**Right of Way Permit Application**

**Department of Public Works**
2100 Ridge Avenue  
Evanston, IL  60201  
Dial 3-1-1 or (847) 448-4311  
[www.cityofevanston.org](http://www.cityofevanston.org)

<table>
<thead>
<tr>
<th>Obstruction</th>
<th>Excavation/Opening</th>
<th>Utility Agency</th>
<th>Driveway</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**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.

**ROW IMPACT**  
- **Driveway**  
- **Street**  
- **Sidewalk**  
- **Parkway**  
- **Alley**  
- **Metered Parking**

**How many linear Feet?**  
- **Traffic Lane:**  
- **Parking Lane:**  
- **Sidewalk:**  
- **Parkway:**  
- **Alley**

**EXISTING SURFACES/MATERIALS IMPACTED**  
- **Asphalt**  
- **Concrete**  
- **Brick Pavers**  
- **Gravel**  
- **Grass**  
- **Decorative Stone**

**Curb**  
**Curb and Gutter**  
**Other (specify)**

**UTILITIES**  
- **Water**  
- **Sewer**  
- **Gas**  
- **Electric**  
- **Cable/Telephone**  
- **Drainage/Culvert**

**Traffic Signals**  
**Street lights**  
**Other (specify)**

**OTHER IMPACTS**  
- **Landscaping**  
- **Trees**  
- **Irrigation**  
- **Signs**  
- **Fire Hydrants**

**METHOD OF INSTALLATION**  
- **Open-Cut**  
- **Directional Bore**  
- **Aerial/Poles Attachment**  
- **Other (specify)**

**Linear feet of buried:**  _______  
**Linear feet of aerial:**  _______  
**Utility Owner:**  _______

**Number of Openings:**  
- **Sidewalk:**  
- **Parkway:**  
- **Street:**  
- **Alley**

**Dumpster ___  Sidewalk Sign ___  Crane/Mobile Lift ___  Scaffold/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>
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<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>
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</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 $15.00/day/meter

Obstruction Fee

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

<table>
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<tr>
<th>Permits</th>
<th>Fee Schedule</th>
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<tr>
<td>Sidewalk/Parkway</td>
<td>$1.50/linear feet/week ($50 minimum)</td>
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<tr>
<td>Parking Lane</td>
<td>$1.50/linear feet/week ($50 minimum)</td>
</tr>
<tr>
<td>Traffic Lane or Alley</td>
<td>$1.50/linear feet/week ($50 minimum)</td>
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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.