



Right of Way Permit Application

City of Evanston
2100 Ridge Avenue
Evanston, IL 60201
(847) 448-4311

www.cityofevanston.org

Permit #: _____
Bond #: _____
Permit Fee: \$ _____ Acct 100.40.4105.52126
Winter Fee: \$ _____ Acct 100.40.4105.53736
Dumpster Fee: \$ _____ Acct 100.40.4105.52081
Approved by: _____
Start Date: _____ Expires: _____

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.

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

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 January 4, 2016)

Permit Extension/Cancellation Fee \$ 50.00

Driveway

Commercial \$100.00
 Residential \$ 50.00

Street Opening

7-4-3.3 PAVEMENT DEGRADATION FEE RATE TABLE:

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

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

Reservation of On-street Parking Space \$25.00/day/space (must give 48 hours notice)

Obstruction Fee

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

Sidewalk/Parkway	\$1.50/linear feet/week (\$50 minimum)
Parking Lane	\$1.50/linear feet/week (\$50 minimum)
Traffic Lane or Alley	\$1.50/linear feet/week (\$50 minimum)

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

Per City Franchise agreement, dumpsters must be provided by Groot Waste Management, 1 (800) 244-1977

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 Right of Way Permits and Applications

What is Right of Way (ROW)?

The ROW is public property and includes any public thoroughfare such as a street, road or alley. It also usually includes the median, utility poles, sidewalks, parkways and curbs. The ROW typically starts 12"-18" from the edge of the public sidewalk nearest the residence and continues to the same point on the opposite side of the street. The exact location of the ROW boundary line can only be determined by locating property survey marker or hiring a licensed surveyor to set the property survey marker. Private property begins behind the ROW.

What Projects Require a Right of Way permit?

Any time an individual, adjacent property owner, contractor or utility company needs to perform above or underground work within the City-owned ROW, a ROW permit is required for the obstruction to the street, alley, parkway or sidewalk.

Typical ROW projects include:

- Sidewalk construction or repair
- Driveway apron construction or repair
- Utility installation or repair
- Water, Sewer or Storm Sewer excavations and connections
- Lawn irrigation system
- Dumpster or Storage Pod located in ROW
- Traffic, Parking Lane, Sidewalk and Parkway closures, reconfiguration or obstruction
- Crane, Covered Canopy/Scaffolding

Why do I need a ROW permit?

The purpose of the ROW permit is to ensure that the work conducted in the ROW does not constitute a danger to the traveling public or the individuals performing the work and to ensure the completed work does not degrade the ROW or City infrastructure thereby resulting in increased maintenance or replacement costs to the taxpayer.

What paperwork do I submit when applying for a ROW permit?

- Completed ROW permit application
- Tree Permit
--Tree Permit is required prior to issuance of ROW permit for any work in the parkway, please contact the Forestry Division to obtain
- Traffic Control Plan
- Site plan showing proposed work with detail/dimension
- Contractor Registration including Certificate of Insurance listing City of Evanston as additional insured and Bond for private development and larger projects.
- Notification verification (if applicable)
- Permit Fee (check, credit card or cash)

How do I set appointment for ROW PERMIT?

ROW permits are issued by appointment only. Please schedule by contacting 311 (847 448-4311 if outside Evanston limits). Appointments are daily at 10:00; 10:30; 11:00; 1:30; 2:00; 2:30.

How long does it take to get a ROW PERMIT?

ROW permits can be issued during the ROW appointment provided all required information has been submitted and is accurate. Projects with a large or complex scope will require plans be submitted in advance for review. Many ROW permits require notification to adjacent property owners and businesses. Notifications can be sent by mail or delivered door to door. Notification period is one week in advance of start date. Verification of notification delivery is needed prior to ROW permit issuance.

How long is the ROW permit good for?

The ROW permit is good for the duration of the specific project location that the ROW permit was applied for. ROW work is not allowed in Evanston business districts on Friday, Saturday or Sunday.

Are inspections required?

Typically, the work being performed (water, sewer, concrete, etc.) would need to be inspected prior to pour or cover by the applicable inspector. Street restorations also require inspection by the Streets Divisions. All inspections can be scheduled through 311. Have permit number, location and contact information available.

What happens if I do not get a ROW permit for my project or if the permit expires and an obstruction remains?

A \$500 per day penalty will be assessed. 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.