

**APPLICANT:**  
{ } Owner  
{ } Resident  
{ } Contractor  
{ } Other \_\_\_\_\_

**R.O.W. PERMIT #** \_\_\_\_\_  
**Permit Application Fee \$75.00**  
**Fee Paid** \_\_\_\_\_  
**Receipt #** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Received by** \_\_\_\_\_  
**Road Bond (If Required)** \_\_\_\_\_

**CITY OF PROSPECT HEIGHTS  
CONSTRUCTION PERMIT  
FOR WORK WITHIN THE PUBLIC R.O.W.**

WHEREAS, I (we) \_\_\_\_\_

**Name of Applicant**

Address: \_\_\_\_\_

\_\_\_\_\_

Phone # Home: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

herein termed the Applicant, request permission and authority to do certain work herein described on the right-of-way of the local road or street known as:

\_\_\_\_\_

**Address of Construction**

The work is described in detail on the attached sketch and/or as follows:

It is understood that the work authorized by this permit shall be completed within **six (6) months** after the date this permit is approved, otherwise the permit becomes null and void. This permit is subject to the conditions, restrictions, specifications, and guidelines set forth in the attached documentation.

This permit is hereby accepted and its provisions agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**Signed:** \_\_\_\_\_  
*Applicant*

**APPROVED:** \_\_\_\_\_

**By:** \_\_\_\_\_

## **ENGINEERING SPECIFICATIONS AND GUIDELINES**

### **I. PLAN DETAILS**

- A. Site benchmark must be on City approved datum.
- B. Location and elevation of benchmark must be included on plan.
- C. Plan must show all easements (utility, access, drainage, etc.).
- D. All site engineering submittals shall be on the same scale and must include north arrow, legend, common address, owner's information, and PE stamp.
- E. Standard detail drawings of any storm structures, sanitary structures, and soil erosion/sediment control measures utilized on the project must be included in the plan submittal.

### **II. CONSTRUCTION NOTES**

- A. Construction Hours are from 7:00 a.m. to 6 p.m. Monday through Saturday; No work shall be permitted on Sundays or legal, observed holidays.
- B. Construction fencing shall be installed and be constructed of six foot (6') chain link with locking gate surrounding the project area prior to construction.
- C. Signage shall be placed on construction fencing that includes owner and general contractor's contact information and site address.
- D. A portable toilet is required on site within the project limits (fenced area) prior to construction.
- E. Dust must be controlled on site at all times, including any demolition. All masonry must be cut with a wet saw within a dust containment system.
- F. Dumpsters are required on site and must be obtained from Arc Disposal Company by contacting them at (847) 981-0091.
- G. Approved architectural and engineering plans stamped by the City of Prospect Heights must be on site at all times.
- H. Construction parking shall only be allowed on one side of the street and all Right-of-Way access (intersections, driveways, etc.) to adjacent property must remain open.
- I. No construction debris, soil or material shall be permitted within the Right-of-Way. Any debris, soil, etc. must be removed at the developer's expense and may require the use of a street sweeper.

### **III. NEW WELLS**

- A. Must be at minimum of fifty feet (50') from all sanitary sewers, unless otherwise approved by the City Engineer.
- B. Sewer district must be notified at least two (2) working days prior to constructing a new well.

- C. City Code requires flexible type K copper underground service from well to house. **NO PLASTIC**
- D. Wells may be drilled to a recommended minimum depth of 150 feet.
- E. Casing size shall be a minimum of five inches (5") and be constructed of a material approved by the City Engineer or Plumbing Inspector.

#### **IV. SITE GRADING**

- A. The proposed top of foundation for the home shall fall within one foot to two and one half feet of the elevation of the edge of the roadway pavement, unless the City Engineer grants an exception.
- B. Plan must show existing spot grades along centerline and edge of street pavement, existing top of foundation elevations of adjacent residences, and direction of storm water drainage flow
- C. The proposed elevation of the principal residential structure should be in conformity with the grade of adjacent, neighboring property and Right-of-Way.
- D. The grading of a site shall not interfere or negatively impact drainage of adjacent property.
- E. All drainage swales should be a minimum grade of 1%.
- F. Finished grade at foundation shall be six inches (6") below the top of foundation, brick ledge, etc.

#### **V. UTILITIES**

- A. Existing public utilities (storm, sanitary, water, gas, etc.) must be shown on plan
- B. Proposed location of sump pump discharge shall be indicated on site plan
- C. All downspouts must be shown on plan indicating that each to be placed on splashblocks. **NO PIPING TO STORM SEWER PERMITTED**
- D. Sanitary sewer connection permit must be obtained from Old Town Sanitary District or Prospect Heights Public Works Department (if in Special Service Area) prior to construction
- E. Service connection fee must be paid and meter obtained from Prospect Heights Public Works Department prior to completion (if applicable)

#### **VI. CULVERT/SWALE PIPE INSTALLATION**

- A. Minimum size shall be 10" in diameter; material approved by Engineering Department
- B. Include size, length, material, and invert elevations of culvert on plan with upstream and downstream culvert data (if applicable)
- C. Acceptable materials: High Density plastics, Corrugated Metal, Reinforced Concrete
- D. Must extend 2' beyond edge of drive on 4" compacted stone
- E. All work must be inspected by the City's Engineering Department
- F. **TWO WORKING DAYS ADVANCE NOTICE REQUIRED FOR INSPECTION**

## **VII. DRIVEWAY INSTALLATION**

- A. Driveways may be a maximum width of 22' at Right-of-Way (R.O.W.) line
- B. Driveway may flare out to 28' at roadway
- C. Plan must include typical cross section showing material to be used
- D. All work must be inspected by the City's Engineering Department
- E. **TWO WORKING DAYS ADVANCE NOTICE REQUIRED FOR INSPECTION**
- F. Driveway may be constructed of the following material with the minimum depth indicated:
  - 1. **Hot Mix Asphalt** --2" Asphalt, 8" aggregate base (CA-6 or equivalent)
  - 2. **Right-of-Way Concrete**-- 6" Concrete, 4" aggregate base (CA-6 or equivalent)
  - 3. **Private Property Concrete**-- 5" Concrete, 4" aggregate base (CA-6 or equivalent)
  - 4. **Brick Paver**--Paver, ½" sand cushion, 6" aggregate base (CA-6 or equivalent)
- G. No wire mesh shall be permitted in the R.O.W. for concrete driveway construction
- H. Brick pavers and concrete within City Right-of-Way must be maintained two feet (2') from the edge of the roadway pavement with the transition between driveway and street constructed of asphalt or other approved material
- I. A notarized letter must be submitted for concrete or brick paver driveways indicating that the owner shall be responsible for any and all damage due to salting, plowing, or other Right-of-Way maintenance that the City performs

## **VIII. MAIL BOX INSTALLATION**

- A. Shall be approximately two (2) feet from the edge of the pavement and forty-two (42) inches in height
- B. Must conform to U.S. Postal Service regulations regarding residential mail receptacles
- C. Cannot be constructed of brick, block, stone, or other unyielding material

## **IX. DRAIN (FIELD) TILE**

- A. Any drain tiles encountered during construction must be reconnected, and functional
- B. Engineering shall inspect the connections prior to backfill
- C. Any tiles within the limits of the project area shall be routed around the project and reconnected on the downstream end at the point of functional tile
- D. **TWO WORKING DAYS ADVANCE NOTICE REQUIRED FOR INSPECTION**

## **X. SOIL EROSION AND SEDIMENT CONTROL (SE/SC)**

- A. All sediment control measures must be in place prior to initiating construction on the project
- B. Site engineering plan may include SE/SC measures with detail drawings

- C. Construction fencing around project area must also be included on plan (See II.B.)
- D. No inspections will be performed until SE/SC is approved

### **ADDITIONAL NOTES**

1. The applicant represents all parties in interest and shall furnish material, do all work, pay all costs, and shall in a reasonable length of time, restore the damaged portions of the highway to a condition similar or equal to that existing before the commencement of the described work, including any seeding or sodding necessary.
2. The proposed work shall be located and constructed to the satisfaction of the City Engineer or his duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the City Engineer.
3. The applicant shall, at all times, conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. In performing this work, the applicant shall provide a traffic control plan acceptable to the City Engineer. All signs, barricades, flagmen, etc., required for traffic control shall be furnished by the applicant. Work shall be done only during daylight hours.
4. The work performed by the applicant is for the bona fide purpose expressed and not for the purpose of or result in parking or servicing vehicles on the public right-of-way. Signs that overhang the right-of-way shall be prohibited.
5. The applicant, his successors or assigns, agrees to hold harmless and indemnify, and shall defend the City and its employees, officials and agents against any and all claims, losses, injury, damages, suits, demands, actions and causes of actions, expenses, fees and costs that may be the result of the exercise of this permit.
6. The applicant shall not trim, cut, or in any way disturb any trees or shrubbery along said street right-of-way without approval of the City Engineer or his duly authorized representative.
7. The City reserves the right to make such changes, additions, repairs and relocations within its statutory limits to the facilities constructed under this permit or their appurtenances on the right-of-way as may at any time be considered necessary to permit the relocation, reconstruction, widening or maintaining of the street and/or to provide proper protection to life and property on or adjacent to the City right-of-way. However, in the event this permit is granted to construct, locate, operate and maintain utility facilities on the City right-of-way, the applicant, upon written request by the City Engineer, shall perform such alterations or change of location of the facilities, without expense to the City and should the applicant fail to make satisfactory arrangements to comply with this request within a reasonable time, the City reserves the right to make such alterations or change of location or remove the work and the applicant agrees to pay for the cost incurred.
8. Applicant agrees that the installation of any appurtenances within the swale granted by this permit will be maintained and replaced at applicant's cost. Any interference with the flow of storm waters or improper grades of such appurtenances will be corrected at applicant's expense upon written notification by the City Engineer.
9. This permit is effective only insofar as the City has jurisdiction and does not presume to release the applicant from compliance with the provisions of any other existing statutes or local regulations relating to the construction of such work.

10. The construction of access driveways is subject to the regulations listed in Ordinance No. 0-79-16, "Restrictions on Filling, Altering and Shaping of Roadway Ditches of Swales".
11. The applicant(s) affirms that the property lines shown on the attached sheet are true and correct and binds and obligates himself to perform the operation(s) in accordance with the description and attached sketch and to abide by local regulations.
12. Applicant agrees that by acceptance of this permit, all terms and conditions will be considered to run with the land for all present and future owners of the property at the address of said construction.



**CITY OF PROSPECT HEIGHTS**

Building/Zoning Department  
14 E. Camp McDonald Rd.  
Prospect Heights, IL 60070  
Tel: 847/398-6070 ext. 211 Fax: 847/590-1854

**CONTRACTOR REGISTRATION APPLICATION**

DATE:

LICENSE YEAR: 20

**INSTRUCTIONS:** Please fill in or update all but the shaded areas on the TOP form. Sign and return ENTIRE page with your payment.

OFFICE USE ONLY			
CATEGORY AND TYPE	CITY BUSINEES ID	FEE	TOTAL AMOUNT DUE
		\$100.00	\$100.00

Type of Contractor: \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State \_\_\_\_\_  
 Zip \_\_\_\_\_

Phone: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_

City Staff Signature \_\_\_\_\_

Owner/Agent Signature \_\_\_\_\_

- \* **All** contractors licensed by the City must submit a \$25,000 Surety Bond naming the City of Prospect Heights.
- \*\* Plumbers must be licensed by the State of Illinois or City of Chicago and submit a copy of license along with a copy of their plumbers card both front and back (picture I.D.); Alarm installers and Roofers must submit copy of State License and a \$25,000 Surety Bond naming the City of Prospect Heights. Roofers must also provide the City a copy of the liability insurance.
- \*\*\* State Registered Lawn Sprinkler installers must submit copy of State Registration/Plumbers License along with picture I.D., name, address, telephone number together with a \$25,000 Surety Bond naming the City of Prospect Heights..
- \*\*\*\* Electricians must submit copy of license together with a \$25,000 Surety Bond naming the City of Prospect Heights.



**CITY OF PROSPECT HEIGHTS**

Building/Zoning Department  
14 E. Camp McDonald Road  
Prospect Heights, IL 60070  
Tel: 847/398-6070 ext. 211 Fax: 847/590-1854

**LICENSE APPLICATION**

DATE:

LICENSE YEAR: 20

OFFICE USE ONLY			
CATEGORY AND TYPE	CITY BUSINEES ID	FEE	TOTAL AMOUNT DUE
		\$	\$

PAYMENT INFORMATION

Company Name/Address/City; State;Zip:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***Please Note:***

*Contractors* must submit a \$25,000 Surety Bond naming the City of Prospect Heights along with a copy of their Certificate of Liability Insurance together with license registration payment of \$100.00 before the R.O.W. Permit is released. All copies may be faxed to the City of Prospect Heights.

FAX: 847/590-1854

Telephone: 847/398-6070, extension 211.