registered land surveyor must indicate the elevation of the adjacent foundations, back of sidewalk, top of curb, the elevation of the alley (if one exists), on a grid of 10'X10' related to the city datum. This grid must extend throughout the property to be developed and within twenty feet (20') outside of the property in relation to the public rights-of-way and the adjacent private land.

2. For construction greater than 100 sq. ft. and less than 500 sq.ft. A grading plan as indicated above certified by a registered architect will be acceptable.

3. The proposed grades, as desired, will be placed above the existing grades in parenthesis and should no change be proposed for any area within the property, there will be written the word “same”. The grading plan will be of such a scale so as not to be smaller than forty feet (40') per inch. The proposed top of slope and toe of slope must be indicated on the proposed grading plan by a dashed line.

4. Said grading plan will show the elevations of foundations of all structures as related to the city datum grade.

This grading plan will be submitted to the Building Division permit clerk upon application for a building permit.
CITY OF EVANSTON
STORMWATER CONTROL WORKSHEET

Property Owner/Tenant:

Property Address: ____________________________________________________________

Owners Phone #: __________________________ Owner’s Fax #: __________________________

In order to process the permit application this form MUST be completed. Submit this form to the Building Division (Phone: 847-866-2932 Fax: 847-448-8020) along with the permit application for new buildings, and for projects consisting of major remodeling/rehabilitation of an existing building.

1. Is the footprint of the total building larger than 5,000 sq. ft.? □ Yes □ No

2. Work Valuation (estimated construction cost of work under this permit) $ ____________

3. Property Value (derive from Cook County Assessor’s data) $ ____________

4. Is this a new parking lot or improvement of an existing lot? □ Yes □ No

Person completing the Worksheet:

Name: __________________________________________ Phone: (   ) ____________

(Please Print)

Date: __________________________ Fax: (   ) ____________

e-mail __________________________

For Internal Use by City staff only:

Reviewed by __________________________ Date ____________

Approved by __________________________ Date ____________
65-0-07

AN ORDINANCE

Establishing Stormwater Control Regulations

WHEREAS, pursuant to 70 ILCS 2605, stormwater management in Cook County is under the general supervision of the Metropolitan Water Reclamation District of Greater Chicago; and

WHEREAS, pursuant to 70 ILCS 2605, the City may regulate stormwater management and planning in a manner consistent with the plans, rules, and ordinances adopted by the Metropolitan Water Reclamation District of Greater Chicago; and

WHEREAS, through stormwater regulation the City seeks to reduce the damaging effects caused by the uncontrolled release of stormwater runoff from developments that include impervious areas; and

WHEREAS, through stormwater regulation, the City seeks to preserve the capacity and useful life of the City sewer system; and

WHEREAS, through stormwater regulation, the City seeks to enhance the separation of stormwater runoff from wastewater; and

WHEREAS, through stormwater regulation, the City seeks to reduce the frequency and severity of the discharge of pollutant-laden combined stormwater runoff and wastewater into waterways; and
WHEREAS, through stormwater regulation, the City seeks to recharge groundwater; and

WHEREAS, through stormwater regulation, the City seeks to enhance and help protect the public health and safety.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: That Title 4 of the City Code, as amended, is hereby further amended by adding Chapter 24, Stormwater Control:

CHAPTER 24: STORMWATER CONTROL

24-1: DEFINITIONS, PURPOSES, OTHER AGENCY REQUIREMENTS:

24-1-1: DEFINITIONS:

The following terms are defined for the use of this Ordinance as follows:

ALLOWABLE RELEASE RATE: The rate of stormwater runoff that is allowed to be discharged from a development site into the City Sewer System by means of the control system.

APPLICANT: Person(s) or agent(s) representing a property owner who desires to develop property in the City.

BULLETIN 70: A publication entitled “Frequency Distributions and Hydroclimatic Characteristics of Heavy Rainstorms in Illinois,” by Floyd A. Huff and James R. Angel, as published by the Illinois State Water Survey, Champaign, Illinois, 1989. The magnitudes of rainfall events having storm durations of twenty-four (24) hours and frequencies from two (2) to one-hundred (100) years are found in Table 13 of said publication and are adopted by the City to be used by applicants for calculations necessary for compliance with this Ordinance.

CITY SEWER SYSTEM: The networks of closed pipes, conduits, and drainage structures within the City which consists of three operational parts – the Storm Sewer System, which conveys stormwater only; the Combined Sewer System, which conveys a combination of stormwater and wastewater; and the Relief Combined Sewer System, which conveys stormwater during most ordinary
rainfall events, until the Combined Sewer System capacity is reached, at which point the Combined Sewer System discharges into the Relief Combined Sewer System.

CONTROL SYSTEM: Structures that contain restriction, backflow prevention, storage and conveyance features that are necessary for the safe, efficient control and discharge of detained stormwater runoff from the development into the City Sewer System at a rate no greater than the allowable release rate, up to the occurrence of the one hundred (100) -year frequency rainfall (twenty-four (24) hour duration) event. This system should be located on the development property, must meet the City's current construction standards, and must be fully accessible to the City for inspection purposes and to the applicant for maintenance purposes.

DETAINED STORMWATER VOLUME: The volume of stormwater that is tributary to the development site that exceeds the volume that is allowed to be discharged into the City Sewer System at the allowable release rate. This volume is calculated by the applicant and submitted to the Director for his review and approval. This volume accounts for rainfall that is infiltrated into the soil by virtue of the permeability of the surface and subsurface materials. Also called the “Stormwater Detention Volume.”

DETENTION: The temporary storage of stormwater runoff, typically in a closed or open detention basin or retention basin, or in oversized storm sewer pipes, followed by releasing the runoff gradually into an outlet waterway or the City Sewer System. The discharge flow rate of stormwater exiting the detention area is typically controlled by a control structure. Also called “Stormwater Detention.” For purposes of this Ordinance, the terminology “detention” shall mean either detention or retention, as appropriate.

DETENTION BASIN: A facility located within the development site that is designed to store stormwater runoff temporarily on, below, or above the ground surface, accompanied by the controlled release of the stored stormwater runoff. The limits of the detention basin are to be depicted on the final development plans and designated thereon as the “detention basin” (or “retention basin,” whichever is appropriate). Detention basins may be closed-type (concrete vaults or oversized storm sewer pipes) or open-type (having grassed, landscaped, bioengineered, or, when necessary to drain, paved bottoms). All detained stormwater must be drained from the detention basin by gravity, by pumping, or by infiltration into the groundwater, effectively draining the storage facility completely between rainfall events. For purposes of this Ordinance, the terminology “detention basin” shall mean either detention basin or retention basin or a combination of these, as appropriate.
DEVELOPMENT: Any activity, excavation or fill, alteration, subdivision or resubdivision, change in land use, or practice including, without limitation, redevelopment or rehabilitation. Development may be undertaken by private or public entities or a combination thereof. Development does not include maintenance of stormwater control facilities; the maintenance of existing buildings; gardening or plowing that does not involve filling, grading, or the construction of levees; or the resurfacing of existing paved roads, drives, or parking lots.

DIRECTOR: Refers to the Director of the Public Works Department or his or her designee.

DISCHARGE: The rate at which stormwater moves through an open channel or closed pipe, usually measured in cubic feet per second.

DRAINAGE AREA: The surface area from which stormwater runoff originates at a given point or location on a stream, waterway, or within pipes or channels, usually measured in acres. Also called, “Tributary Drainage Area” or “Tributary Area.”

FLOOD FRINGE: That portion of the regulatory floodplain that is outside of the regulatory floodway.

IMPERVIOUS SURFACE: Natural or man-made materials through which water, roots, or air cannot penetrate. This type of material prevents the movement of surface water down to the water table.

INfiltration: The movement or passage of water into the soil from a surface that is permeable. Infiltration may be used as an alternative to the detention or retention of stormwater runoff as a means to provide all or part of the required detained stormwater volume. This is possible under natural or man-made conditions in which deep, permeable layers of sandy soils or other materials with voids are present.

ONE HUNDRED-YEAR FREQUENCY RAINFALL: A rainfall event that has a one percent (1%) probability of being equaled or exceeded in any given year. On average, an event of this size or larger will occur once every one-hundred (100) years. It is also called the “Design Storm.” The magnitude of this rainfall amount for a variety of frequencies and storm durations is found in Table 13 of Bulletin 70.

OUTFALL/OUTLET: The point, location, or structure where stormwater runoff discharges from a stormwater facility to a receiving body of water or into the City Sewer System.
PERMEABLE: Having voids, pores, or openings through which liquids may pass.

PUBLIC WORKS STORMWATER CONTROL REGULATIONS: A document published by the Evanston Public Works Department which outlines the methodology for calculating the detained stormwater volume.

RECHARGE: Replenishment of groundwater reservoirs by infiltration through permeable soils or other granular materials.

REGULATORY FLOODPLAIN: Lands that are adjacent to bodies of water (Lake Michigan or the North Shore Channel in the City) and that may be inundated by water up to the base flood elevation, as regulated by the Federal Emergency Management Agency ("FEMA"). The floodplain is mapped by FEMA as part of the National Flood Insurance Program. The floodplains within the City are identified as Special Flood Hazard Areas ("SFHAs") on map no. 17031C0253F, no. 17031C0255F, no. 17031C0260F, no. 17031C0265F, and no. 17031C0270, which are part of the series of Flood Insurance Rate Maps ("FIRMs") for Cook County, Illinois, having an effective date of November 6, 2000. Floodplains consist of two parts – the floodway and the flood fringe.

REGULATORY FLOODWAY: That portion of the regulatory floodplain that is necessary for the conveyance of the base flood. The regulatory floodway is depicted on the FEMA FIRM maps (see description for Regulatory Floodplain above).

RELEASE RATE: A rate of stormwater runoff that is being discharged from a development site into the City Sewer System by means of the control structure, measured in cubic feet per second.

RUNOFF/STORMWATER RUNOFF: Water which moves through the landscape either as surface or subsurface flows. It originates from atmospheric precipitation in the form of rain or snow and does not recharge the groundwater reservoirs.

WETLAND: An area that is inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. The determination that an area is a wetland follows a procedure that is outlined by the US Army Corps of Engineers ("USACE"). No activity or development that will adversely impact a wetland is allowed by the USACE unless a permit from that agency is granted.
24-1-2: PURPOSES:

The purposes for this Ordinance are to (1) reduce the damaging effects caused by the uncontrolled release of stormwater runoff from developments that include impervious areas, (2) preserve the capacity and useful life of the City Sewer System, (3) enhance the separation of stormwater runoff from wastewater, (4) reduce the frequency and severity of the discharge of pollutant-laden combined stormwater runoff and wastewater into waterways, (5) recharge groundwater, (6) enhance and help protect the public health and safety, and (7) be consistent with the Cook County Stormwater Management Plan, as approved and the latest revision thereof.

24-1-3: OTHER AGENCY REQUIREMENTS:

All work related to this Ordinance shall be done in accordance with all other federal, state, county, or regional agencies having jurisdiction, including, but not limited to the US Army Corps of Engineers ("USACE"), US Environmental Protection Agency ("USEPA"), Illinois Department of Natural Resources ("IDNR"), Illinois Environmental Protection Agency ("IEPA"), and Metropolitan Water Reclamation District of Greater Chicago ("MWRD").

24-2: STORMWATER CONTROL REQUIREMENTS:

24-2-1: DEVELOPMENTS REQUIRING STORMWATER CONTROL:

All new developments shall provide stormwater control for the entire property. Additionally, any developments (1) where the final building footprint is greater than five-thousand square feet (5,000 sq.ft.), and (2) having construction costs greater than one-hundred percent (100%) of the latest property value as published by the Cook County Assessor's Office for the existing tax parcel(s) affected by the development as of the effective date of this Ordinance shall provide stormwater control for the entire property. This provision shall also apply to staged developments or multiple independent developments for which the aggregate construction costs exceed one-hundred percent (100%) of the property value for the tax parcel(s) existing at the time of the initial development after the effective date of this Ordinance. Stormwater control includes both (1) the need to detain a certain stormwater volume, and (2) the need to control the release rate of stormwater as it is discharged from the development site and enters the City Sewer System.
24-2-2: EXEMPT DEVELOPMENTS:

The following developments are exempt from the provisions of this Ordinance:

(A) Developments Prior to Ordinance. All developments that have been submitted to the City's Plan Commission or Planning & Development Committee, approved and permitted for construction, or are under construction as of the effective date of this Ordinance. Such exempt developments must be in compliance with the City's Department of Public Works "Administrative Policy 201, January 2000, Private and Public Development, Detention Requirements."

(B) Development of one-, two-, or three-family residential structures on one or two adjacent parcels, provided that neither parcel is larger than one (1.0) acre in area.

(C) Existing paved parking lots that are resurfaced, or milled and resurfaced; where there is no change to existing drainage that increases runoff to the City Sewer System. A paved parking lot is not exempt whenever parts or all of the lot is redeveloped for a different use or a parking structure is constructed, at which point stormwater control is required for the entire development, including the parking lot.

(D) Any new development for which the stormwater control requirements under this Ordinance have been fully satisfied for the existing and proposed development conditions based on installation of all required stormwater control during a prior development, and the stormwater control facilities have been maintained and are fully functional and operating. The applicant shall demonstrate compliance with this Ordinance by submitting to the City's Department of Public Works all calculations and documents in support of a finding that no additional stormwater control facilities are required.

24-3: STORMWATER CONTROL FACILITIES:

24-3-1: GENERAL:

Control of the detained stormwater volume must be provided by facilities that are entirely within the development property and are fully accessible for inspection by the City. These facilities shall be designed to store the required detained stormwater volume temporarily on, below, or above the ground surface in a detention or retention basin, and to subsequently release the stored detained stormwater volume at a rate no greater than the allowable release rate by means of a restrictor within the control structure for final discharge into the City Sewer System. The stormwater control system shall be located such that (1) adjacent properties are not impacted by stormwater from the development and (2) facilities
are accessible to the City for inspection and accessible to the applicant for maintenance.

The stormwater control system must meet the City's current construction standards for stormwater control structures having restriction, overflow, backflow prevention, and inspection/maintenance capabilities.

24-3-2: CALCULATIONS:

The stormwater detention volume and the allowable release rate shall be calculated using the methodology described in the Public Works Stormwater Control Regulations available from the Public Works Department.

24-3-3: MEANS FOR STORING RUNOFF:

The storage of detained stormwater volume must be accomplished by any of the following means:

(A) Open detention basin. The basin may be of any shape. The active storage depth of the detention basin is a maximum of 2 feet, with an additional one foot (1') freeboard. The basin must be landscaped, or have a bioengineered surface. Side slopes must be no steeper than a four-to-one ratio (4:1) (four (4) horizontal to one (1) vertical), and the bottom slope must be one to two percent (1%-2%) to facilitate the complete drainage of all stormwater runoff into the control structure by gravity, or by the use of pumps if a retention basin is proposed. Inflow pipes to the open detention basin must carry only stormwater runoff, and a backflow preventing device, such as a flap gate, must be installed within a structure and must be provided on each inflow pipe to prevent basin stormwater from flooding any development structures.

(B) Reinforced concrete pipe or ductile iron pipe storage, constructed to the City's current construction standards.

(C) Reinforced concrete vaults, constructed in accordance with the design by an Illinois licensed Structural Engineer.

(D) Parking lot surface storage, with the depth of stormwater storage limited to six inches (6") or less.

(E) Rooftop storage, with the depth of stormwater limited to six inches (6") or less, based on a determination by an Illinois licensed Structural Engineer that the roof is structurally adequate to resist all loading, including the additional water load (considered to be live load).
(F) Infiltration of the detained stormwater volume, provided that the applicant submits an engineered infiltration field design by an Illinois licensed Professional Engineer. The design must include the calculations and supporting documents necessary to demonstrate that the proposed infiltrated detained stormwater volume meets the storage requirement.

(G) Other means or combination of means which the applicant may use, subject to the approval by the Director prior to the issuance of all necessary construction permits.

24-3-4: CONTROL SYSTEM:

(A) The control system must contain those restriction, backflow prevention, storage and conveyance features that are necessary for the safe, efficient control and discharge of detained stormwater volume from the development into the City Sewer System at a rate no greater than the allowable release rate, up to the occurrence of the one-hundred (100) -year frequency rainfall (twenty-four (24) hour) event. This system must be located on the development property unless waived by the Director, must meet the City's current construction standards, and must be fully accessible to the City for inspection purposes and to the applicant for maintenance purposes. The system shall contain adequate provisions for the emergency release of stormwater in excess of the required storage volume or runoff rate that may be associated with more extreme rainfall events or unforeseen debris or ice buildup within the structure. The emergency release shall commence only after the required detained stormwater volume has been stored on the development site. The emergency release must discharge onto the development property. A backflow preventing feature, such as a flap gate, shall also be provided such that no stormwater or wastewater from the City Sewer System can flow back onto the development site. The backflow preventing device shall be installed in a structure located immediately outside of the structure containing the restrictor.

(B) Stormwater control systems shall not be located within any part of a regulated floodplain, either the floodway or flood fringe, within the City, as depicted on the FEMA FIRM map panels for Cook County, Illinois. Any work in the floodplain or in wetlands requires the applicant to obtain all permits that may be required from the USACE, USEPA, IDNR, IEPA, MWRD, and any other federal, state, or regional agency as may be required. The applicant shall not begin construction until the applicant has applied for and obtained these permits. In the event that any of these permits include conditions that are more or less stringent than the provisions of this Ordinance, the more stringent of the permit conditions or ordinance provisions shall apply.
24-3-5: CONNECTION TO CITY SEWER SYSTEM:

The applicant is responsible for all construction and restoration work that is needed within the public right-of-way to achieve the connection to the City Sewer System. This work shall be performed in accordance with the City's current construction standards.

Whenever more than one of the City's Sewer System components is adjacent to, or in close proximity to the development, the applicant's stormwater control system shall discharge retained stormwater into that component which is both feasible and most advantageous to the City. Generally, but not always, the Storm Sewer System is the most advantageous outlet, followed by the Relief Combined Sewer System, followed by the least advantageous Combined Sewer System. The use of a particular outlet City Sewer System component may not be possible due to circumstances such as the presence of other conflicting utilities or if the component is buried deep below the surface. Applicants shall work with the City's Department of Public Works to ascertain which one of the City Sewer System components shall be used as the outlet from the development.

24-4: FEE IN LIEU OF STORMWATER CONTROL:

In the event that an applicant cannot physically provide all the necessary control of the required retained stormwater volume on the development property, the applicant shall:

(A) Provide proof that is satisfactory to the Director that the development site conditions limit his capacity to fully meet the retained stormwater volume, and

(B) Provide stormwater control for that volume of retained stormwater which the applicant is able to provide in accordance with the requirements of this Chapter, and

(C) Pay a fee in lieu of providing the balance of the excess stormwater control volume that the applicant cannot provide on site. The fee in lieu of providing stormwater volume shall be initially set at twelve dollars ($12.00) per cubic foot of required retained stormwater volume; however the total fee shall not exceed five percent (5%) of the construction costs of the development. The fee in lieu shall increase each January thereafter by the percent increase indicated for the year ending in January by the United States Department of Labor Bureau of Labor Statistics Consumer Price Index ("CPI") for the Chicago metropolitan area (Chicago-Gary-Kenosha). The City will use this fee for any of
the purposes served by this Ordinance that the Director deems suitable in furthering the City’s interest in providing for stormwater control.

24-5: CITY REVIEW AND INSPECTION:

24-5-1: CITY REVIEWS:

The Director shall review all elements of the stormwater control facilities, drawing plans, sketches, details, calculations and any other evidence and supporting documents that are submitted by the applicant for the proposed development. The Director must review all developments, regardless of whether physical stormwater control facilities or fees in-lieu of stormwater control facilities are being requested by the applicant. The Director may meet with the applicant to discuss the proposed stormwater facilities and/or prepare written review comments regarding the applicant’s submittal when the submittal has not satisfied all appropriate provisions of this Ordinance. The applicant shall respond to the Director’s review comments and perform the necessary design changes, then submit the revised submittal documents for further review by the Director. This process of submittals, review, and revisions shall continue until all provisions of this Ordinance are met to the satisfaction of the Director. The applicant shall not receive a building permit for the proposed development until all provisions of this Chapter are met.

24-5-2: CITY INSPECTION DURING CONSTRUCTION:

The Director may inspect the applicant’s stormwater control system during the construction to ascertain whether the applicant is constructing or has constructed the system in accordance with the approved plan. Any deficiencies in the construction shall be corrected by the applicant at his expense, regardless of when the Director determines that such deficiencies exist.

24-5-3: CERTIFICATE OF OCCUPANCY:

The stormwater control system must be installed and functioning before the Certificate of Occupancy for the development will be issued.

24-5-4: MAINTENANCE:

The stormwater control system shall be maintained by the applicant or current owner in a fully functioning and operating condition.

24-6: INSPECTION FEE:
All developments that are required to provide stormwater control shall pay to the City an initial inspection fee of one-hundred and fifty dollars ($150.00) and thereafter, an annual inspection fee of one-hundred and fifty dollars ($150.00).

24-7: PENALTY:

If the Director determines that any stormwater control system required by this Chapter does not comply with the provisions of this Chapter, the Director shall notify the applicant or current owner in writing of such non-compliance. The applicant or current owner shall have thirty (30) calendar days from the date of receipt of such notice to comply with the provisions of this Chapter. If at the end of the thirty (30) calendar days the applicant or current owner is not in compliance with the provisions of this Chapter, a two-hundred and fifty dollars ($250.00) fine shall be imposed and the applicant or current owner shall have an additional thirty (30) calendar days to comply. If at the end of the thirty (30) additional days for compliance, the applicant or current owner is not in compliance with the provisions of this Chapter, a fine of not less than two-hundred and fifty dollars ($250.00) shall be imposed for each day thereafter in which the applicant or current owner is not in compliance.

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced: _________________, 2007

Approved: ______________________, 2007

Adopted: _________________, 2007

__________________________
Lorraine H. Morton, Mayor

Attest: ______________________

Approved as to form:

___________________________________
Mary P. Morris, City Clerk

Corporation Counsel
Intensity
The average rainfall intensity used in the design formula shall be based on rainfall frequencies set forth in bulletin 70 (northeast section) "Frequency Distributions and Hydroclimatic Characteristics Of Heavy Rainstorms In Illinois" prepared by the Illinois state water survey, 1989.

Release Rate
The allowable release rate from a site is 0.15 cfs/acre. If less than an acre, use 0.15 cfs as the release rate.

Stormwater Control Ordinance
Runoff Coefficients, C

<table>
<thead>
<tr>
<th>SURFACE TYPE</th>
<th>RUNOFF COEFFICIENT, C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-development Condition</td>
<td></td>
</tr>
<tr>
<td>All surface types</td>
<td>0.15</td>
</tr>
<tr>
<td>Post-development Condition</td>
<td></td>
</tr>
<tr>
<td>Grass or landscaped</td>
<td>0.30</td>
</tr>
<tr>
<td>Pavement - Concrete</td>
<td>0.90</td>
</tr>
<tr>
<td>Pavement - Bituminous</td>
<td>0.90</td>
</tr>
<tr>
<td>Roofs</td>
<td>0.90</td>
</tr>
<tr>
<td>Gravel, Compacted or Tar/Bitumin Treated</td>
<td>0.85</td>
</tr>
<tr>
<td>Gravel, Loose or Granular</td>
<td>0.60</td>
</tr>
<tr>
<td>Ext. Detention Basins</td>
<td>1.00</td>
</tr>
<tr>
<td>Pervious Pavement (Concrete or Bituminous)</td>
<td>Per Mfr.</td>
</tr>
<tr>
<td>Permeable Pavers</td>
<td>Per Mfr.</td>
</tr>
</tbody>
</table>
CITY OF EVANSTON
POLICY FOR
EROSION AND SEDIMENT CONTROL
ON CONSTRUCTION SITES

This policy has been developed by the City of Evanston to control storm water runoff on all private development sites within the City limits with greater than 5000 square feet of site disturbance during construction. Sites larger than 1 acre may also be subject to regulation by Cook County. It is the responsibility of the Owner to ensure that all policies listed below are followed. Lack of compliance may result in suspension of the permit for construction.

Initial Site Planning
A. Erosion and sediment control planning shall be part of the initial site planning process. In planning the development of the site, the applicant shall consider the sensitivity of existing soils to erosion and topographical features such as steep slopes, must be protected to reduce the amount of erosion and sediment which occurs. Where appropriate, existing vegetation shall be protected from disturbance during construction by fencing or other means. In the planning process the applicant shall also address the following:

1. For projects that involve phased construction, existing land cover for those areas not under current development shall be addressed. If existing land cover does not consist of appropriate dense vegetation, then these phases shall be planted temporarily to reduce erosion from idle land.
2. In planning the erosion and sediment control strategy, preference shall be given to reducing erosion rather than controlling sediment. In order to accomplish this, the plan must carefully consider the construction sequence of the phases so that the amount of land area exposed to erosive forces is the minimum consistent with completing construction.

Design Standards and Features
An erosion and sediment control plan must be submitted and approved prior to the issuance of the building permit. The plan must include the features listed below.


B. The runoff from disturbed areas shall not leave the site without first passing through sediment control measures or devices. This requirement shall apply to all phases of construction and shall include an ongoing process of implementation of measures and maintenance of those measures during both the construction season and any construction shutdown periods.
C. The condition of the construction site for winter shutdown shall be addressed early in the fall growing season so that slopes and other bare earth areas may be stabilized with temporary and/or permanent vegetative cover for proper erosion and sediment control. All open areas that are to remain idle throughout the winter shall receive temporary erosion control measures including temporary seeding, mulching and/or erosion control blanket prior to the end of the fall growing season. The areas to be worked beyond the end of the growing season must incorporate soil stabilization measures that do not rely on vegetative cover such as erosion control blanket and heavy mulching.

D. The perimeter sediment control measures shall be installed and functioning prior to soil disturbance.

E. The erosion and sediment control plan shall designate a series of practices which shall be implemented either at the direction of the applicant or the applicant's representative onsite or at the direction of the City should an inspection of the site indicate a deficiency in soil and sediment erosion control measures. At a minimum, these measures shall include:
   1. Truck washout areas
   2. Sediment traps
   3. Inlet protection filters
   4. Silt fences
   5. Temporary seeding
   6. Mulching
   7. Erosion control blankets
   8. Dust control watering

F. The permanent erosion control measures shall be initiated within seven days following the completion of soil disturbing activities.

H. Erosion and sediment control plans shall include the following:
   1. Detailed construction phasing plan identifying erosion and sediment control measures to be in place for each phase shall be submitted.
   2. Erosion and sediment control measures to be installed initially prior to stripping existing vegetation or mass grading shall be indicated on the plans.
   3. Permanent stabilization measures shall be indicated on separate landscaping plans.
   4. Methods for conveying flows through the site during construction shall be indicated. These methods must include the temporary and permanent stabilization measures to be used to reduce velocity and erosion from flow through the construction zone.
   5. A maintenance schedule of each measure used shall be indicated on the plan. As a minimum, all erosion and sediment control measures onsite shall be inspected weekly or after a one-half inch or greater rainfall event
and any required repairs shall be made within three calendar days to keep these measures functional as designed.

6. Sensitive areas and any required buffers shall be indicated on the erosion and sediment control plan.

**Construction Phase Requirements**

A. If a stockpile is to remain in place for more than two days, perimeter sediment controls shall be provided around the stockpile. The stockpile shall be covered with a tarp to prevent wind erosion.

B. Storm sewer inlets shall be protected with sediment trapping and/or filter control devices during construction.

C. Water pumped or which is otherwise discharged from the site during construction dewatering shall be filtered and a means provided to reduce erosion.

D. Graveled roads, access drives, parking areas of sufficient width and length and vehicle wash-down facilities, shall be provided to prevent soil from being tracked onto public or private roadways. Any soil tracked onto a public or private roadway shall be removed before the end of each workday or sooner as directed by the City.

E. All waste generated as a result of site development including, but not limited to, any building waste, concrete truck washout, chemicals, litter, sanitary waste, or any other waste shall be properly disposed of and shall be prevented from being transported off-site by either wind or water.
AN ORDINANCE

Amending Title 7, "Public Ways"
Chapter 8, "Trees and Shrubs" of the Evanston City Code
to add Section 8, "Tree Preservation"

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF

EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: That Title 7, "Public Ways", Chapter 8, "Trees and Shrubs"
of the Evanston City Code of 1979, as amended (City Code), is hereby further amended by adding Section 8, "Tree Preservation", to read as follows:

7-8-8: TREE PRESERVATION

7-8-8-1: PURPOSE AND INTENT:

A. Purpose And Intent: This chapter governs the maintenance, protection, removal, and replacement of existing public trees, private trees located on any parcel of two (2) acres or more planned for a subdivision, and private trees within a Planned Development within the City of Evanston, in order to protect and preserve the urban landscape and to fulfill the objectives identified in the Evanston Comprehensive Plan.

B. Objectives: The protection of trees as a valuable community resource also accomplishes the following objectives:

1. Stabilize valuable topsoil by preventing or minimizing unnecessary soil erosion and sedimentation;

2. Assist in proper storm water runoff in order to decrease the costs associated with flooding;

3. Protect the important link in the hydrologic cycle that trees provide through the transpiring of water and the neutralization of wastes that pass through to the ground water table and other aquifers;

4. Aid in the reduction of air pollution through the removal of harmful carbon dioxide and the generation of oxygen;
5. Provide a buffer and screen against noise pollution;

6. Provide a haven and nesting areas for birds, insects, and other forms of wildlife that are essential to the maintenance of the food chain and that help control and eliminate disease carrying mosquitoes;

7. Reduce energy consumption through the windbreak and shade effects of trees;

8. Protect and increase property values in a manner that maintains each property owner’s enjoyment of his or her property;

9. Conserve and enhance the City’s physical and aesthetic environment;

10. Eliminate trees that constitute a threat, danger, or nuisance to the public or to property in the City, or that may be dangerous to the health of other trees and vegetation in the City;

11. Protect and enhance the quality of life and the general welfare of the City and its residents; and

12. Restore, to the greatest extent possible, denuded soil that results from construction and grading work accompanying development.

7-8-8-2: APPLICATION AND ENFORCEMENT OF PROVISIONS:

A. Generally: This chapter applies to all areas and zoning districts within the City, and will be applied and enforced by the City Manager or his/her designee. This chapter applies simultaneously with other consistent provisions of this code as well as state and federal law. If any inconsistency exists, the provision resulting in the maximum protection and preservation of the highest quality of trees will govern. No permits or approvals granted under any City regulation other than this chapter will authorize the damage, removal, or replacement of any trees in a manner which is not consistent with the provisions of this chapter.

B. Modification Of Required Submittals: The City Manager or his/her designee may modify or waive portions of the tree permit application, tree replacement plan, tree replacement mitigation fee, or tree protection plan required by this chapter if the City Manager or his/her designee determines that the modification or waiver will be consistent with the purposes of this chapter.

7-8-8-3: DEFINITIONS:

For the purposes of this chapter, the following terms, phrases, and words have the meanings in this section. The terms, phrases, and words used in this chapter that are not defined in this section have the meanings otherwise ascribed to them elsewhere in this title.
ADMINISTRATIVE MANUAL: A document prepared by the City Manager or his/her designee at the direction of the City Council, upon consultation with the City Manager, for the purpose of implementing the regulations set forth in this chapter.

APPLICANT: Any person who files a tree permit application or is issued a tree permit, including the owner(s) of any property for which a tree permit application is filed or a tree permit is received.

CALIPER: The method of measurement used for nursery stock for new plantings by measuring the diameter of the trunk at a point six inches (6") above the existing grade or proposed planted grade for nursery trees up to and including four inches (4") in caliper, and at a point twelve inches (12") above the existing grade or proposed grade for nursery trees larger than four inches (4").

CITY: The City of Evanston, Illinois.

CITY MANAGER OR HIS/HER DESIGNEE The chief administrative officer of the City of Evanston, Illinois or an individual designated by the City Manager as his/her designee of the City, or any other person as may, from time to time, be specifically appointed by the City Manager to carry out all or any part of the functions of the City Manager under this chapter.

CITY SUBDIVISION ORDINANCE: Title 4, Chapter 13 of the Evanston City Code as amended.

CONSERVANCY AREA: An area designated on a recorded plat, deed or covenant to protect the natural features of the area.

CONSTRUCTION ACTIVITY: Any of the following listed activities, but only if, and only to the extent that, the activity anticipates or involves the actual or reasonably likely damage or removal of any tree, as determined by the City Manager or his/her designee:

A. The erection, exterior alteration, exterior repair, exterior renovation, demolition, or removal of a building or structure of any kind.

B. The paving, resurfacing, or installation of any impervious surface including, without limitation, driveways, patios, and decks.

C. The excavation, filling, grading, or clearing of all or any portion of a lot.

D. Any exterior or interior construction that requires the placement of a dumpster, or other similarly sized trash or refuse receptacle, on the subject property.

CONSTRUCTION ACTIVITY AREA: The area of the subject property identified as the construction activity area on the tree protection plan pursuant to section 7-8-8 of this chapter.
CRITICAL ROOT ZONE: The area inscribed by an imaginary circular line on the ground beneath a tree having as its center point the center of the trunk of the tree and a radius equal to one foot (1') for every inch of the tree's dbh.

CRITICAL ROOT ZONE PROTECTION: The physical protection of the critical root zone in order to prevent damage to tree roots by soil compaction or other means. "Critical root zone protection" may be required by the City Manager or his/her designee for specified trees within the construction activity area.

DAMAGE: The death of a tree or a significant loss of a tree's structural integrity including, without limitation, destruction; extraction; spraying; poisoning; carving; mutilating; girdling; severing the main trunk, leader, large branches or roots; removing any portion of the bark from the main trunk or from large branches; touching with live wires; crushing or exposing the roots; digging or drilling any hole or trench within the critical root zone; filling with soil or other materials within the critical root zone or compacting a substantial portion of the soil in the critical root zone; or moving a tree to another location. "Damage" does not include the pruning of trees in accordance with the national pruning standards.

DIAMETER BREAST HEIGHT (dbh): The method for measurement of trees other than nursery stock, calculated as the diameter of the trunk of a tree measured in inches at a point four and one-half feet (4 1/2') above the existing grade at the base of the tree.

DISEASED TREE: Any tree specified in section 7-8-6 of this chapter.

EXOTIC AND INVASIVE SPECIES: Those species of vegetation that interfere with the health of trees as set forth in appendix A, section 7-8-12 of this chapter as listed under Species Group D.

LOT: A parcel or parcels of land as defined in section 6-18-3 of this code.

NATIONAL PRUNING STANDARDS: "Standard Practices For Tree, Shrub, And Other Woody Plant Maintenance" (ANSI 300) and "Tree Pruning Guidelines", published by the International Society of Arboriculture, as set forth in appendix D to this chapter, which appendix is on file in the office of the City Clerk.

NURSERY STOCK STANDARDS: The "American Standards for Nursery Stock", as approved by the American Standards Institute, Inc., issued as ANSI Z60.1-1990.

PERSON: Any public or private individual, group, company, firm, corporation, partnership, association, society, or any other combination of human beings, whether legal or natural.

PLANNED DEVELOPMENT: Any parcel falling under the Planned Development regulations as stated in Title 6, Chapter 3, Section 6-3-6 of the Evanston City Code.
PROTECTED TREE: Any tree specified in section 7-8-8-4 of this chapter.

PRUNING: The cutting or trimming of trees in accordance with the national pruning standards.

PUBLIC RIGHT OF WAY: Any right of way, thoroughfare, avenue, road, highway, boulevard, parkway, drive, way, lane, or court dedicated to the public.

PUBLIC TREE: Any tree located on any public right of way.

REGULATED ACTIVITY: Any activity specified in section 7-8-8-5 of this chapter.

REMOVE OR REMOVAL: The physical detachment or elimination of a tree, or the effective detachment or elimination of a tree, through damage or otherwise.

SUBDIVISION: A division of any parcel; or a change to, or division of, any two or more contiguous parcels of land pursuant to the City Subdivision Ordinance.

SUBJECT PROPERTY: Any lot affected, in whole or in part, by a regulated activity. "Subject property" may include lots other than the lot on which the regulated activity takes place.

TREE: A self-supporting, woody plant, together with its root system, having a well defined stem or trunk or a multi-stemmed trunk system and a more or less well defined crown. The word "tree" does not include containerized trees or nursery stock trees maintained for resale. Any reference to the location of a "tree" refers only to the location of that portion of the trunk of the "tree" that is at a point four and one-half feet (4\(\frac{1}{2}\)) above the existing grade at the base of the "tree".

TREE CARE STANDARDS: The tree care standards set forth in appendix C to this chapter, which appendix is on file in the office of the City Clerk.

TREE EMERGENCY: The existence of any tree within the City that has become an immediate danger or hazard to persons or property as a result of any tornado, windstorm, flood, freeze, natural disaster, or otherwise.

TREE INVENTORY: The tree inventory specified in subsection 7-8-8-8 C of this chapter.

TREE PERMIT: The permit required pursuant to section 7-8-8-6 of this chapter.

TREE PERMIT APPLICATION: The application required for issuance of a tree permit pursuant to section 7-8-8-6 of this chapter.

TREE PROTECTION AREA: The area of the subject property identified as the tree protection area on the tree protection plan pursuant to section 7-8-8-8 of this chapter.
TREE PROTECTION PLAN: The plan required pursuant to section 7-8-8-8 of this chapter.

TREE REPLACEMENT MITIGATION FEE: The fee paid in lieu of tree replacement pursuant to subsection 7-8-8-7G of this chapter.

TREE REPLACEMENT PLAN: A written plan that identifies each tree that will be damaged or removed and the method by which any damaged or removed tree will be replaced pursuant to section 7-8-8-7 of this chapter.


TREE SURVEY: The survey required pursuant to subsection 7-8-8-8 C of this chapter.

7-8-8-4: PROTECTED TREES:

A. Identification Of Trees By Group: Trees within the City are defined into four (4) groups, groups A, B, C, and D, based on ratings provided in the tree species standards for species characteristics including environmental adaptability, biological traits, longevity, maintenance needs, and landscape value. Group A trees are the highest rated trees and group D trees are the lowest rated. The complete list of species in each group is set forth in appendix A, section 7-8-8-13 of this chapter.

B. Protected Trees Designated:

1. Protected trees are those trees in groups A, B, and C with the minimum dbh listed below:

<table>
<thead>
<tr>
<th>Protected Trees</th>
<th>Minimum DBH</th>
</tr>
</thead>
<tbody>
<tr>
<td>All public trees</td>
<td>2 inches</td>
</tr>
<tr>
<td>Group A</td>
<td>3 inches</td>
</tr>
<tr>
<td>Group B</td>
<td>6 inches</td>
</tr>
<tr>
<td>Group C</td>
<td>10 inches</td>
</tr>
</tbody>
</table>

2. When a protected tree has a multi-stemmed trunk system, the minimum dbh shall be determined utilizing the trunk having the largest measurement as determined by a calculation in inches at a point four and one-half feet (4.5') above the existing grade at the base of the tree.
C. Exclusions: Protected trees do not include trees with a dbh below the minimum dbh as provided in subsection B of this section, or group D trees.

7-8-8-5: REGULATED ACTIVITIES:

A. Regulated Activities Designated: The following activities are regulated activities and are subject to the provisions of this Chapter:

1. Any activity that will cause, or is reasonably likely to cause, damage to, or removal of, a tree or trees with a dbh of two inches (2") or greater on a subdivision of property measuring two (2) acres or larger pursuant to the City subdivision ordinance;

2. Any activity that will cause, or is reasonably likely to cause, damage to, or removal of, a tree or trees with a dbh of two inches (2") or greater commenced pursuant to a planned development granted in accordance with this title;

3. Any activity that will cause, or is reasonably likely to cause, damage to, or removal of, a tree or trees with a dbh of two inches (2") or greater on public property requiring the issuance of any permit by any City ordinance, including, without limitation, grading, building, sewerage, water, plumbing, or other permits;

4. The removal of exotic and invasive species with a dbh of two inches (2") or greater.

B. Limitation on Damage or Removal of Trees: This chapter applies to the damage or removal of any tree in the course of the regulated activities described in this section. All regulated activities must be planned and performed in a manner, to a degree, and with sufficient equipment and personnel so as to: 1) reasonably involve the least amount of damage or removal of trees; and 2) not defeat or be inconsistent with the purposes and intent of this chapter.

C. Regulated Activities Involving Construction: An applicant for any regulated activity involving construction activity must submit a tree protection plan in accordance with section 7-8-8-8 of this chapter and a tree replacement security in accordance with subsection 7-8-8-7 J of this chapter.

7-8-8-6: PERMIT REQUIREMENTS:

A. Permit and Compliance Required: No person may conduct or will be entitled to any permit for any activity associated with a regulated activity unless a valid tree permit for the activity is issued in accordance with this chapter. No person will be entitled to any tree permit unless the subject property, upon the issuance of the tree permit, is
in strict compliance with the terms and provisions of this chapter and the terms and provisions of all other applicable laws, ordinances, rules, and regulations of the City and of all other governmental agencies having jurisdiction.

B. Exceptions:

1. Pruning: A tree permit is not required for the pruning of any private tree in compliance with the national pruning standards.

2. Tree Emergency: In response to notice of an existing tree emergency, the Mayor or the City Manager or his/her designee, are each authorized to waive the requirement for a tree permit or tree permit application. If a tree emergency occurs, the person endangered by the tree emergency may take any reasonable action necessary to avoid or eliminate the immediate danger or hazard. The action taken must be an action that is least likely under the circumstances to cause damage or removal of any trees, and the City assumes no responsibility or liability for any action taken. The person taking the action must report the action taken to any of the above City officials immediately after the action is taken and file an after-the-fact tree application permit within forty eight (48) hours, which the City Manager or his/her designee will review. If the City Manager or his/her designee determines that a tree emergency existed which justified the damage or removal of the tree(s), an after the fact tree permit will be issued with no permit fee charged. If the City Manager or his/her designee determines that no emergency existed to justify the damage or removal of the tree(s), then the action will be deemed a violation of this chapter, and the damaged or removed tree(s) must be replaced pursuant to this chapter.

C. Application For Permit: Any person desiring or required to obtain a tree permit must submit a tree permit application to the City Manager or his/her designee on a form provided by the City setting forth or otherwise providing the following information:

1. Required Information For All Applications:

   a. Applicant's name and address.

   b. Location of the subject property on which the regulated activity will occur, including the street address or legal description, and the legal and beneficial owner of the subject property.

   c. Legal relationship of the applicant to the subject property.

   d. The signature of the applicant and the owner of the subject property.

   e. Size of the subject property.
f. If all or part of the subject property is located within a conservancy area, any recorded plat, deed, or covenant that indicates or describes the location and restrictions of the conservancy area.

g. Number, size, species, and condition of trees that will be damaged or removed in the course of the proposed regulated activity.

h. Number, size, species, and condition of trees that may be damaged or removed in the course of the proposed regulated activity or any related activity, and steps to be taken to prevent the damage or destruction and any necessary remedial action.

i. Tree replacement plan in accordance with subsection 7-8-8-7 l of this chapter.

j. Tree replacement security in accordance with subsection 7-8-8-7 J of this chapter; except, that the City Manager or his/her designee may waive or modify this requirement pursuant to subsection 7-8-8-7 J5 of this chapter for certain tree permit applications unrelated to construction activity.

k. Other data and information as the City Manager or his/her designee deems necessary to allow full and fair consideration of the tree permit application and for compliance with the goals of this chapter.

2. Additional Information for Applications Involving Construction Activity: Tree permit applications relating to construction activity must include the following additional information:

a. Location, dimensions, and current and proposed use of existing and proposed buildings, structures, paved areas, utility lines and utility and access easements on and adjacent to the subject property.

b. Existing grades and proposed grades of the subject property and whether there have ever been any drainage or storm water runoff problems in connection with the subject property.

c. A tree protection plan in accordance with section 7-8-8-8 of this chapter.

3. Level Of Detail: The information required by this subsection may be submitted to the City Manager or his/her designee in the form, detail, and degree of accuracy as may be reasonably feasible without undertaking professional studies and surveys.

D. Action on Applications:

1. Inspection of Property: Upon receipt of a tree permit application, the City Manager or his/her designee will visit and inspect the subject property, as well as contiguous and adjoining lands, to evaluate the information in the tree permit application.
2. Approval Of Application; Issuance Of Permit: The City Manager or his/her designee will, in a timely manner, review and approve the tree permit application and issue the tree permit if the City Manager or his/her designee determines that:

   a. The proposed regulated activity will destroy or endanger no more trees than are reasonably necessary to achieve the applicant's objectives;

   b. The tree permit application and all required submittals, including, without limitation, the tree replacement plan and, if required, the tree protection plan, each satisfy the requirements of this chapter;

   c. The regulated activity will not be inconsistent with the purposes and intent of this chapter; and

   d. The applicant has submitted the tree replacement security, if required, in compliance with this chapter.

3. Conditions On Approval: The City Manager or his/her designee may approve the tree permit application subject to the conditions necessary to protect the public welfare, achieve the purposes of this chapter, or to prevent undue damage or removal of trees.

4. Denial: If the City Manager or his/her designee determines that the tree permit application does not satisfy the provisions of subsection C of this section or the purposes of this chapter, the City Manager or his/her designee will promptly notify the applicant that the tree permit application is denied.

E. Application And Permit Fees: An applicant must pay a fee of fifty dollars ($50.00) for:
   1) A tree permit application along with any consultant review fees incurred by the City in processing the tree permit application and, if a permit is granted; 2) a tree permit fee; provided, however, that no application or permit fee will apply to a tree permit or tree permit application concerning the removal of group D trees, trees with less than the minimum dbh set forth in subsection 7-8-8-4 B of this chapter, or diseased or dangerous trees pursuant to sections 7-8-1-2 and/or 7-8-6-1 of this chapter.

F. Posting Permit: The tree permit must be posted in a prominent location at the subject property until the completion of the removal of all trees contemplated by the tree permit.

G. Expiration And Renewal Of Permit: Each tree permit will expire automatically if the regulated activity or other activity authorized by the tree permit is not commenced within six (6) months or completed within one year after the tree permit is issued; provided, however, that the City Manager or his/her designee may, upon the written request of the applicant or the person to whom a tree permit has been issued, grant
reasonable extensions of time for commencement or completion of the regulated activity or other activity authorized by the tree permit.

H. Suspension or Revocation of Permit: Any tree permit issued under this section may be revoked or suspended by the City Manager or his/her designee if the holder of the tree permit violates the terms of the tree permit or any of the provisions of this chapter.

7-8-8-7: TREE REPLACEMENT:

A. General Requirements: Any protected tree damaged or removed in the course of a regulated activity must be replaced by the applicant pursuant to this section and as depicted in a tree replacement plan pursuant to subsection I of this section, regardless of whether the protected tree is located on the same lot on which the regulated activity takes place; except, that the City Manager or his/her designee may, pursuant to subsection G of this section, consider a request to submit a fee in lieu of the replacement of trees, and except for the exemptions in subsection B of this section. No replacement tree may have a caliper less than two and one-half inches (2\(\frac{1}{2}\),").

B. Exemptions: Tree replacement will not be required if the City Manager or his/her designee determines that any of the following circumstances exist:

1. When a protected tree, due to natural causes, is dead, dangerous, or interferes with any existing or proposed public improvements, is in dangerous proximity to any public utility lines or related facilities, or is a diseased tree or dangerous tree or otherwise unsafe, unhealthy, or insect infested and constitutes a hazard to persons, property, or other trees.

2. When a protected tree, due to natural causes, obstructs any street, sidewalk, or any pedestrian path to an extent that the protected tree interferes with free passage and clear view along the street, sidewalk or path, and at any street, alley or driveway intersection.

3. When removal of a protected tree is necessary to comply with the current standards generally observed by professionals in the forestry profession.

4. When the removal involves only the removal of class D trees or exotic and invasive species and does not involve any protected tree.

5. When the protected tree to be removed is located within the foundation footprint of an addition which creates additional gross floor area for an existing structure; provided, that the combined gross floor area for the existing structure and the addition is compliant with the maximum gross floor area restrictions for the structure under this title and that the addition does not require any variations. In this event, replacement trees will be required only for fifty percent (50%) of the removed
protected trees within the construction footprint, at the replacement rate set forth in subsection C of this section.

6. When the protected tree to be removed is located within the foundation footprint of an addition which creates additional gross floor area for a structure designated as a landmark pursuant to this code; provided, that the combined gross floor area for the existing structure and the addition is compliant with the maximum gross floor area restrictions for the structure under this title, that the addition does not require any variations, and that the City Historic Preservation Commission has conducted an advisory review pursuant to this code and determined that the addition is consistent with the purposes and goals of the City Historic Preservation Commission regulations. In this event, replacement trees will not be required for the removed protected trees within the construction footprint.

C. Replacement Formula: Protected trees must be replaced by group A trees pursuant to the replacement rate specified in this subsection. The tree replacement rate is determined by the species of tree removed. For each inch of dbh removed, replacement trees must be provided at the rate shown in the following table. For example, for every inch in diameter of a removed group A tree, each inch removed must be replaced with 1.25 inches in diameter of replacement trees:

<table>
<thead>
<tr>
<th>Species Removed</th>
<th>Diameter Of Tree Removed</th>
<th>Replacement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>All public trees</td>
<td>1 inch</td>
<td>125 percent</td>
</tr>
<tr>
<td>Group A</td>
<td>1 inch</td>
<td>125 percent</td>
</tr>
<tr>
<td>Group B</td>
<td>1 inch</td>
<td>75 percent</td>
</tr>
<tr>
<td>Group C</td>
<td>1 inch</td>
<td>50 percent</td>
</tr>
</tbody>
</table>

D. Specifications: All replacement trees must be:

1. Provided by the applicant at the replacement rate specified in subsection C of this section;

2. Of a species listed in group A set forth in appendix A, section 7-8-8-13 of this chapter;

3. At least two and one-half (2 ½) caliper inches;

4. Grown within the northeast Illinois region or within a 75 mile radius of Evanston;

5. In conformance with the nursery stock standards; provided, however, that in the event that the implementation or enforcement of the nursery stock standards
conflicts with the implementation or enforcement of the tree care standards, the provisions of the tree care standards will control;

6. Pursuant to a written time schedule approved by the City Manager or his/her designee;

7. Planted in a location approved in advance by the City Manager or his/her designee; and

8. Inspected by the City Manager or his/her designee prior to planting.

E. Care Of Replacement Trees: The applicant will be solely responsible for the care and feeding of newly planted trees for a period of two (2) years, which time shall commence upon the issuance of a final certificate of occupancy for the property as required pursuant to the City building regulations or, if no final certificate of occupancy is required, upon completion of the tree replacement plan as determined by the City Manager or his/her designee pursuant to subsection I of this section. The care and feeding of newly planted trees must, at a minimum, adhere to the tree care standards.

F. Alternative Locations: The City Manager or his/her designee may reduce the number of replacement trees to be planted on the subject property and designate alternative locations for new trees on the subject property upon determining that full tree replacement will result in unreasonable crowding of trees or would be otherwise inconsistent with current standards generally observed by forestry professionals. If the City Manager or his/her designee cannot identify an appropriate alternative location on the subject property for a tree, that tree may be replaced by a fee in lieu of replacement pursuant to subsection G of this section.

G. Fee In Lieu Of Replacement:

1. Modification Of Tree Replacement Requirement: The City Manager or his/her designee may waive or modify any portion of the tree replacement requirements if the City Manager or his/her designee determines that replacing trees at the full replacement rate provided by subsection C of this section would:

   a. Result in the unreasonable crowding of trees upon the subject property or upon a public right of way immediately adjacent to the subject property; or

   b. Adversely impact the viability of existing trees on the subject property; or

   c. Not be consistent with the current standards generally observed by professionals in the forestry profession.

2. Calculation Of Fee: Upon a determination by the City Manager or his/her designee that an applicant has demonstrated one or more of the above, in lieu of providing
replacement trees at the required replacement rate, the tree replacement plan will be modified to require the applicant to: a) replace the tree(s) at the replacement rate in subsection C of this section; and b) pay a tree replacement mitigation fee of one-hundred and fifty dollars ($150.00) per caliper inch. All tree replacement mitigation fees collected by the City will be used to promote the purposes of planting and maintaining trees in the City.

H. Waiver or Modification of Provisions: Where a previous zoning or subdivision approval contains conditions which fully accomplish the goals and purposes of this chapter, the City council may waive or modify the requirements of this section. The waiver or modification may be revoked at any time that any condition imposed pursuant to the approval is violated.

I. Tree Replacement Plan:

1. Required: A tree replacement plan must be filed with all tree permit applications for a regulated activity involving the replacement of one or more protected trees.

2. Contents of Plan: A tree replacement plan must contain the following information:

a. A brief description of the applicant's plan for the replacement of protected trees in accordance with the requirements in this section. The description must specifically include, without limitation, the replacement and planting methods and technologies that the applicant intends to employ in order to satisfy the requirements of this section.

b. The number, size, species, and proposed location of the trees that the applicant is required to plant or replant, if any, pursuant to the requirements of this section.

c. Other data and information as the City Manager or his/her designee deems necessary in order to comply with the requirements of this chapter, as set forth in the administrative manual.

3. Inspection; Compliance With Plan: Upon notification from the applicant that the requirements of the tree replacement plan have been completed, the City Manager or his/her designee will inspect the property to determine compliance with the tree replacement plan. No final certificate of occupancy may be issued for the property until the City Manager or his/her designee approves of the implementation of the tree replacement plan.

J. Security Requirements:

1. Security Required: Every tree replacement plan must be accompanied by a tree replacement security, except as modified or waived by the City Manager or his/her designee pursuant to subsection J5 of this section. The tree replacement security must consist of:
a. A cash deposit to be held in escrow by the City;

b. An irrevocable letter of credit issued by a lender authorized to issue the letter by any state or by the United States;

c. A bond with good and sufficient surety; or

d. Another form of security approved by the City Manager.

2. Amount: The amount of the tree replacement security will be determined by the City Manager or his/her designee and must be equal to three (3) times the total actual cost of strictly complying with and fully implementing the tree replacement plan, with any applicable adjustment for cost of living increases and/or inflation.

3. Replenishment Of Security: If, at any time, the City Manager or his/her designee determines that the funds remaining in the tree replacement security are not or may not be sufficient to pay, in full, the total actual costs of strictly complying with and fully implementing the tree replacement plan, then, within ten (10) days following a demand by the City, the applicant must increase the amount of the tree replacement security to an amount determined by the City Manager or his/her designee to be sufficient to pay the uncovered costs. Failure to so increase the amount of the tree replacement security will be grounds for the City to retain or draw down any remaining balance of the tree replacement security.

4. Return of Security: Upon completion of the tree replacement plan pursuant to subsection I3 of this section, the tree replacement security, or any remainder thereof, will be returned or released to the applicant.

5. Limited Waiver: Where a tree permit application concerns the damage or removal of trees unrelated to construction activity, the City Manager or his/her designee may, modify or waive the requirement for submittal of the tree replacement security if the City Manager or his/her designee determines that the tree replacement security is not necessary for the limited damage or removal and that the purposes of this chapter will be fulfilled without submittal of the tree replacement security.

K. Failure to Comply:

1. Notice: If, at any time, the City Manager or his/her designee determines that the applicant has failed to comply with or implement the tree replacement plan, the City Manager or his/her designee will cause notice of the failure to be served upon the applicant and will order the applicant to fully comply with the tree replacement plan within fourteen (14) days following mailing or personal delivery of the notice. The notice must be personally served or sent by certified mail, return receipt requested, to the applicant and must notify the applicant that, absent an appeal pursuant to subsection K3 of this section, unless full compliance with the tree replacement plan is achieved within fourteen (14) days from the date of mailing or personal delivery of
the notice, the City may proceed to perform or cause to be performed work the City Manager or his/her designee determines necessary to achieve full compliance with the tree replacement plan.

2. Opportunity to Comply: Absent an appeal pursuant to subsection K3 of this section, within thirty (30) days following mailing or personal delivery of the required notice, the applicant must take action as is necessary to strictly comply with and implement the tree replacement plan.

3. Appeal: Within fourteen (14) days following personal delivery or mailing of the required notice, the applicant may appeal the City Manager or his/her designee's determination by filing a written notice of appeal with the City Manager. The filing of an appeal will toll the thirty (30) day period in which the applicant is required to take action pursuant to subsection K2 of this section from the date on which the City Manager receives the applicant's notice of appeal. Upon receipt of a notice of appeal, the City Manager will review all reliable and relevant documents and information pertaining to the City Manager or his/her designee's determination. The City Manager must render a written decision on the appeal no later than fourteen (14) days after the City Manager receives the written notice of appeal. The City Manager must notify the applicant of the City Manager's decision within two (2) days after the decision and must provide the applicant a copy of the decision. The action taken by the City Manager will be final. The tolling of the thirty (30) day period will cease upon the applicant's receipt or notice of the City Manager's decision.

4. City Right To Complete Work: If the applicant neglects or refuses to fully comply with and implement the tree replacement plan within the thirty (30) day period during planting season pursuant to this subsection, then the City Manager or his/her designee, with the consent of the City Manager, and, if applicable, upon the denial of any applicable appeal, will be authorized to perform or to cause to be performed work necessary to ensure strict compliance with and full implementation of the tree replacement plan. The City Manager or his/her designee will have the right to deduct, liquidate, draw down, or apply an amount equivalent to three (3) times the actual costs of the work from the tree replacement security, as well as to exercise all other rights and remedies available to the City, including, without limitation, any applicable lien rights.

7-8-8-8: TREE PROTECTION PLAN:

A. Plan Required: If a regulated activity includes construction activity, the applicant shall, in addition to the tree replacement plan, submit a tree protection plan with the tree permit application.

B. Construction Activity Area: The construction activity area is the area of the subject property that is the smallest area reasonably needed to undertake the proposed construction activity as determined by the City Manager or his/her designee. The construction activity area must include the entire area affected by the proposed
construction activity and must also include any access route across the public right of way and the private tree preservation area. Construction activity must not be conducted or staged in any area of the subject property located outside the construction activity area. No excess soil, additional fill, liquids, or any construction debris may be placed or located outside the construction activity area. Any temporary buildings, structures, and driveways constructed for or associated with the construction activity must be located so as to reasonably involve the least amount of damage or removal of trees, but must nevertheless be consistent with minimum building setback requirements of this title.

C. Contents of Plan: A tree protection plan must consist of a site plan of the subject property upon which the information described in this subsection must be graphically and accurately marked.

1. Location of the subject property, including street address and legal description.

2. Existing and proposed contours of the lot on which the construction activity is to take place.

3. Existing and proposed buildings or structures on the lot.

4. Proposed building elevations, if applicable.

5. Proposed work access areas and routes.

6. The name and contact information of the general contractor or project representative, if any, responsible for the proposed construction activity.

7. A demonstration of the ways in which the applicant will ensure that the tree protection required by this section will be achieved.

8. A tree inventory for the subject property, consisting of a list of the following trees, identified by tag number: a) all the existing protected trees on the subject property; b) all trees on adjacent properties that are within ten feet (10') of the property line or that have a critical root zone extending into the subject property; and c) all public trees adjacent to the subject property or that may be impacted by any regulated activity. The tree inventory must list, without limitation, the following data for each tree: tag number, species, size in dbh, condition rating, form rating, and any observed problems.

9. A tree survey for the subject property, which depicts the location and tag number of each tree described in the tree inventory. The tree survey must include, without limitation, a legend referencing the tag number, dbh, species, general condition, and proposed disposition of existing protected trees located on or near the subject property and trees other than protected trees that are reasonably likely to be damaged or removed during the construction activity. The tree survey must also
depict the planned location of all proposed trees to be planted or replanted on or near the subject property pursuant to the tree replacement plan.

10. An action plan for the subject property, consisting of a listing of the trees on the subject property, in chart form, that identifies each tree by tag number and shows, for each tree, the following information: species, size in dbh, condition, form, percent of critical root zone saved, and the anticipated damage, removal, tree protection measures, or other action to be taken regarding each tree.

11. Detailed specifications for maintenance and protection of protected trees and for the maintenance and protection of trees other than protected trees that are reasonably likely to be damaged or removed during implementation of the proposed construction activity, including, without limitation, proposed measures such as construction pruning, root pruning, critical root zone protection, installation of a retaining wall or high visibility fencing, and auguring of utility lines when auguring is determined by the City Manager or his/her designee to be necessary to improve the chances of tree survival.

12. Detailed specifications for tree protection fencing on the subject property, to be placed at a minimum: a) along the property frontage from property line to property line to completely separate the construction activity area; and b) around the critical root zone of each protected tree. These specifications must also include the identification and clear delineation on the site plan of the construction activity area and the tree protection area and their respective perimeters.

D. Protection Area: The tree protection area is the area of the subject property not included in the construction activity area. No construction activity may be conducted in the tree protection area. All reasonable measures and protective materials must be employed to preserve and safeguard trees located within the tree protection area. Protective materials must include, without limitation, the temporary installation of high visibility fencing or other similar materials in the sizes and at the locations specifically approved by the City Manager or his/her designee. All protective measures and materials must be in place and approved by the City Manager or his/her designee prior to the commencement of any construction activity. Protective materials may not be removed until the City Manager or his/her designee approves the removal after the completion of all construction activity. No attachments, fences, or wires, other than those approved for bracing, guyng, or wrapping, may be attached to any protected tree during the construction activity.

E. Stop Work Order:

1. If the protective measures and materials required by this section, or any other related measures or materials otherwise required by this chapter, are not fully implemented and completely constructed prior to commencement of construction activity, the City Manager or his/her designee may issue a stop work order until the applicant fully complies with the requirements of this chapter.
2. If protective measures and materials constructed and employed on the subject property are not adequately maintained in a manner that protects protected trees and the tree protection area, the City Manager or his/her designee may issue a stop work order until the measures and materials are repaired, restored, and constructed to the satisfaction of the City Manager or his/her designee.

7-8-8-9: INSPECTIONS AND SURVEYS:

The City Manager or his/her designee may, on a regular basis, conduct inspections and surveys as necessary to monitor the trees in the City and to determine the existence, nature, and extent of violations of this chapter.

7-8-8-10: APPEALS:

A. Overview: The appeal procedure is provided as a safeguard against arbitrary, ill considered, or erroneous administrative decisions. It is intended to avoid the need for resort to legal action by establishing local procedures to review and correct administrative errors. It is not, however, intended as means to subvert the clear purposes, meanings, or intents of this chapter or the rightful authority of the City Manager or his/her designee to enforce the requirements of this chapter. To these ends, the reviewing body should give all proper deference to the spirit and intent embodied in the language of this chapter and to the reasonable interpretations of that language by those charged with the administration of this chapter.

B. Appeal To City Manager: Appeals from any decision of the City Manager or his/her designee may be taken by an applicant or any other person adversely affected by the decision by filing a written notice of appeal with the City Manager within five (5) days following receipt or notice of the City Manager or his/her designee's decision. Upon receipt of the written notice of appeal, the City Manager will review the relevant evidence, documents, or information, and may receive and consider new evidence. The City Manager will render a written decision and transmit such decision to the appealing party within fourteen (14) days after receipt of the written notice of appeal. The decision of the City Manager will be final except for appeals to the City council pursuant to subsection C of this section.

C. Final Appeal To City Council: In cases concerning tree replacement requiring a replacement rate pursuant to subsection 7-8-8-7 C of this chapter of one hundred inches (100") or more, a party may appeal the City Manager's decision to the City Council within fourteen (14) days after its transmittal to that party by filing a written notice of final appeal with the City Council. Upon receipt of the written notice of final appeal, the City Council will review the relevant evidence, documents, or information and may receive and consider new evidence. Within thirty (30) days after receipt of the written notice of final appeal, the City Council will render a written decision at a regularly scheduled meeting. Such decision may reverse, affirm, or modify, in whole or in part, the action appealed from and may include such order or determination as, in the opinion of the City Council, is proper to be made in the circumstances. If no
regularly scheduled meeting occurs within thirty (30) days of receipt of the notice of final appeal, the City Council will render its written decision at the next regularly scheduled meeting thereafter. The written decision of the City Council will be final.

D. Stay of Regulated Activities: The filing of a written notice of appeal pursuant to this section will operate as a stay of the regulated activities related to that appeal, and no such regulated activity may proceed until a final decision is rendered on the appeal pursuant to this section.

7-8-8-11: PRIOR DESTRUCTION:

If any Public Tree or Protected Tree is damaged or destroyed prior to the submission of a tree removal permit application, or a demolition, grading or building permit application, and it is reasonable to infer that the damage or destruction was effected so as to avoid the requirements of this Ordinance, the City Manager or his/her designee may require mitigation for any such damaged or destroyed tree in addition to compliance with any other applicable requirements of this Ordinance.

7-8-8-12: PENALTIES:

Any person who neglects or refuses to comply with, violates, or assists in the violation of any of the provisions of this chapter, or any order, permit, or notice issued pursuant hereto, will be subject to a fine of not less than one-hundred dollars ($100.00) nor more than one-thousand five-hundred dollars ($1,500.00) for each violation. Each tree which is removed or damaged will constitute a separate violation. Each day any violation continues will constitute a distinct and separate violation. In addition to the penalties provided in this section, any damaged or removed tree must be replaced pursuant to the tree replacement requirements of this chapter.

7-8-8-13: APPENDIX A, SPECIES RATING GUIDE:

The intent of this guide is to identify tree species by genetic quality and community value and to assign them to a species group based on these two (2) criteria. The species groups are noted as A, B, C, and D. Species group A is the most highly rated group. Species group D is the lowest rated group and includes the tree species that are not protected in this chapter. The species rating guide is the basis for assessing the relative value of trees to be protected and mitigated if they are damaged or removed.

This guide represents the tree species that are considered to be the most common tree species in the community. This guide is not an attempt to list all tree species that could successfully grow in the community. In the event that the City Manager or his/her designee encounters a tree species that is not listed in this rating guide, then it shall be the responsibility of the City Manager or his/her designee to assign that tree species to the appropriate species group.
### SPECIES GROUP A

**Canopy trees:**

<table>
<thead>
<tr>
<th>Species</th>
<th>Common Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acer saccharum</td>
<td>Sugar maple</td>
</tr>
<tr>
<td>Aesculus glabra</td>
<td>Ohio buckeye</td>
</tr>
<tr>
<td>Carya cordiformis</td>
<td>Bitternut hickory</td>
</tr>
<tr>
<td>Carya ovata</td>
<td>Shagbark hickory</td>
</tr>
<tr>
<td>Celtis occidentalis</td>
<td>Hackberry</td>
</tr>
<tr>
<td>Cladrastis lutea</td>
<td>American yellowwood</td>
</tr>
<tr>
<td>Corylus columna</td>
<td>Turkish filbert</td>
</tr>
<tr>
<td>Fagus grandiflora</td>
<td>American beech</td>
</tr>
<tr>
<td>Fagus sylvatica</td>
<td>European beech</td>
</tr>
<tr>
<td>Gingko biloba</td>
<td>Ginkgo (male)</td>
</tr>
<tr>
<td>Gymnocladus dioicus</td>
<td>Kentucky coffeetree</td>
</tr>
<tr>
<td>Quercus alba</td>
<td>White oak</td>
</tr>
<tr>
<td>Quercus bicolor</td>
<td>Swamp white oak</td>
</tr>
<tr>
<td>Quercus ellipsoidalis</td>
<td>Hill's oak</td>
</tr>
<tr>
<td>Quercus imbricaria</td>
<td>Shingle oak</td>
</tr>
<tr>
<td>Quercus macrocarpa</td>
<td>Bur oak</td>
</tr>
<tr>
<td>Quercus muehlenbergii</td>
<td>Chinquapin oak</td>
</tr>
<tr>
<td>Quercus prinus</td>
<td>Chestnut oak</td>
</tr>
<tr>
<td>Quercus rubra</td>
<td>Red oak</td>
</tr>
<tr>
<td>Species</td>
<td>Common Name</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Tilia Americana</td>
<td>American linden (basswood)</td>
</tr>
<tr>
<td>Ulmus americana</td>
<td>American elm</td>
</tr>
<tr>
<td></td>
<td><strong>Understory/ornamental trees:</strong></td>
</tr>
<tr>
<td>Acer campestre</td>
<td>Hedge maple</td>
</tr>
<tr>
<td>Acer ginnala</td>
<td>Amur maple</td>
</tr>
<tr>
<td>Acer griseum</td>
<td>Paperback maple</td>
</tr>
<tr>
<td>Acer palmatum</td>
<td>Japanese maple</td>
</tr>
<tr>
<td>Amelanchier</td>
<td>Serviceberry</td>
</tr>
<tr>
<td>Carpinus caroliniana</td>
<td>American hornbeam (blue beech)</td>
</tr>
<tr>
<td>Cercis canadensis</td>
<td>Redbud</td>
</tr>
<tr>
<td>Chionanthus virginicus</td>
<td>White fringe tree</td>
</tr>
<tr>
<td>Cornus alternafolia</td>
<td>Pagoda dogwood</td>
</tr>
<tr>
<td>Cornus kousa</td>
<td>Kousa dogwood</td>
</tr>
<tr>
<td>Cornus mas</td>
<td>Cornelian cherry dogwood</td>
</tr>
<tr>
<td>Crataegus grus-galli</td>
<td>Cockspur hawthorn</td>
</tr>
<tr>
<td>Crataegus phaenopyrum</td>
<td>Washington hawthorn</td>
</tr>
<tr>
<td>Malus spp.</td>
<td>Crabapple</td>
</tr>
<tr>
<td>Ostrya virginiana</td>
<td>American hophornbeam (ironwood)</td>
</tr>
<tr>
<td>Syringa pekinensis</td>
<td>Pekin lilac</td>
</tr>
<tr>
<td>Syringa reticulata</td>
<td>Japanese tree lilac</td>
</tr>
</tbody>
</table>
### Evergreen trees:

<table>
<thead>
<tr>
<th>Species</th>
<th>Common Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juniperus virginiana</td>
<td>Eastern red cedar</td>
</tr>
<tr>
<td>Thuja occidentalis techny</td>
<td>Techny arborvitae</td>
</tr>
</tbody>
</table>

### SPECIES GROUP B

#### Canopy trees:

<table>
<thead>
<tr>
<th>Species</th>
<th>Common Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acer rubrum</td>
<td>Red maple</td>
</tr>
<tr>
<td>Betula nigra</td>
<td>River birch</td>
</tr>
<tr>
<td>Cercidiphyllum japonicum</td>
<td>Katsura tree</td>
</tr>
<tr>
<td>Gleditsia triacanthos f. inermis</td>
<td>Thornless honey locust</td>
</tr>
<tr>
<td>Juglans nigra</td>
<td>Black walnut</td>
</tr>
<tr>
<td>Liriodendron tulipifera</td>
<td>Tuliptree</td>
</tr>
<tr>
<td>Metasequoia glyptostroboidea</td>
<td>Dawn redwood</td>
</tr>
<tr>
<td>Phellodendron amurense</td>
<td>Amur corktree</td>
</tr>
<tr>
<td>Platanus × acerifolia</td>
<td>London planetree</td>
</tr>
<tr>
<td>Populus tremuloides</td>
<td>Quaking aspen</td>
</tr>
<tr>
<td>Quercus palustris</td>
<td>Pin oak</td>
</tr>
<tr>
<td>Quercus robur</td>
<td>English oak</td>
</tr>
<tr>
<td>Sophora japonica</td>
<td>Japanese pagodatree</td>
</tr>
<tr>
<td>Taxodium distichum</td>
<td>Bald cypress</td>
</tr>
<tr>
<td>Tree Name</td>
<td>Common Name</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Tilia cordata</td>
<td>Littleleaf linden</td>
</tr>
<tr>
<td>Tilia x euchlora &quot;Redmond&quot;</td>
<td>Redmond linden</td>
</tr>
<tr>
<td>Ulmus sp.</td>
<td>Hybrid elm</td>
</tr>
<tr>
<td>Ulmus parvifolia</td>
<td>Chinese elm</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Understory/ornamental trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Aesculus parviflora</td>
<td>Bottlebrush buckeye</td>
</tr>
<tr>
<td>Aesculus pavia</td>
<td>Red buckeye</td>
</tr>
<tr>
<td>Alnus glutinosa</td>
<td>European alder</td>
</tr>
<tr>
<td>Betula platyphila</td>
<td>Whitespire birch</td>
</tr>
<tr>
<td>Carpinus betulus</td>
<td>European hornbeam</td>
</tr>
<tr>
<td>Magnolia x soulangiana</td>
<td>Saucer magnolia</td>
</tr>
<tr>
<td>Parrotia persica</td>
<td>Persian parrotia</td>
</tr>
<tr>
<td>Prunus americana</td>
<td>American plum</td>
</tr>
<tr>
<td>Prunus padus</td>
<td>European bird cherry</td>
</tr>
<tr>
<td>Pyrus calleryana</td>
<td>Callery pear</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Evergreen trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Abies concolor</td>
<td>White fir (concolor fir)</td>
</tr>
<tr>
<td>Juniperus virginiana</td>
<td>Eastern red cedar</td>
</tr>
<tr>
<td>Picea abies</td>
<td>Norway spruce</td>
</tr>
<tr>
<td>Species</td>
<td>Common Name</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Picea glauca</td>
<td>White spruce</td>
</tr>
<tr>
<td>Picea pungens</td>
<td>Colorado spruce</td>
</tr>
<tr>
<td>Pinus strobus</td>
<td>White Pine</td>
</tr>
<tr>
<td>Pseudotsuga menziesii</td>
<td>Douglas fir</td>
</tr>
</tbody>
</table>

**SPECIES GROUP C**

**Canopy trees:**

<table>
<thead>
<tr>
<th>Species</th>
<th>Common Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acer platanoides</td>
<td>Norway maple</td>
</tr>
<tr>
<td>Catalpa speciosa</td>
<td>Catalpa</td>
</tr>
<tr>
<td>Fraxinus americana</td>
<td>White ash</td>
</tr>
<tr>
<td>Fraxinus Pennsylvanica</td>
<td>Green ash</td>
</tr>
<tr>
<td>Fraxinus quadrangulata</td>
<td>Blue ash</td>
</tr>
<tr>
<td>Liquidambar styraciflua</td>
<td>Sweetgum</td>
</tr>
<tr>
<td>Platanus occidentalis</td>
<td>Sycamore</td>
</tr>
<tr>
<td>Populus deltoides</td>
<td>Cottonwood (male)</td>
</tr>
<tr>
<td>Prunus serotina</td>
<td>Black cherry</td>
</tr>
<tr>
<td>Robinia pseudoacacia</td>
<td>Black locust</td>
</tr>
<tr>
<td>Salix alba</td>
<td>White willow</td>
</tr>
<tr>
<td>Salix nigra</td>
<td>Black willow</td>
</tr>
<tr>
<td>Salix niobe</td>
<td>Weeping willow</td>
</tr>
<tr>
<td>Ulmus rubra</td>
<td>Red elm</td>
</tr>
<tr>
<td>Ulmus thomasii</td>
<td>Rock elm</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td><strong>Understory/ornamental trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Betula papyrifera</td>
<td>Paper birch</td>
</tr>
<tr>
<td>Crataegus laevigata</td>
<td>English hawthorn</td>
</tr>
<tr>
<td>Crataegus mollis</td>
<td>Downy hawthorn</td>
</tr>
<tr>
<td>Prunus virginiana</td>
<td>Common chokecherry</td>
</tr>
<tr>
<td>Sorbus americana</td>
<td>American mountain ash</td>
</tr>
<tr>
<td>Zelkova serrata</td>
<td>Zelkova</td>
</tr>
<tr>
<td><strong>Evergreen trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Pinus nigra</td>
<td>Austrian pine</td>
</tr>
<tr>
<td>Pinus resinosa</td>
<td>Red pine</td>
</tr>
<tr>
<td>Pinus sylvestris</td>
<td>Scotch pine</td>
</tr>
<tr>
<td><strong>SPECIES GROUP D</strong></td>
<td></td>
</tr>
<tr>
<td>Acer negundo</td>
<td>Boxelder maple</td>
</tr>
<tr>
<td>Ailanthus altissima</td>
<td>Tree of heaven</td>
</tr>
<tr>
<td>Elaeagnus angustifolia</td>
<td>Russian olive</td>
</tr>
<tr>
<td>Morse speciosa</td>
<td>Mulberry spp.</td>
</tr>
<tr>
<td>Common Name</td>
<td>Scientific Name</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>White poplar</td>
<td><em>Populus alba</em></td>
</tr>
<tr>
<td>Cottonwood (female)</td>
<td><em>Populus deltoides</em></td>
</tr>
<tr>
<td>Lombardy poplar</td>
<td><em>Populus nigra &quot;Italica&quot;</em></td>
</tr>
<tr>
<td>Buckthorn</td>
<td><em>Rhamnus cathartica</em></td>
</tr>
<tr>
<td>Siberian elm</td>
<td><em>Ulmus pumila</em></td>
</tr>
</tbody>
</table>

**SECTION 2:** That the foregoing recitals are found as fact and made a part hereof.

**SECTION 3:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 4:** That if any provision of this Ordinance 5-O-11 or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid application of this Ordinance is severable.

**SECTION 5:** That this Ordinance 5-O-11 shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.
Introduced: ____________, 2011

Adopted: ____________, 2011

Attest: ______________________________________

Rodney Greene, City Clerk

Approved: ________________________________________, 2011

__________________________

Elizabeth B. Tisdahl, Mayor

Approved as to form:

__________________________

W. Grant Farrar, City Attorney
Right-of-Way Permit Checklist

Permit Application:
- Right Of Way Permit Application
- Certificate Of Insurance valid for permit period, $1,000,000 naming the “City of Evanston” as additional insured
- Driveway Bond Application and Driveway Bond ($10,000)
- Street Obstruction Bond Application and Surety Bond (total amount TBD by the City)
- Construction schedule (phase-by-phase duration)
- Copy of approved civil drawing plans
- Identification of Certifying Professional Engineer for inspection

Public Notification/Information (at least 48 hours in advance):
- Project description newsletter
- Water service disruption notification
- Construction or street closure notification
- Evanston Police Department (847) 866-5000 and Fire Department/EMS Department (847) 448-4311 (street closure only)
- Street and Sanitation Division (847) 448-4311 (street closure and street/parkway openings)

24-hours Emergency Contact Information and other Contact Phone Numbers:
- Project Superintendent
- Project Manager
- Architect/Engineer/Developer
- Property Owner

Mobilization & Demolition Stage:
- Truck route plan
- Construction fence closure plan with ingress and egress construction access, rolling/sliding fence gate and swing direction to open/close
- Construction staging area and parking plan
- Parking meter hooding or removing meters from service, if needed
- Employee temporary parking area with signage
- Construction material storage and equipment plan
- Covered walk/canopy installation plan (with lighting) showing length, width and height of the canopy
- Demolition Plan
- Temporary construction lighting, if street light needs to be relocated
- Street sweeping schedule and snow removal, if needed

Construction & Restoration Stage:
- Street and parkway opening plan/drawing. Utilities and other excavations performed in the public right-of-way must show the dimensions of openings, depth of excavation, method of excavation, temporary restoration, opening covering material, dimensions of openings from curb lines/sidewalks/center line/trees/power poles/utilities and other obstructions.
- Traffic control plan for safe movement of pedestrians and vehicles. Drawings/plans must show the traffic control setup/closure (lane width and length), temporary pedestrian walkways (ADA compliance), construction warning devices, detour signs, pavement markings and flagman controlled traffic.
- Streetscape plan and details, if needed
- Right-of-way Impact: Driveway, street, sidewalk, parkway, alley, metered parking, landscaping, trees, irrigation, signs, fire hydrants, utilities, etc.
- Linear feet of Impact: Traffic lane, parking lane, sidewalk, parkway and alley

Finalization
- As Built plans or Exit survey
- Final inspection and Punch list fulfillment
- Certification of Professional Engineer
Domestic and Commercial Water Service Connections, 2” and Smaller

This policy has been prepared to clarify the process for permitting and installation of water services to small residential and commercial buildings. A New Water Service Permit (separate from the interior plumbing permit) will be required for all new water service connections. See Exhibit 1 for an illustration of the layout requirements. "Non-emergency installations are only allowed from March 15th to November 15th."

Connection Sizes
This procedure covers all service connections 2-inches in diameter and smaller. Note that 3-inch diameter water service connections are not allowed.

Permit Process
Before the connection of any service to the City distribution system, the installer of the connection must apply for a permit from the Building Division. Permits forms are available at the Community Development Desk at the Civic Center (located at 2100 Ridge Avenue). The permit form consists of a Worksheet for Water & Sewer Services. See Attachment B for the Worksheet for Water & Sewer Services. All information on the worksheet must be completed. In addition, a drawing or sketch showing all relevant information must be attached to the worksheet to begin the permit process. Information required on the drawing includes:

- any existing water or sewer service(s)
- the proposed water and sewer service(s)
- location and proposed size of meter
- trees (existing and proposed)
- potential obstructions
- dimensions
- any other relevant information

The plumbing inspector will review the worksheet to verify that the requested service size is appropriate (based on the building fixture count). The plumbing inspector may make comments or require changes that must be made prior to issuing the permit. It is the responsibility of the applicant to make any required changes to the drawing and resubmit to the plumbing inspector for approval.

Following approval and signature by the plumbing inspector, the application will be forwarded to the Water & Sewer Division for review. The Water & Sewer Division will determine the associated fees and will review the proposed size of the water meter. The Water & Sewer Division will confirm if there are any disconnects of existing services that will need to be made prior to connection of the new service. All disconnects of existing services will be the responsibility of the applicant. Following approval and signature by the Water & Sewer Division, the permit application will be forwarded to EDOT to begin the process for issuing a Right of Way (ROW) permit. Prior to beginning excavation, a Right of Way...
(ROW) permit must be obtained from the Engineering Department. This permit will be required prior to starting any excavation or obstruction in the public parkway or in the street. Once both the Water & Sewer Division and EDOT have completed their reviews, the applicant will be contacted by the Community Development Desk and notified of the appropriate fees. Once the fees are paid, a permit will be issued by the Building Division.

**Installation Process**

Once the permit is issued, the installer may schedule the installation. To schedule the installation, the installer must contact the Water & Sewer Division. The installer should contact the Water & Sewer Division at least 48 hours prior to the desired appointment time for making the connection. All materials must be onsite and the excavation complete prior to the arrival of Water & Sewer Division staff.

A new water service must be located a minimum of 18 inches from any existing tap or pipe bell. The installer is responsible for providing a properly-shored excavation approximately 5-foot in length (parallel to the main) and 7-foot in width for the Water & Sewer Division personnel to work within safely.

**Layout**

Generally, all buildings will have one water service only. With the approval of the Water & Sewer Division, one tap may be split into no more than two water services going to separate addresses. Each water service will still be required to have its own shutoff valve and water meter.

No new water service should be located within ten feet of an existing tree. Exceptions are allowed only with the written authorization from the City of Evanston Arborist.

The water meter must be located within five feet of where the water service enters the building.

**Fees**

The following fees will be assessed as part of the application, installation and testing process. All fees are subject to change without notice.

A water connection fee and fees for disconnection of all old water services will be charged to all applicants.

Materials such as valves, valve boxes, tapping sleeves and water meters that are supplied by the Water & Sewer Division will be charged (including sales tax) to the permit applicant.

Labor and equipment for Water Department personnel will be charged to the applicant.
The water will not be turned on until all fees associated with the new water service are paid in full.
EXHIBIT 1 - FOR CONNECTIONS 2" AND SMALLER
TYPICAL WATER SERVICE

Evanston Water & Sewer Division

Meter shall be installed no more than 5 feet from where the service line enters the bldg.

Property Line
Basement
Sidewalk
Parkway
Street pavement

Control valves on both sides of the meter
Shut-Off Box
Shut-Off Valve

Owner's Responsibility
City's Responsibility

* Iron, Lead or Copper Service Line

* Iron and lead are no longer allowed on new work.

rev. Jan., 2008
Water Service Drawing Requirements
Single Family Residential
New and Upgrade

1. This drawing does not have to be drawn to scale.
2. The drawing must show the following items.
   a. The house
   b. Location of existing water & sewer.
   c. Location of new water & sewer.
   d. The separation between the new water and sewer (must be a minimum of ten feet).
   e. Any trees on the parkway (must be a minimum of ten feet).

3. If a corner house you must show which street you are coming off.
   a. Indicate front of house
Attachment A

**NOTES:**
1. Chlorinating & sampling access
2. Only needed if water main is on opposite side of street
3. RPZ installed per Plbg. Code – incl. floor drain connection to sewer for discharge of RPZ
4. 7.5" laying length, purchased from City
Domestic & Fire Water Service Connections, 4” and Larger

This policy has been prepared to clarify the process for permitting and installation of water services to buildings that require both a domestic and fire service. A New Water Service Permit (separate from the interior plumbing permit) will be required for all new water service connections. See Attachment A for an illustration of the layout requirements. *Non-emergency installations are allowed only from March 15th to November 15th.

Connection Sizes
This procedure covers all service connections 4-inches in diameter and larger. Note that 3-inch diameter water service connections are not allowed.

Permit Process
Before the connection of any service to the City distribution system, the installer of the connection must apply for a New Water Service Permit from the Building Division. Permits forms are available at the Community Development Desk at the Civic Center (located at 2100 Ridge Avenue). The permit form consists of a Worksheet for Water & Sewer Services. See Attachment B for the Worksheet for Water & Sewer Services. All information on the worksheet must be completed. In addition, a drawing or sketch showing all relevant information must be attached to the worksheet to begin the permit process. Information required on the drawing includes:

- any existing water or sewer service(s)
- the proposed water and sewer service(s)
- location and proposed size of meter
- trees (existing and proposed)
- potential obstructions
- dimensions
- any other relevant information

The plumbing inspector will review the worksheet to verify that the requested service size is appropriate (based on the building fixture count). The plumbing inspector may make comments or require changes that must be made prior to issuing the permit. It is the responsibility of the applicant to make any required changes to the drawing and resubmit to the plumbing inspector for approval.

Following approval and signature by the plumbing inspector, the application will be forwarded to the Water & Sewer Division for review. The Water & Sewer Division will determine the associated fees and will review the proposed size of the water meter. The Water & Sewer Division will confirm if there are any disconnects of existing services that will need to be made prior to connection of the new service. All disconnects of existing services will be the responsibility of the applicant. Following approval and signature by the Water & Sewer Division, the permit application will be forwarded to EDOT to begin the process for issuing a Right of Way (ROW) permit. Prior to beginning excavation, a Right of Way
(ROW) permit must be obtained from EDOT. This permit will be required prior to starting any excavation or obstruction in the public parkway or in the street. Once both the Water & Sewer Division and EDOT have completed their reviews, the applicant will be contacted by the Community Development Desk and notified of the appropriate fees. Once the fees are paid, a permit will be issued by the Building Division.

Installation Process
Once the permit is issued, the installer may schedule the installation by contacting the Water & Sewer Division (847-866-2945) at least 48 hours prior to the desired appointment time for making the connection. All materials must be onsite and the excavation complete prior to the arrival of Water & Sewer Division staff.

A new water service must be located a minimum of 18 inches from any existing tap or pipe bell. The installer is responsible for providing a properly-shored excavation approximately 5-foot in length (parallel to the main) and 7-foot in width for the Water & Sewer Division personnel to work within safely. The Water & Sewer Division personnel will be responsible for the operation of any valves on the City’s water distribution system.

If a tapping sleeve/valve is used, the City will provide the sleeve, valve and valve box (fees for materials are described below), and the Water & Sewer Division personnel will perform the water main tap.

If a cut-in tee is required, the City will provide the valve and valve box (fees for materials are described below). The installer must provide the cut-in tee and install the cut-in tee and valve under the supervision of the Water & Sewer Division personnel. Additionally, the installer must work with the Water & Sewer Division to determine what buildings will be without water during the installation of the cut-in tee and valve. The installer must prepare a notice to the affected residents, explaining the temporary water shut-off, and submit to the Water & Sewer Division for approval. Once the notice is approved, the installer must distribute the notice to the affected buildings 48 hours in advance of the shut-off. See Attachment C for a sample water shut-off notice.

Flushing, Pressure Testing and Chlorination
All 4-inch diameter and larger water services must be flushed, pressure tested and chlorinated. This work will be performed by the installer and witnessed by Water & Sewer Division personnel. This work must be scheduled with Water & Sewer Division at least 48 hours in advance of the testing.

Adequate flushing of the water service is a critical part of being able to pass the disinfection testing. A 1-inch corporation cock must be installed right after the tapping valve to allow for the injection of the chlorine. The installer must also provide a minimum 2-inch diameter opening and valve on the water service.
inside the building to be used as a flushing point. The installer must be prepared to discharge the water used during the flushing. After the water service is chlorinated, the line should be flushed until the chlorine residual is back down to the City’s normal level. See Attachment D for the Pressure/Leak and Chlorination Test Procedures.

Layout
Generally, all buildings will have one water service only. The building will not be provided with a separate fire service from the domestic water service. Exceptions are allowed only if authorized in writing by the Director of Public Works. The split of the domestic service and the fire service must occur within the building.

The water service connection to the City’s water main should be accomplished using a tapping sleeve/valve. If the required service size is the same size as the water main in the street, the installer will have to use a cut-in tee and valve instead of the tapping sleeve/valve.

All valves on a water service should be in a valve box, not a valve vault. If the building being serviced by the water service is on the same side of the street as the water main, only one valve (either the tapping valve or the valve placed on the cut-in tee) will be required on the water service. If the water service is on the opposite side of the street from where the service is required, the water service must have two valves – the valve at the main and a second valve in the parkway in front of the building.

No new water service should be located within ten feet of an existing tree. Exceptions are allowed only with the written authorization from the City of Evanston Arborist.

Within five feet of where the water service enters the building, the service must split into a domestic water service and a fire service. Right after the split, the water meter on the domestic service and an RPZ with a detector meter on the fire service must be installed.

All domestic water services with a water meter 3-inches or larger should have a bypass with a lockable valve.

Fees
The following fees will be assessed as part of the application, installation and testing process. All fees are subject to change without notice.

A water connection fee and fees for disconnection of all old water services will be charged to all applicants.
Materials such as valves, valve boxes, tapping sleeves and water meters that are supplied by the Water & Sewer Division will be charged (including sales tax) to the applicant.

Labor and equipment for Water Department personnel will be billed to the applicant.

A standard fee for the pressure test, collecting chlorination samples and analyzing the samples is included in the initial permit fee. If additional testing is required because the system failed one of the tests, fees will be charged for each retest.

The water will not be turned on until all fees associated with the new water service are paid in full.
NOTES:
1. Chlorinating & sampling access
2. Only needed if water main is on opposite side of street
3. RPZ installed per Plbg. Code – incl. floor drain connection to sewer for discharge of RPZ
4. 7.5” laying length, purchased from City
**Water Meter Procedures for Demolitions, All Sizes**

This policy has been prepared to clarify the procedures dealing with water meters in the case of property demolitions. The Water & Sewer Division must sign-off on any Demolition Permit.

**Connection Sizes**
This procedure covers retrieval of all water meters, regardless of the size.

**Permit Process**
In order for the Water & Sewer Division to sign off on the Demolition Permit, the Owner must contact the Meter Section to complete the following actions:
- Set up an appointment for removal of water meter and all Automatic Meter Reading (AMR) devices
- Schedule water shut-off in the parkway (if feasible)
- Prepare a final bill and arrange payment

In addition, the Owner must contact the Distribution & Sewer Division Chief to arrange completion of the following steps:
- Disconnect any and all water and sewer services abutting or serving the property at their respective mains
- At the sole discretion of the Water & Sewer Division, the requirement to disconnect the services at the main may be postponed until the new services are installed. In this case, the Owner will be required to post a license or a surety bond.

**Fees**
Failure to return the undamaged water meter and/or AMR device will result in a penalty for lost or destroyed Water & Sewer Division property.

Disconnection of 2-inch or smaller water services OR isolation of water mains for disconnection of 3-inch or larger water services will be charged a fee.
Water Meter Installations, New Water Services, All Sizes

This policy has been prepared to clarify the process for installation of all water meters on new water services. A New Water Service Permit (separate from the interior plumbing permit) will be required for all new water service connections. There will be one meter and one water bill for each domestic service line.

Connection Sizes
This procedure covers installation for all water meters, regardless of the size.

Permit Process
Water meters are installed after the service has been connected to the City water system. As part of the review process for a New Water Service permit, the Water & Sewer Division determines the sizing of the water meter. The size of the water meter is based on the estimated flow needed in gallons per minute and NOT on the number of plumbing fixtures. The estimated flow is calculated by the Owner’s architect and verified by the Water & Sewer Division.

Once the water meter size and layout are approved, the applicant must pay any fees associated with the purchase of a new water meter. Following payment, the plumber will request a spread pipe from the Meter Section of the Water & Sewer Division. The plumber must bring the following information to obtain a spread pipe:

- A paid receipt showing the meter size and payment
- Contact person name
- Contact person phone number
- Anticipated date of meter installation

Layout
For all new construction, the water meter must be placed within five feet of where the water service enters the building. The meter shall be placed in a building location that will be kept sufficiently warm to prevent freezing of the meter and supply line, and must be accessible for maintenance. To facilitate the repair/removal of the meter, the property owner must provide isolation valves and necessary plumbing appurtenances located on either side of the meter. All meters 3” and larger must have a bypass line with a lockable valve to facilitate meter testing.

All buildings will have only one water service running into the building. For a building that requires a fire service, the service will split into a domestic and fire line as soon as the service enters the building. The fire line will have a backflow prevention device located immediately after the split. There should be a bypass around the backflow prevention device with a flow detection meter purchased.
Installation Process
The City will issue a spread pipe and all appurtenances to allow the plumber to make all piping connections necessary for the final meter installation. The spread pipe obtained from the Meter Section will be sized for the water meter. Once the spread pipe is obtained, the Meter Section should be contacted within 14 days to schedule the final meter installation. The Meter Section will install all water meters and meter reading devices. A 48-hour notice is required to schedule a meter installation. Meters must be installed prior to the final building inspection and issuance of the Certificate of Occupancy.

The spread pipe must be returned at the time of meter installation. There is a penalty charged for lost spread pipes.

The City of Evanston utilizes an Automatic Meter Reading (AMR) system to read all water meters. It is the responsibility of the applicant to make the installation of the remote reading device possible. Because the remote reading device will be installed on the outside of the building, this will require wiring between the water meter and the outside wall as well as an approved installation location on the outside wall. A one-half-inch electrical metallic tubing raceway shall be installed to allow for the installation of wiring between the water meter and a remote reading device. The tubing shall be installed through the exterior wall of the building in a location approved by the Water & Sewer Division. The raceway shall be accessible from where it exits the building to the water meter location after building construction has been completed. The raceway shall be installed in accordance with the National Electrical Code.

Following completion of the construction work and prior to final inspection by Community Development, the Owner shall contact the Meter Section to schedule a meter inspection. New adaptors may be obtained from the Meter Section at this time if needed. A 48-hour notice is required to schedule a meter inspection. During the meter inspection, the meter will be re-sealed and the AMR reprogrammed.

If the property is occupied without the installation of the water meter or a water meter is not installed within 14 days of receiving a spread pipe, the water service is subject to immediate turn off.

Fees
The New Water Service Permit application will include fees for the purchase of the water meter and appurtenances, flow detection meter for the RPZ bypass (if necessary), a meter installation fee, and a meter permit fee.

Lost spread pipes will be charged a penalty.
Water Meter Procedures for Rehabilitations, All Sizes

This policy has been prepared to clarify the procedures dealing with water meters in the case of property rehabilitation. A New Water Service permit (separate from the interior plumbing permit) will be required for rehabilitations.

Connection Sizes
This procedure covers retrieval or reuse of all water meters, regardless of the size.

Permit/Installation Process
If the existing water service size does not meet the service size required by the plumbing fixture count, the entire water service from the water main (including a new tap) to the shutoff valve in the parkway must be replaced.

If the existing water service is iron or steel, it shall be the duty of the Owner of the property undertaking a renovation to replace the iron or steel water service pipe in its entirety.

If noted on the New Water Service Permit that the existing water meter is to be reused, the Owner is responsible to secure and protect the existing meter and Automatic Meter Reading (AMR) devices. If either are lost or damaged, the Owner will be required to purchase replacements from the Water & Sewer Division.

If the New Water Service Permit requires a new water meter to be installed, refer to the procedures listed under “Water Meter Installations, New Water Services, All Sizes.”

Following completion of the construction work and prior to final inspection by Community Development, the Owner shall contact the Meter Section to schedule a meter inspection. New adaptors may be obtained from the Meter Section at this time if needed. A 48-hour notice is required to schedule a meter inspection. During the meter inspection, the meter will be re-sealed and the AMR reprogrammed.

Failure to complete the above listed requirements will result in immediate water shut-off.

Fees
A Water Meter Installation Permit Fee will be charged for the installation and/or inspection of a new or reused water meter.

Replacement water meters and AMR devices must be purchased from the Water & Sewer Division.
Application Procedure: Please complete this worksheet and a Building permit application. Submit this application along with a drawing showing the water and sewer services, parkway trees if applicable, sidewalk, driveway and where the service will enter the building. The Plumbing Inspector and the Water/Sewer department will review the submission and drawing. Once it is approved by both departments, the Building Department will assess the permit fees; notify you to pay and pick-up the permit. If a parkway or street opening is needed please see the Traffic Engineering Office.

<table>
<thead>
<tr>
<th>Property Owner’s Name: __________________________</th>
<th>Phone Number: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: __________________________________</td>
<td></td>
</tr>
<tr>
<td>Contact Person: ______________________________</td>
<td>Phone Number: _________________________</td>
</tr>
<tr>
<td>Plumber’s Name: ______________________________</td>
<td>License #: ____________________________</td>
</tr>
<tr>
<td>Address of Construction: ________________________</td>
<td></td>
</tr>
</tbody>
</table>

Building Use: (circle) Residential – Multi-Family – Commercial

Requested size of Sewer Service: Tap diameter ____________ Length ____________ Feet

Requested size of Storm Service: Tap diameter ____________ Length ____________ Feet

Storm Water Detention System (circle) yes no Vortex Restrictor (circle) yes no

Requested size of Water tap/Service Fire Service (circle) Yes No (Yes see Attachment A)

What size is the domestic line _______ Estimated maximum domestic flow ________ GPM

Is a water meter desired? (circle) Yes - No Date of work start: __________________________

No. of street openings: __________________ No. of parkway openings: __________________

To be completed by Water/Plumbing Department

<table>
<thead>
<tr>
<th>Approved Tap Size ____________</th>
<th>Approved Sewer Tap Size ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Meter ____________</td>
<td>Fire Line Meter ____________</td>
</tr>
<tr>
<td>Vortex Restrictor ____________</td>
<td>Labor ____________</td>
</tr>
<tr>
<td>Storm water detention ____________</td>
<td>Total Cost ____________</td>
</tr>
<tr>
<td>Disconnects: Water ____________</td>
<td>Sewer ____________</td>
</tr>
<tr>
<td>Approved Signatures ____________________</td>
<td>____________________</td>
</tr>
<tr>
<td>Plumbing Inspector</td>
<td>Water Department</td>
</tr>
</tbody>
</table>

OVER
Job Address: _____________________________________________________________

Owner: _________________________________________________________________

    Phone No.: ____________________________
    Address: ________________________________

Plumbing Contractor: ______________________________________________________

    Phone No.: ____________________________
    Address: ________________________________

Scope of Work (be specific):

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Contract Price: $ ________________________________

I HEREBY CERTIFY THAT THE ABOVE LISTED WORK WILL BE DONE BY MY COMPANY; ANY ADDITIONAL WORK WILL REQUIRE ADDITIONAL Permit FEES; AND ALL WORK IS TO BE INSPECTED.

EVIDENCE OF INSURANCE:
Required amounts of $1,000,000 Property Damage and $1,000,000 Bodily Injury. The City of Evanston is to be named as an additional insured on the Certificate of Insurance.

X ____________________________  X ________________________________
Signature of Supervising Plumber                     State License # or Drain Layer #

Refer to Attachment A for meter/ valve/ RPZ arrangement required
ATTACHMENT A – FOR CONNECTIONS 4” AND LARGER

NOTES:
1. Chlorinating & sampling access
2. Only needed if water main is on opposite side of street
3. RPZ installed per Plbg. Code – incl. floor drain connection to sewer for discharge of RPZ
4. 7.5” laying length, purchased from City
ATTACHMENT C

LETTERHEAD

NOTICE

PLEASE EXCUSE THIS INCONVENIENCE

TEMPORARY WATER SHUT-OFF

The water main that serves your building must be shut-off to allow for the installation of a new water service to address of building. Please draw enough water to supply your needs during this period.

WATER WILL BE SHUT-OFF on date, at time water main will be closed for approximately XX [no more than 4 hours] hours. Owners of large, older buildings, which may have flush valves, are encouraged to close a valve at their water meter during the water shut down. This should help prevent a loss of water pressure in the building, and hopefully prevent the flush valves from continuously running when the water is turned back on.

Occasionally, some problems occur after the water supply is reinstated. If water shows discoloration, run the water until it clears. If water is available from most faucets, but won’t flow from a particular one, remove the screen from that faucet and run water. Clean the faucet screen and reinstall it.

This work will be performed by name of company. If you have any concerns regarding the water service interruption, please contact company’s superintendent name at company’s phone number.
This procedure is for new water main, fire services and/or domestic services 4 inches or larger in diameter. The contractor shall submit to the Water & Sewer Division an outline or drawing indicating the sequence of water main/service installation. This outline or drawing shall include information as to where and how the flushing, pressure/leak testing, and disinfection of the new water main/service will be carried out. This procedure shall indicate that the installation will be done in a manner that will cause the least amount of water service interruption to the water customers. The Water & Sewer Division must approve the installation procedure prior to starting the work. If water service to other customers will be affected, the contractor must prepare a notice similar to the example in Attachment C. This notice must be submitted to the Water & Sewer Division for approval prior to the contractor distributing it to the affected customers.

All pipes shall be kept clean during installation. Suitable watertight bulkheads shall close the exposed ends of the pipe in the trench at all times when pipe laying is not actually in progress. The Contractor must install all water mains/services on a dry flat bottom, which conforms to the grade to which the pipe is to be laid. When conditions are wet or muddy, the Contractor must dewater the trench, remove the muddy trench bottom and provide proper bedding. Heavy particulates generally contain bacteria and prevent even very high chlorine concentrations from contacting and killing such organisms. It is therefore essential that these procedures be observed to assure that a water main/service and their appurtenances are thoroughly clean before the final disinfection by chlorination.

The interior of all pipe, fittings and valves which are likely to come in contact with potable water after their installation and prior to the final disinfection shall be swabbed or sprayed with a 1 percent (1%) hypochlorite solution before they are installed. Six ounces of HTH granules in a five-gallon bucket of water will provide an adequate solution.

The Contractor is responsible to contact the Water & Sewer Division a minimum of 48 hours in advance of scheduling pressure/leak test or disinfection at 1-847-866-2942.

PRESSURE/LEAK TEST

Only one connection of the new water main, as approved by the Water & Sewer Division, shall be made to the present system prior to testing the new water main/service. The Contractor shall provide all temporary bulkheads/plugs required for testing.

A representative of the City of Evanston shall be present at all times during the pressure test, leak test, and for the chlorination and sampling of the new water main/service. The Contractor shall test the water main in sections as approved by the Water & Sewer Division. The test shall be made by closing valves and filling the lines slowly with water. Care shall be used to see that all air is released during the filling of the water main/service. After the line or section has been completely filled, it shall be allowed to stand
under slight pressure for sufficient time to allow the escape of air from any air pockets. During this period the hydrants, valves and other connections shall be examined for leaks. If any are found, they shall be repaired prior to the start of the pressure/leak test.

The test shall consist of holding a pressure on the water main / service of 150 pounds per square inch (psi) for a period of at least two (2) hours. The pressure during the two hour test can not vary by more than + 5 psi for the duration of the test.

Leakage shall be defined as the quantity of water that must be supplied into the newly laid pipe or any valved section thereof to maintain pressure within 5 psi of the specified test pressure after the water main / service has been filled with water and the air has been expelled. This leakage will be calculated after the 2-hour test has been completed. The water necessary to bring the pressure up to 150 psi from a measured container shall be the amount of leakage. Leakage will equal the amount of water used from the container.

No pipe installation will be accepted if the leakage is greater than that determined by the following formula:

\[
L = \frac{SD \sqrt{P}}{133,200}
\]

Where:

- \(L\) = Allowable leakage, in gallons per hour
- \(S\) = Length of pipe tested, in feet
- \(D\) = Nominal Diameter of the pipe, in inches
- \(P\) = Average test pressure during the leakage test, in pounds per square inch (gauge)

Where it is not practical to pressure test the final connections to an existing water main, a visual inspection shall be carried out under normal working pressure before backfilling the trench.

**DISINFECTION OF WATER MAIN / SERVICE**

The basic disinfection procedure consists of:

1) Prevent contaminating materials from entering the water main pipe during storage, construction, or repair.

2) Removing, by flushing or other means, those materials that may have entered the water main / service.
3) Chlorinating any residual contamination that may remain, and flushing the chlorinated water from the main / service.

4) Protecting the existing distribution system from backflow due to hydrostatic pressure test and disinfection procedures.

5) Determining the bacteriological quality by laboratory test after disinfection.

6) Final connection of the approved new water main to the active distribution system.

The Contractor shall provide all corporation cocks necessary for disinfection of the new water main / service. These corporation cocks shall be placed as necessary to facilitate testing and disinfection of the new water main / service, including chlorine application points and sample collecting points. These corporation cocks shall be located in valve vaults only, unless approved by the Water & Sewer Division.

The new pipe shall be thoroughly flushed clean before disinfection is attempted. All disinfecting work shall be done by the Contractor with the approval of the Water & Sewer Division. Heavy particulates generally contain bacteria and prevent even very high chlorine concentrations from contacting and killing such organisms. It is, therefore, essential that the water main / service be thoroughly flushed before the final disinfection by chlorination is performed.

The preferred method to be used for disinfecting the water main / service is referred to as the Continuous-Feed Method using Chlorine Gas. The City will allow alternative methods as long as they are approved by AWWA Standard C651-99. At a point no more than 10 inches downstream from the beginning of the new water main / service, water entering the new main / service shall receive a dose of chlorine fed at a constant rate such that the water will have not less than 50 milligrams per liter (mg/L) free chlorine at the discharge end. The chlorine solution must be distributed uniformly throughout the length of the water main / service being disinfected.

The chlorine gas will be fed using a solution-feed, vacuum-operated chlorinator and a booster pump. The vacuum-operated chlorinator mixes the chlorine gas in solution water; the booster pump injects the chlorine-gas solution into the pipe to be disinfected.

The chlorinated water shall be retained in the water main / service for at least 24 hours, during which time all new valves (except the valve connected to the source water) and hydrants in the treated section shall be operated to ensure disinfection of the appurtenances. At the end of the 24 hour period, before flushing, the treated water in all portions of the main / service shall have a residual of not less than 10 milligrams per liter (mg/L) free chlorine.

After the contact period of not less than 24 hours, the water main / service shall be flushed until chlorine concentration of the water leaving the new water main / service is no higher than that generally prevailing in the distribution system (under one milligram per liter (mg/L)).
If the Water & Sewer Division decides there is any possibility that the chlorinated discharge will cause damage to the environment, then a neutralizing chemical shall be applied to the water to be wasted to neutralize thoroughly the chlorine residual remaining in the water. This neutralizing chemical must be approved for that purpose.

After final flushing and before the new water main is connected to the City’s water distribution system, two consecutive sets of acceptable samples (no bacteria growth), taken at least 24 hours apart, will be collected from the new water main / service by the Water & Sewer Division. The second days’ sample will be collected using only the pressure in the new water main / service, no water main or service valves will be open for this sample and no flushing will be permitted. At least one set of samples shall be collected from every 1,200 feet of the new water main, plus one set from the end of the line, and at least one set from each branch or as required by the Water & Sewer Division. On a new Fire Service or Domestic Service a sample from a point just after the tapping valve and at the end of the line will be needed.

The Water & Sewer Division will collect samples for bacteriological analysis in sterile bottles treated with sodium thiosulfate as required by Standard Methods for the Examination of Water and Wastewater. No hose or fire hydrant shall be used to collect samples. Corporation cocks shall be installed in the water main with a copper-tube gooseneck assembly to obtain samples. After samples have been collected, the gooseneck assemblies must be removed.

The City will perform the bacteriological analysis of the samples in their certified laboratory to verify that the new water main / service is properly disinfected.

If the initial disinfection fails to produce satisfactory bacteriological results, the new water main / service may be re-flushed and shall be re-sampled. If these samples also fail to produce acceptable results, the water main / service shall be re-chlorinated by the continuous-feed method until satisfactory results are obtained. Upon satisfactory results of the samples, the new water main / service shall be placed into service within 24 hours.

Failure to follow this procedure during pressure and chlorination testing may result in unacceptable results and may require the Contractor to incur additional cost in re-testing and cause project completion delays.

REF:  AWWA STANDARD FOR INSTALLATION OF DUCTILE-IRON WATER MAINS AND THEIR APPURTENANCES (ANSI/AWWA C600-99)

AWWA STANDARD FOR DISINFECTING WATER MAINS (ANSI/AWWA C651-99)
Public Works Permit Information

A right-of-way permit will be required prior to doing any work on the City’s public right-of-way.

**Right-of-Way Permit:** A right-of-way permit is needed to work within the public right-of-way (street, sidewalk, alley). A detailed sketch showing the construction area and impacts is required. Parking meters, street lights, traffic signals, fire hydrants, valve boxes etc… need to be identified. Dimension of the street and sidewalk need to be indicated. Proposed truck and other construction vehicle staging areas need to be identified. If a crane is going to be used, out-rigger to out-rigger width needs to be shown.

**Certificate of Insurance:** Valid for permit period, $1,000,000, naming the “City of Evanston,” as additional insured.

**Bond:** As required by City.

**Truck Route:** Proposed truck routes to construction site must be provided.

**Impact on Parking Meters:** A fee will be charged per meter for each meter removed from service per day or part of a day during the duration of the construction. The City may determine that more parking meters need to be removed from service due to the construction activity than what was proposed by the developer/contractor – the fee per meter for these additional meters is also the developer/contractor’s responsibility.

If parking meters have to be taken out of service permanently due to developer’s proposal of driveways, loadings area, etc… an annual or one-time fee will be assessed with the assistance of the City’s Parking Committee.

**Driveway Permit:** See Page 6 for driveway regulations.

**Contact:** Transportation and Engineering Division at 847-448-4311. Permit applications are available on the City’s website, [www.cityofevanston.org](http://www.cityofevanston.org) under Quick Links to Permits and Licenses.

**Outside Agency Permits:**

- MWRD Permit – Required of most developments other than independent single family residence. Granting of the city building permit is tied to approval of sewage permits from MWRD.
- IEPA, EPA and Army Corps of Engineers Permits – these permits are needed in special cases such as where a building is proposed along Lake Michigan, extensions of water mains onto private property or where
industrial wastes are anticipated. Again, granting of city building permit is conditional on receiving these agency permits where required.

- **IDOT** – State permission is needed for work within the state right-of-way.
- **AT&T, ComEd, Nicor, Comcast** – Utility sign offs are needed for demolitions. City must approve utility upgrades within the City right-of-way required to support a proposed new development.
Right of Way Permit Application

Evanston Division of Transportation
2100 Ridge Avenue
Evanston, IL 60201
Dial 3-1-1 or (847) 448-4311
Fax (847) 448-8118
www.cityofevanston.org

Obstruction ____ Excavation/Opening ____ Utility Agency ____ Driveway ____

Contractor/Firm: __________________________ Contact Name: __________________________

Address: __________________________________________________________

Phone: __________________ Fax: __________________ Email: __________________

SITE LOCATION:
(Street, property address, or distance and direction from nearest public street intersection)

ON SITE/EMERGENCY CONTACT: Name: __________________________ Number __________

NATURE OF WORK:

DESCRIPTION: Please include a detailed description & scaled drawing or plans of the work for all permits including the identification of any structures to be installed, the size and depth of proposed excavation, any changes to existing materials, and the proposed traffic control. A plat of survey must also be submitted for driveway permits. Please indicate below the items to be disturbed and include this information on the drawing/plans of work.

<table>
<thead>
<tr>
<th>ROW IMPACT</th>
<th>Driveway</th>
<th>Street</th>
<th>Sidewalk</th>
<th>Parkingway</th>
<th>Alley</th>
<th>Metered Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many linear Feet?</td>
<td>Traffic Lane</td>
<td>Parking Lane</td>
<td>Sidewalk</td>
<td>Parkway</td>
<td>Alley</td>
<td></td>
</tr>
<tr>
<td>EXISTING SURFACES/MATERIALS IMPACTED</td>
<td>Asphalt</td>
<td>Concrete</td>
<td>Brick Pavers</td>
<td>Gravel</td>
<td>Grass</td>
<td>Decorative Stone</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>Water</td>
<td>Sewer</td>
<td>Gas</td>
<td>Electric</td>
<td>Cable/Telephone</td>
<td>Drainage/Culvert</td>
</tr>
<tr>
<td>Traffic Signals</td>
<td>Street lights</td>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER IMPACTS</td>
<td>Landscaping</td>
<td>Trees</td>
<td>Irrigation</td>
<td>Signs</td>
<td>Fire Hydrants</td>
<td></td>
</tr>
<tr>
<td>METHOD OF INSTALLATION</td>
<td>Open-Cut</td>
<td>Directional Bore</td>
<td>Aerial/Poles Attachment</td>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linear feet of buried:</td>
<td>Linear feet of aerial:</td>
<td>Utility Owner:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Openings:</td>
<td>Sidewalk</td>
<td>Parkway</td>
<td>Street</td>
<td>Alley</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dumpster ____ Container ____ Sidewalk Sign ____ Crane/Mobile Lift ____ Scaffolding/Covered Canopy ____

Additional Info: __________________________

THE FOLLOWING ITEMS ARE TO BE SUBMITTED WITH THE APPLICATION
CERTIFICATE OF INSURANCE valid for permit period, $1,000,000 naming the “City of Evanston” as additional insured and BOND as required by City Engineer.
PROJECT DESCRIPTION to include drawings/plans and schedule for all activities taking place in the public right-of-way.
TRAFFIC CONTROL PLAN for safe movement of pedestrians and vehicles.

Any changes to operations set forth in this application without the prior approval of the City Engineer, may result in citation and fine

Permit Acceptance and Liability Waiver (to be signed by authorized company representative or homeowner)

I request permission to excavate and/or occupy the public right-of-way in the City of Evanston in accordance with Section 7 of the City Code. For consideration of such permission, I agree to indemnify, hold harmless and defend the City of Evanston, its officers, agents and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with such excavation and occupancy. I further agree to do all work in accordance with the conditions, regulations and city standards provided with this application. A copy of this permit shall be available for review at the job site at all times when work is occurring in the right-of-way.

Signature: __________________________ Date: __________________________

Signature of authorized company representative or homeowner
City of Evanston  
Right of Way Permit Fee Schedule  
(As of December 17, 2010)

Permit Extension/Cancellation Fee  $ 50.00

Driveway
  Commercial  $100.00
  Residential  $ 50.00

Street Opening

7-4-3.3  PAVEMENT DEGRADATION FEE RATE TABLE:

<table>
<thead>
<tr>
<th>Street Resurfacing Condition</th>
<th>Pavement Degradation Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) to three (3) years</td>
<td>$550.00 with an additional $16.00 per square feet of Impacted Street Area over twenty-five (25) square feet per location</td>
</tr>
<tr>
<td>Four (4) to seven (7) years</td>
<td>$450.00 with an additional $12.00 per square feet of Impacted Street Area over twenty-five (25) square feet per location</td>
</tr>
<tr>
<td>Eight (8) years and above</td>
<td>$150.00 per twenty-five (25) square feet per location</td>
</tr>
</tbody>
</table>

Winter Street Opening – an additional $250.00/25 s.f. for street opening between November 15th to April 1st  
(City to complete the final surface restoration in the Spring)

Sidewalk/Parkway Opening  $50.00 per opening

Meter Bags  $10.00/day/meter

Obstruction Fee

Permits for the closure of streets, alleys, or sidewalks/parkways shall be paid in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Sidewalk/Parkway</th>
<th>Parking Lane</th>
<th>Traffic Lane or Alley</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.50/linear feet/week ($50 minimum)</td>
<td>$1.50/linear feet/week ($50 minimum)</td>
<td>$1.50/linear feet/week ($50 minimum)</td>
</tr>
</tbody>
</table>

Dumpster / Container Fee is based on Obstruction Fee schedule for closures.

Sidewalk Sign Fee  $100.00/ year

PENALTIES: The penalty shall be $500 per day if the permit expires and the obstruction remains; however, the Director of Public Works may extend the permit upon request by the applicant. The penalty shall be $500 per day for obstructing the public way without a permit (except in cases of emergency); however, if all permit requirements are subsequently met and a permit is issued, the penalty may be reduced to an amount equal to the first month's permit fee using the schedule above.
City of Evanston
Evanston Division of Transportation
Administrative Policy #173

STREET OPENINGS – RESTORATION OF PAVEMENT

Restoration of street openings upon the public way shall be in accordance with Title 7, Chapter 4, Section 3 of the Code of the City of Evanston, Illinois. In addition as also specified in the above-cited Section, the Director of Public Works is authorized to adopt additional rules and regulations for the replacement of such pavement. This Policy, thus adopted, specifies that the backfill material used beneath the pavement must be approved by the City Engineer/Senior Engineer/Field Supervisor. It shall be placed and compacted in a manner approved by the City.

The contractor must call the Public Works Supervisor at (847) 866-2940 24-hours before opening the street. Street openings must be covered safely with a minimum 1 inch steel plate overnight and bolted to the pavement. The asphalt shall be filled around the edges of the steel plate to provide a smooth riding surface. Pavement must be restored within 48 hours after the underground work is completed. The contractor must call the Public Works Supervisor again 48 hours after the underground work is completed.

In the case of the Portland Cement Concrete Pavement, the replacement shall be in accordance with the attached drawing. If the PCC Pavement is overlaid with Asphalt then the Portland Cement Concrete shall be struck off to two inches (2") below the existing pavement, and this shall be filled with asphalt surface mix upon proper curing the Portland Cement Concrete as shown on the attached drawing.

This Policy shall apply to work performed by all private parties, the utility companies and he City. The following specifications shall pertain to Administrative Policy #173.

TRENCH BACKFILL
This item shall consist of furnishing and transporting fine aggregate for backfilling material for all trenches made in the subgrade of the proposed street opening.

After the pipe has been placed on a bed of four-inch (4") compacted granular material, the entire width of the trench shall be backfilled with moist, fine aggregate. Special care shall be taken to completely fill the space under the pipe. The fine aggregate backfill material shall be placed in six-inch (6") layers, loose measurement, and compacted to the satisfaction of the City Engineer by ramming and tamping with tools approved by the City Engineer. The fine aggregate used for backfilling shall meet the approval of the City.

Backfilling of the trench shall be done in accordance with Section 208 of the Standard Specifications for Road and Bridge Construction of the State of Illinois, Department of Transportation, which states all backfill material up to a height of twelve-inches (12") above the pipe shall be careful deposited in uniform layers not exceeding six-inches (6") thick. The backfilling above this height shall be deposited in uniform layers not exceeding twelve-inch (12") thick.

BITUMINOUS CONCRETE PATCHING
When P.C.C. Pavement is to be overlaid with asphalt surface mix, the Portland Cement Concrete shall be struck off to two-inches (2") below the existing pavement and this shall be filled with an asphalt surface mix upon proper curing the Portland Cement Concrete.

The contractor is required to fill the street opening with two-inches (2") of hot mix, which shall meet the approval of the City Engineer. This item shall consist of trimming the patch face, priming of the existing pavement faces with RC-70 at the rate of approximately 0.1-gallon per square yard, allowing the prime to cure, and filling the opening with surface. The patch will be compacted to the satisfaction of the City Engineer/Senior Engineer.

95% density shall be obtained by the use of self-propelled/vibratory rollers or plate compactors.
TYPICAL DETAIL FOR TRENCH BACKFILL & GRANULAR BACKFILL MATERIAL

PROPOSED PAVEMENT

EXISTING PAVEMENT

WIDTH (MAX) = 9" + O.D. + 9", WHEN TRENCH < 5FT.
WIDTH (MAX) = 18" + O.D. + 18", WHEN TRENCH > 5FT.

GRANULAR BACKFILL DEPTH 6" (CA 6)

TRENCH BACKFILL (FA 6)

12" min. MECHANICAL COMPACTION REQ'D OF GRANULAR MATERIAL PRIOR TO BACKFILLING EXISTING EXCAVATION OUTSIDE PAVED AREAS.

*GRANULAR BACKFILL CA11, WHERE SPECIFIED (SEE NOTE BELOW)

BACKFILL FOR P.V.C. PIPE
USE CA-11 OR CA-13 GRADATION AS BEDDING MATERIAL TO A LEVEL OF 12-INCH (MINIMUM) OVER THE TOP OF THE P.V.C. PIPE.

FOR PCC PAVEMENT, SAW CUT REQUIRED

TRENCH BACKFILL

GRANULAR BACKFILL WHERE SPECIFIED

4" MIN. OR 1/4 O.D.

REQUIREMENTS FOR REMOVAL AND REPLACEMENT OF PAVEMENTS
Parkway Openings – Restoration of Lawn

Restoration of parkway openings upon the public way, shall be in accordance with Title 7, Chapter 4, Section 3 of the Code of the City of Evanston, Illinois. In addition, as also specified in the above-cited Section, the Director of Public Works is authorized to adopt additional rules and regulations for the restoration of such lawn.

This Policy, thus adopted, specifies that the lawn area will be restored with sod meeting the approval of the City Engineer. In addition, fine aggregate trench backfill shall be placed around the buried object for the full width of the trench to a minimum of one foot above the buried object. The balance of the trench shall be backfilled with approved natural soil, compacted in a manner approved by the City Engineer.

This Policy shall apply to work performed by all private parties, the utility companies and the City.

City of Evanston
Engineering Department
Administrative Policy #272

SIDEWALK OPENINGS - RESTORATION

Restoration of sidewalk openings upon the public way shall be in accordance with Title 7, Chapter 4, Section 3 of the Code of the City of Evanston, Illinois. In addition, as also specified in the above-cited Section, the Director of Public Works is authorized to adopt additional rules and regulations for the replacement of such sidewalk.

This Policy, thus adopted, regardless of the actual sidewalk removal needed, specifies that the replacement of the sidewalk shall be for the full width of the sidewalk where the sidewalk is of the standard width. Where the width of the sidewalk is greater than the standard sidewalk, the final width to be replaced shall be determined, after due consideration, by the City Engineer.

This policy shall apply to work performed by all private parties, the utility companies, and the City.
CITY OF EVANSTON

SPECIFICATIONS FOR PORTLAND CEMENT CONCRETE SIDEWALK

Portland Cement Concrete Sidewalk shall be constructed in one course, 5 inches thick, on a prepared subgrade in accordance with the following Specifications and the lines and grades established by the Engineering Department of the City of Evanston.

The sidewalk shall be constructed by Portland Cement, Class X Concrete which shall have a minimum of 6.0 bags of Type 1 cement per cubic yard. The course aggregate used shall contain a maximum of 2%, by volume, deleterious material (commonly called Chart-free aggregate) and the maximum size of stone shall be \( \frac{3}{4} \). Air content shall be not less than 5% nor more than 8%, and the slump shall not exceed 4\( ^{\prime} \). 28-day compressive strength tests resulting in less than 3500 p.s.i. or modulus of rupture less than 650 pounds per square inch at the end of 14 days when tested by standard methods shall be cause for removal and replacement, at Contractor's cost.

The subgrade shall be tamped or rolled until thoroughly compacted and shall be constructed true to grade and cross section for the bottom of the sidewalk. Where sidewalk is raised above the existing grade, fine aggregate, meeting the approval of the City Engineer, shall be used. The cost of this material shall be incidental to the price of Portland Cement Concrete Sidewalk.

Side forms shall be of lumber of not less than 2 inch nominal thickness and 6 inch nominal width, or steel of equal rigidity. They shall be held securely in place by stakes, braces, or other means, with the top edge true to line and grade. The forms for the sidewalk shall be set so that the slab will have a slope of not less than \( \frac{1}{4} \) inch and not more than 3/8 inch per foot from the edge nearest the property line toward the edge farthest from the property line.

The subgrade shall be moistened just before the concrete is placed, Concrete shall not be placed on a soft, muddy, or frozen subgrade. The concrete shall be placed in successive batches for the entire width of the slab, struck off from \( \frac{1}{2} \) to \( \frac{3}{4} \) inch higher than the finished side, tamped until all voids are removed and free mortar appears on the surface, thoroughly spaded along the edges, struck off to the proper grade, and finished to a plane, even surface with floats and trowels. The final troweling shall be done with a steel trowel, leaving a smooth even surface. After the water sheen has disappeared, the surface shall be given a final finish by brushing with a whitewash brush. The brush shall be drawn across the sidewalk at right angles to the edges of the walk, with adjacent strokes slightly overlapping, producing a uniform slightly roughened surface with parallel brush marks.

The surface shall be divided by grooves constructed at right angles to the center line of the sidewalk. These grooves shall extend to \( \frac{1}{4} \) the depth of the sidewalk, shall be not less than 1/8 inch nor more than \( \frac{1}{4} \) inch in width, and shall be edged with a jointing or edging tool having \( \frac{1}{4} \) inch radius. The grooves shall be 5 feet apart unless otherwise ordered by the Engineer. The edges of the slabs, including those along expansion joints, shall be edged as described above.
CURB RAMPS DETAIL
ADMINISTRATIVE POLICY NUMBER 204a

GENERAL NOTES:
1. DETECTABLE WARNING TILES SHALL BE INSTALLED THE FULL WIDTH OF THE CURB RAMP AS SHOWN ABOVE, ON THE PLANS, OR AS DIRECTED BY THE ENGINEER. TYPICAL WIDTHS ARE AS FOLLOWS:
   a) 5'-6" FOR METHODS 1 AND 2
   b) VARIOUS LENGTHS OF RADIAL TILES FOR METHOD 3
2. A LEVEL LANDING (MINIMUM OF 5" X 5" AREA WITH SLOPE IN ALL DIRECTIONS LESS THAN 2%) SHALL BE INSTALLED PRIOR TO ALL CURB RAMPS. METHOD 3 REQUIRES ENTIRE CORNER TO BE A LEVEL LANDING.
3. A DEVIATION OF A 1/2" OR MORE FROM ADJACENT SURFACES IS NOT ALLOWED.
4. SIDE CURBS AS SHOWN IN METHODS 1 AND 2 AS THE TYPE A RAMP WILL NOT BE PAID FOR SEPARATELY BUT WILL BE MEASURED FOR PAYMENT AS PCC SIDEWALK AND WILL BE REQUIRED AS DIRECTED BY THE ENGINEER OR AS SHOWN ON THE PLANS, WHILE TYPE B RAMPS WILL REQUIRE CURB OPENING SIDE FLARES.
5. SEE APPLICABLE PORTIONS OF IDOT HIGHWAY STANDARD 424001 (CURB RAMPS FOR SIDEWALKS), THE IDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION SECTION 424 (PORTLAND CEMENT CONCRETE SIDEWALK), AND THE AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG) FOR ADDITIONAL REQUIREMENTS.
6. DEPRESSED CURB AND GUTTER ADJACENT TO CURB RAMPS SHALL BE INSTALLED TO THE DIMENSIONS PROVIDED IN IDOT HIGHWAY STANDARD 606001 (CONCRETE CURB TYPE B AND COMBINATION CURB AND GUTTER)
7. WHEN USING METHOD 3 ROADWAY CURB RADII SHALL BE INSTALLED AT 15', 20', OR 25' RADIUS TO THE BACK OF CURB AS NOTED ON PLANS OR AS DIRECTED BY ENGINEER.
City of Evanston  
Public Works Department  
Division of Transportation

SPECIAL PROVISION  
FOR  
DETECTABLE WARNINGS

DETECTABLE WARNINGS shall be installed at curb ramps as specified by Section 424 of the Standard Specifications and at locations as shown on the plans or as directed by the Engineer.

The product used for installing detectable warnings shall be the following:
(a) Prefabricated Cast-In-Place Detectable Warning Panels (2 minimum per ramp)
(b) Color – Red
(c) Anchor System – Removable Concrete Anchors (5 minimum per panel)

Manufactured by one of the following:
(a) Access Products, Inc. (888-679-4022) / Supplier (630-689-7574)
(b) Armorcast Products Company (818-982-3600)
(c) Detectable Warning Systems, Inc. (866-999-7452)
(d) Or approved equal

Submittals as required by Standard Specifications:
(a) Manufacturer’s certification stating the product is fully compliant with the ADAAG.
(b) Manufacturer’s five year warranty
(c) Manufacturer’s specification stating the required materials, equipment, and installation procedures.

Additional installation requirements: Panels that must be cut shall be cut in a neat and workman like manner per manufacturers requirements to match the entire curb ramp width with a minimum of 5 pins per panel cast into concrete ramp. The panel size and method, as shown on the Curb Ramps detail, used for installing detectable warnings shall be approved by the Engineer prior to installation.
KNOW ALL MEN BY THESE PRESENTS, THAT

as principal, (hereinafter called PRINCIPAL), of the County of Cook and State of Illinois, and

as surety, (hereinafter called SURETY), are held and firmly bound unto the CITY OF
EVANSTON, ILLINOIS, a Municipal Corporation, in the penal sum of Ten Thousand Dollars ($10,000), lawful money of the United States of America, to be paid to the City of Evanston, its successors and assigns; for the payment of which sum of money, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above bounden

PRINCIPAL herein, has obtained a Permit from the said City of Evanston to construct and maintain a driveway leading from a public street into the premises in the Said City of Evanston, known as No.

EVANSTON, ILLINOIS, which permit is subject to modification or to revocation in the discretion of the City Manager of said City without the consent of the applicant. Now, if the PRINCIPAL herein, his assigns and any purchasers, owners and lessees of said premises shall at all times hereafter indemnify, save and keep harmless the City of Evanston against any and all liabilities, judgments, costs and expenses for damages, to real or personal property, and for damages for bodily injuries, or for death resulting therefrom, suffered by any person, firm or corporation including the City of Evanston, resulting from, or by reason of, the granting of such permission, or by reason of any act or thing done or omitted to be done by virtue of the issuance of said permit, or the construction and maintenance of said driveway, and shall also strictly comply with the conditions of the said permit and all ordinances of the City of Evanston, now or hereafter adopted, pertaining to use, occupation, and maintenance of streets, sidewalks, and driveways, this obligation to be void, otherwise to remain in full force and effect.

Signed, Sealed, and Delivered this ______ day of _______ A.D. 19 _______

Approved:

City Manager ___________________________ (SEAL)

Director of Public Works ___________________________ (SEAL)

Surety Approved:

City Clerk ___________________________ (SEAL)

Form Approved:

Corporation Counsel ___________________________ (SEAL)

STATE OF ILLINOIS) __________________________________________
County of Cook)

I., __________, a Notary Public, in and for said County, in the State

aforesaid, do hereby certify that __________, _______ personally known to me to be the same person(s) whose names(s) __________ subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that __________ signed, sealed and delivered the said instrument as ______ free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial seal this ________ day of _______ 19 _______

__________________________
Notary Public

STATE OF ILLINOIS) __________________________________________
County of Cook)

I., __________, a Notary Public in and for said County in the State

aforesaid, do hereby certify that __________ personally known to me to be

me to be the __________ President and __________ Secretary _______ personally known to me to be

the Secretary of the _______ Corporation whose name is __________

(Name of Corp.) subscribed to the foregoing instrument appeared before me this day in person and acknowledged that they signed, sealed and delivered the foregoing instrument as their free

and voluntary act, and as the free and voluntary act of the said __________

(Name of Corp.) for the uses and purposes therein set forth, and that they are thereunto duly authorized by the Board of Directors of the said __________

(Name of Corp.)

Given under my hand and Notarial seal this ______ day of _______ A.D. 19 _______

__________________________
Notary Public
STREET OBSTRUCTION BOND

Know All Men By These Presents, That we, ____________________________, as surety, of the County of Cook and State of Illinois, are held and firmly bound unto the City, in the penal sum of ___________________ Dollars, lawful money of the United States for the payment of which sum of money, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals, and dated this _______________ day of ____________, A.D. 20__.

The Condition of the Above Obligation is Such, that whereas permission being granted by the Director of Public Works of said City of Evanston to ____________________________ to occupy, for the period named in said permit, the space ____________________________ feet in length, and to a width of ____________________________ feet in and upon ____________________________ Street, and the public sidewalk situated in front of and adjoining the premises known as No. ____________________________, Street, in the City of Evanston, Cook County, Illinois, for the purpose of excavating for, and depositing material to be used in the construction, erecting, raising, repairing or wrecking of building or buildings, and the construction or repair of the curb wall or curbstone to be erected or repaired, or raised to grade, or for any other work or thing requiring the use or occupancy of said street or alley at or immediately adjacent to the space aforesaid, subject, however, to the conditions in said permit mentioned, or for the occupancy of the sidewalk adjoining said premises, according to the terms of the said permit of said Director of Public Works and also subject to all laws and ordinances of the said City governing said work, or for the obstruction or use of such street or alley, and also to pay to said City the sum required by ordinance for such use or occupancy and for restoration of such street or sidewalk or alley.

Now, if the said ________________, shall cease to use and occupy the aforesaid space after the expiration of said permit, or notice from the said Director of Public Works of the revocation of said permit, and shall, at the expiration or upon the revocation of said permit, without costs or expense to said City, put the pavement and sidewalk of said street or alley in as good condition and repair at that point, as before the said space was so used and occupied, and shall remove all material and debris from the space so occupied, and shall further fully indemnify the said City of Evanston and its officials against, and save it and them harmless for the full period of the Statutes of limitations of the State of Illinois in such cases made and provided from any and all claims for personal injuries and property damage and for all costs, expense or liability of any kind or nature whatsoever, which said City or its officials may suffer or be put to, or which may be recovered from it or them by reason of the issuance of such permit, or by reason of any act or thing done or neglected to be done under or by virtue of the authority given in such permit and the requirements of the ordinances of said City; then this obligation to be null and void; otherwise to be and remain in full force and effect.

Approved: ____________________________
Director of Public Works
(SEAL)

Surety Approved: ____________________________
City Clerk
(Principal)
(SEAL)

Form Approved: ____________________________
Corporation Counsel
(SEAL)

(SEAL)
(Surety)

ACKNOWLEDGEMENT FOR CORPORATIONS

STATE OF ILLINOIS
County of Cook } ss. I, ____________________________, a Notary Public

in and for said County in the State aforesaid, do hereby certify that ____________________________, personally known to me to be the President and ____________________________, personally known to me to be the Secretary of the ____________________________, whose name is subscribed to the foregoing instrument, appeared before me this day in ____________________________, for the purposes therein set forth, and that they are thereunto duly authorized by the Board of Directors of the said ____________________________ to execute said bond.

Given under my hand and Notarial seal this _______________ day of ____________, A.D. 20__.

Notary Public
6-O-09

AN ORDINANCE

Amending Title 7, “Public Ways,” Chapter 4, “Excavations,” Section 3, “Restoration of Surface after Excavation,” of the City Code by adding a “Pavement Degradation Fee”

WHEREAS, the Public Works Department has determined that excavations in paved City streets degrade and shorten the expected life of the surface of the street within two (2) feet of the perimeter of the area of excavation, which increases the frequency and cost to the City for necessary resurfacing, maintenance and repair; and

WHEREAS, the Public Works Department has determined that it is in the best interest of the Citizens of the City of Evanston provide for said increases in the frequency and cost to the City by amending the text of Title 7, “Public Ways,” Chapter 4, “Excavations,” Section 3, “Restoration of Surface after Excavation,” of the City Code by adding a “Pavement Degradation Fee.”

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL

OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: That Title 7, “Public Ways,” Chapter 4, “Excavations,” Section 3, “Restoration of Surface after Excavation,” of the Evanston City Code of 1979, as amended, is hereby further amended by adding a “Pavement Degradation Fee,” to read as follows:
7-4-3: RESTORATION OF SURFACE AFTER EXCAVATION:

Whenever any part of any street, alley, sidewalk or other public place in the City shall be torn, dug, or taken up for any purpose, the person so tearing, digging, or taking up any earth, paving, graveling or macadamizing shall, if required by the Director of Public Works to do so, immediately upon completion of such purpose, and as fast as practicable during the accomplishment thereof, return the earth and ram and pack down the same as fast as returned to a firm and solid bearing and in a manner, if possible, that will entirely prevent any settling of such earth, and shall also relay all paving, graveling and macadamizing in a skillful and permanent manner, and in every case to the satisfaction of the Director of Public Works of the City and under his direction. All rules and regulations of the Department of Public Works adopted with reference to the relaying of pavements or replacing material removed, disturbed or dug up, in any public street in the City, shall be complied with, under a like penalty in case of noncompliance with such rules and regulations as that last above specified, and the Director of Public Works is hereby authorized to adopt proper rules and regulations for such relaying and replacing of such pavements and material, and he is hereby empowered to require such deposits of money as may be proper or necessary to indemnify the City for the cost and expense of relaying such pavements and materials. (1957 Code, sec. 42-20)

7-4-3.1 PAVEMENT DEGRADATION FEE, PURPOSE: The purpose of the Pavement Degradation Fee, if applicable, is:

(A) Excavations in paved streets degrade and shorten the expected life of the surface of the street in and within at least two (2) feet of the perimeter of the area of excavation, increasing the frequency and cost to the City for necessary resurfacing, maintenance, and repair. Such pavement degradation occurs regardless of how well the excavated area is restored, as the cutting of the pavement and trenching in the streets permits water seepage into the street as well as weakening pavement support around the patch, thereby accelerating the street’s deterioration.

(B) The Pavement Degradation Fee offsets the substantial cost incurred by the City due to the shortened life of the street pavement when they are excavated by establishing a Pavement Degradation Fee that approximates the depreciated cost per square foot of a single roadway reconstruction and resurfacing.
7-4-3.2 PAVEMENT DEGRADATION FEE, APPLICATION: The Pavement Degradation Fee is applied as follows:

(A) Each person or entity receiving a Right-Of-Way Permit granting permission to excavate a public street in the City shall also, in addition to paying the applicable permit fee, pay to the City a Pavement Degradation Fee prior to issuance of said Permit.

(B) The amount of the Pavement Degradation Fee shall be based on the impacted street area, age of the street, and pavement degradation schedule.

(C) Definitions for purposes of this Section:

(1) "Impacted Street Area" means the area in square feet of the pavement restoration to the street shown in the Right-Of-Way Permit application.

(2) "Pavement Degradation Schedule" means the fee in dollars set forth in the Pavement Degradation Fee Rate Table below (7-4-3.3), applicable to the current age of the street to be excavated.

(3) "Emergency Repairs" means repairs to restore existing water, sewer, natural gas, electric, or telecommunications utility services to the applicant's property that have been interrupted due to collapse, breakage, rupture, blockage, failure or other similar reason.

(D) Only "Emergency Repairs" will be allowed in streets improved within the past three (3) years unless exempted by the Department of Public Works.

(E) It is the responsibility of the Right-Of-Way Permit holder to notify the Director of Public Works or his/her designee no later than the close of the next business day if the area of a street actually excavated by the Permit holder exceeds the dimensions stated in the Right-Of-Way Permit application, such that the understatement of the Impacted Street Area results in the Permit holder having underpaid the Pavement Degradation Fee. Such permit holder shall pay the additional amount of Pavement Degradation Fee due to the City within two (2) business days of providing such notice to the Director of Public Works.

(F) If, upon inspection of the site of an excavation for which payment of a Pavement Degradation Fee was required under this Section, it is determined by the City that the area of a street actually excavated exceeds the dimensions stated in the Right-Of-Way Permit application, such that the understatement of the Impacted Street Area has resulted in the Permit holder having underpaid the Pavement Degradation Fee, and the Permit holder has failed to provide the
notice to the Director of Public Works required in Paragraph (E) of this Section, then in addition to the payment of the additional amount of Pavement Degradation Fee required under this Section, the Permit holder shall pay a two hundred fifty dollars ($250.00) administrative fee to the City to compensate the City for its administrative expenses related to the Permit holders failure to comply with said Paragraph (E).

(G) A permit holder who excavates the paved streets between November 15th and April 1st is required to pay an additional two hundred fifty dollars ($250.00) resurfacing fee *in lieu* of placing the final surface bituminous surface. This will provide the City with the funds necessary to complete the final surface restoration once asphalt becomes available in the following spring.

**7-4-3.3 PAVEMENT DEGRADATION FEE RATE TABLE:**

<table>
<thead>
<tr>
<th>Street Condition</th>
<th>Pavement Degradation Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) to three (3) years</td>
<td>$550.00 with an additional $16.00 per square feet of Impacted Street Area over twenty-five (25) square feet per location</td>
</tr>
<tr>
<td>Four (4) to seven (7) years</td>
<td>$450.00 with an additional $12.00 per square feet of Impacted Street Area over twenty-five (25) square feet per location</td>
</tr>
<tr>
<td>Eight (8) years and above</td>
<td>$150.00 per location</td>
</tr>
</tbody>
</table>

**SECTION 2:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** That if any provision of this Ordinance 6-O-09 or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.
SECTION 4: That this Ordinance 6-O-09 shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

Introduced: January 26, 2009
Adopted: February 9, 2009

Approved: February 18, 2009

Lorraine H. Morton, Mayor

Attest: Mayre Press, Deputy City Clerk

Approved as to form: Elke B. Tobe-Purze, Interim First Assistant Corporation Counsel
Professional Certification

The owner/applicant shall have a Licensed Professional Engineer state in writing and show through supporting plans, calculations, and data that the project meets the engineering requirements of the Policies, Guidelines, and Regulations for the Development, Review, and Building Permit Process January 2012 and the Evanston City Code. New construction on private and public property will be graded so as not to cause a nuisance to the adjacent private property and public rights of way in terms of storm water draining toward adjacent lands. Further, the owner/applicant shall have a Licensed Professional Engineer inspect the project to ensure compliance and certify completion in accordance with the approved specifications and drawings.

Certificate by inspection engineer:

I hereby certify that construction of the project will be in substantial compliance with the data, plans, and specifications submitted with this application and all applicable codes; that approval will be obtained from the City of Evanston prior to making any changes that would affect performance, capacity, maintenance, design requirements, service area or the permit requirements; that a set of RECORD drawings, signed and sealed by the undersigned Engineer will be furnished to the City of Evanston within sixty (60) days after testing and approval by the Authorities of the completed work.

Engineering Firm___________________________________________________

Printed Name and Title______________________________________________

Signature_________________________________________________________

Email___________________________________Telephone________________

Address_________________________________________Zip______________

Date________________________