

Right of Way Permit Application

ALL APPLICABLE LINES MUST BE COMPLETED | Please type or print in ink

Permit #: _____

Bond #: _____

Nature of Work

Obstruction _____ Excavation/Opening _____ Utility Agency _____ Driveway _____

Site Location

Full address, must include house number, floor/unit, street name | intersections and building names are not accepted

Work Scope

Include: a detailed description and scaled drawing or work plans for all permits, identification installed structures, the size and depth of proposed excavation, changes to existing materials and the proposed traffic control, submit a survey plat for driveway permits, on the drawing/plans of work include information and indicate disturbed items.

Start Date _____

End Date _____

Row Impact	<input type="checkbox"/> Driveway <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parkway <input type="checkbox"/> Alley <input type="checkbox"/> Metered Parking
Linear Feet	Traffic Lane _____ Parking Lane _____ Sidewalk _____ Parkway _____ Alley _____
Existing Surfaces/ Materials Impacted	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Brick Pavers <input type="checkbox"/> Gravel <input type="checkbox"/> Grass <input type="checkbox"/> Decorative Stone <input type="checkbox"/> Curb <input type="checkbox"/> Curb and Gutter <input type="checkbox"/> Other (specify) _____
Utilities	<input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Cable/Telephone <input type="checkbox"/> Drainage/Culvert <input type="checkbox"/> Traffic Signals <input type="checkbox"/> Street lights <input type="checkbox"/> Other (specify) _____
Other Impacts	<input type="checkbox"/> Landscaping <input type="checkbox"/> Trees <input type="checkbox"/> Irrigation <input type="checkbox"/> Signs <input type="checkbox"/> Fire Hydrants
Method Of Installation	<input type="checkbox"/> Open-Cut <input type="checkbox"/> Directional Bore <input type="checkbox"/> Aerial/Poles Attachment <input type="checkbox"/> 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 Information _____

Applicant/Contact Name

Phone _____ Cellphone _____ Email _____

Contractor Name

Phone _____ Cellphone _____ Email _____

Address _____

Evanston Registration # _____ Expiration Date _____

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 _____



Public Works Agency
2100 Ridge Ave., Evanston, IL 60201-2798
847-448-4311 | cityofevanston.org

Right of Way Permit Application Information

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 if entering the street
- Site plan showing proposed work with detail/dimension
- Notification verification (if applicable)

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; 10:30; 11; 1:30; 2; 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.

Right of Way Permit Fee Schedule (As of January 4, 2016)

FEES	
Permit Extension/Cancellation	Fee \$ 50
Driveway	Commercial \$100
	Residential \$ 50

7-4-3.3 PAVEMENT DEGRADATION FEES							
Street Resurfacing Condition	Pavement Degradation Schedule						
1–3 years	\$550 with an additional \$16 per sq. ft. of impacted street area over 25 sq. ft. per location						
1–7 years	\$450 with an additional \$12 per sq. ft. of impacted street area over 25 sq. ft. per location						
8 years and above	\$150 per 25 sq. ft. per location						
Winter Street Opening	an additional \$250/25 sq. ft. for street opening between November 15—April 1 (City to complete the final surface restoration in the Spring)						
Sidewalk/Parkway Opening	\$50 per opening						
Reservation of On-street Parking Space	\$25/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:						
	<table border="1"> <tr> <td>Sidewalk/Parkway</td> <td>\$1.50/linear ft./week (\$50 min)</td> </tr> <tr> <td>Parking Lane</td> <td>\$1.50/linear ft./week (\$50 min)</td> </tr> <tr> <td>Traffic Lane or Alley</td> <td>\$1.50/linear ft./week (\$50 min)</td> </tr> </table>	Sidewalk/Parkway	\$1.50/linear ft./week (\$50 min)	Parking Lane	\$1.50/linear ft./week (\$50 min)	Traffic Lane or Alley	\$1.50/linear ft./week (\$50 min)
Sidewalk/Parkway	\$1.50/linear ft./week (\$50 min)						
Parking Lane	\$1.50/linear ft./week (\$50 min)						
Traffic Lane or Alley	\$1.50/linear ft./week (\$50 min)						
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 per 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.