

WHEELING TOWNSHIP  
ROAD DISTRICT

PERMIT APPLICATION  
AND GUIDELINES

# WHEELING TOWNSHIP ROAD DISTRICT PERMIT PROCEDURE

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# **WHEELING TOWNSHIP ROAD DISTRICT**

## **PERMIT APPLICATION GUIDELINES**

- ✓ Permits for the Wheeling Township Road District will be issued after compliance with appropriate ordinances and regulations.
- ✓ Absolutely no construction can commence before all permits are issued.
- ✓ Other governmental agencies or bodies must be contacted for permitting work not included in our Township permit process. This may include but not limited to Cook County Building and Zoning, Village of Arlington Heights, Village of Mount Prospect, City of Prospect Heights, any Sanitary Districts (including the Chicago Metropolitan Water Reclamation District), the State of Illinois, the Army Corp of Engineers, etc.

## **PERMIT APPLICATION PROCEDURE**

- 1) Applicant applies for Cook County Building Permit. As required, Cook County will direct applicant to Wheeling Township for a Road District Permit.
- 2) Applicant receives Wheeling Township Road District Permit Application and Guidelines packet for review.
- 3) Applicant submits Wheeling Township Road District Permit Application (pages 3 and 4) and pays non-refundable permit fee, payable to Wheeling Township Road District, according to the fee schedule on the application form. The Permit Application form must be completed in its entirety, including all pertinent telephone numbers and addresses.
- 4) Applicant submits:
  - a. Grading and Drainage Plan, one (1) copy (see Grading and Drainage Plan Requirements, pages 5-7),
  - b. Plat of Survey for the site,
  - c. Architectural Plans for the proposed work, and
  - d. Engineer Cost Estimate,which the Township Engineer reviews. The Grading and Drainage Plan will not be necessary if the applicant is only resurfacing the existing driveway.
- 5) If acceptable, Township Engineer submits letter of approval and go to step 9). If not acceptable, Township Engineer returns plans with a comment sheet, listing the corrections to the plan that must be made.
- 6) Applicant revises plan based on Township Engineer comments, and submits one (1) revised set of plans, which Township Engineer again reviews.

- 7) If acceptable, Township Engineer submits letter of approval and got to step 9). If not acceptable, Township Engineer returns plans with another comment sheet and go to step 8).
- 8) After two reviews, Applicant revises plan based on Township Engineer comments, and submits one (1) revised set of plans plus \$250.00, which Township Engineer again reviews. If acceptable, Township Engineer submits letter of approval and got to step 9). If not acceptable, Township Engineer returns plans with comment sheet and go to step 8).
- 9) Applicant then submits:
  - a. Seven (7) sets of approved plans, which Township Engineer stamps and seals as “Approved”, and
  - b. Appropriate Bonds
- 10) Wheeling Township gives applicant a Road District Permit (or revised Permit for changes during the course of the project), along with five (5) copies of the “approved” plans. Of the remaining copies, one (1) is given to the Township Engineer and the other is kept by Wheeling Township Road District for project inspections and file purposes. On Permit revisions, a copy of the approval letter and revised Permit is sent separately to Cook County.
- 11) Applicant submits Wheeling Township Road District Permit along with five (5) sets of “approved” plans to Cook County as part of application for Cook County Building Permit (or Permit Revision).
- 12) Cook County notifies Wheeling Township monthly of their Building Permit applications, approvals and any revisions.
- 13) If, during the course of the project, a change to the approved grading and drainage plan is required, Applicant submits one (1) set of revised plans plus \$250.00, which Township Engineer then reviews. If acceptable, Township Engineer submits letter of approval and got to step 9). If not acceptable, Township Engineer returns plans with comment sheet and go to step 8). If no revision is required, go to step 14).
- 14) When the project is completed, Applicant submits four (4) copies of As-Build Grading and Drainage Plan. If acceptable, Township Engineer stamps and seals plans as “Approved” and prepares letter of approval. If not acceptable, Township Engineer returns plans with comment sheet and go to step 15).
- 15) Applicant revises grading and drainage per approved grading and drainage plan, and submits four (4) revised set of plans plus \$250.00, which Township Engineer again reviews. If approved, go to step 16). If not approved, go to step 15).
- 16) When approved, Township submits three (3) sets of “approved” as-built plans plus letter of approval to Cook County as part of their approval for final occupancy. The remaining copy is kept by Wheeling Township Road District for file purposes.

# WHEELING TOWNSHIP ROAD DISTRICT

## PERMIT APPLICATION

1616 N. Arlington Heights Rd.  
Arlington Heights, IL 60004

Office: 847-259-7730    FAX: 847-259-3070    email: [ssaewert@wheelingtowship.com](mailto:ssaewert@wheelingtowship.com)

Date of Application: \_\_\_\_\_ Number: \_\_\_\_\_ Permit Expires: \_\_\_\_\_

Name, Address and Phone Number of: \_\_\_\_\_

Owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Location of Work to be completed: \_\_\_\_\_

**MAKE CHECK PAYABLE TO: WHEELING TOWNSHIP ROAD DISTRICT**

### DESCRIPTION OF WORK (Check All That Apply)

PERMIT DURATION	TYPE OF PERMIT	PERMIT FEE	(X) Where Applicable
18 Months	*SUBDIVISION REVIEW	COST + 15%	
18 Months	*NEW CONSTRUCTION (per Residence, Garage or Commercial Unit)	\$975.00	
18 Months	*ADDITIONS - to Homes or Garages	\$975.00	
120 Days	*DRIVEWAY - New or Widening	\$495.00	
120 Days	DRIVEWAY - Resurface Existing with Asphalt	\$ 50.00	
120 Days	DRIVEWAY - Resurface Existing with Concrete or Brick Pavers	\$ 75.00	
2 Years	*PUBLIC SANITARY SEWER EXTENSION	\$495.00	
2 Years	WATER SERVICE INSTALLATION	\$100.00	
1 Year	*GRADE CHANGE	\$495.00	
120 Days	LAWN SPRINKLER SYSTEM	\$ 50.00	
120 Days	NEW UTILITIES	\$ 50.00	
120 Days	DIRECTIONAL BORING	\$ 35.00	
120 Days	REPAIR UTILITIES	\$ 35.00	
120 Days	*STORM SEWER CONNECTION or EXTENSION	\$495.00	
1 Year	*SEPTIC FIELD EXPANSION or RENOVATION	\$495.00	
1 Year	SANITARY SERVICE CONNECTION	\$250.00	
1 Year	*GRADING PERMIT FOR DEMOLITION	\$975.00	
18 Months	*ENGINEER REVIEWED DETERMINATION	\$250.00	
18 Months	SIMPLE DETERMINATION	\$ 35.00	
	*ADDITIONAL PERMIT REVIEW or PERMIT REVISION (Engineer Reviewed)	\$250.00	

**\*GRADING and DRAINAGE PLAN REVIEW REQUIRED**

**FOR MULTIPLE TYPES OF PERMITS, THE PERMIT FEE WITH THE GREATEST COST WILL APPLY. THE FEE FOR ENGINEERED REVIEWED PERMITS INCLUDES TWO (2) PLAN REVIEWS AND ONE (1) AS-BUILT REVIEW. IF FURTHER REVIEW(S) IS REQUIRED, THE ADDITIONAL PERMIT REVIEW or PERMIT REVISION FEE WILL APPLY.**

Approximate Start Date: \_\_\_\_\_ Approximate Completion Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Check No. \_\_\_\_\_ Date Received \_\_\_\_\_

To be filled out by property owner:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Architect: _____		
Engineer: _____		
Landscape Ctr.: _____		
Paving Ctr.: _____		
Excavator: _____		
General Contractor: _____		
Sewer Contractor: _____		
Septic Contractor: _____		
Other: _____		

**BEFORE STARTING ANY WORK,  
CALL J.U.L.I.E. (800-892-0123) FOR UTILITY LOCATIONS and  
NOTIFY WHEELING TOWNSHIP ROAD DISTRICT (847-259-7730 ex 41)!**

I acknowledge and agree to all the requirements pertaining to this permit. I understand that failure to comply shall cause forfeiture of bond money or cash escrow. Additionally, any additional costs incurred by the Wheeling Township Road District to correct the work covered by this permit shall be billed to the owner of record, as will any costs associated with recovery of damages. In addition, the following conditions apply:

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Owner

Approved and permit granted on this \_\_ day of \_\_\_\_\_ 200\_\_.

\_\_\_\_\_  
Scott Saewert  
Wheeling Township Highway Commissioner

# WHEELING TOWNSHIP ROAD DISTRICT

## GRADING and DRAINAGE PLAN REQUIREMENTS

When applying for a permit, Cook County Building and Zoning and the Wheeling Township Road District require the site drainage be addressed through a Grading and Drainage Plan. This plan shall show both the existing grades and any proposed grade changes. **This plan must:**

1. **Be prepared by an Illinois registered professional engineer who signs and seals the plan.**
2. Be drawn on 24" x 36" sheets and bound in sets.
3. Include the property address and PIN.
4. Include a legend and north direction arrow.
5. Include the following information:
  - a. **Existing Conditions** – show the existing topographic information on a separate sheet, noting any demolition and removal.
  - b. **Grading and Drainage Plan** – show the proposed changes to the grading conditions.
  - c. **General Notes and Details** – include the appropriate Wheeling Township Road District General Notes for Construction and Individual Lot Grading.
  - d. **Engineer Cost Estimate** – for all the work to be done under this permit in the public right-of-way. This should be provided on a separate 8-1/2" x 11" sheet.

The following information is required for all topographic surveys submitted as part of a grading and drainage plan:

1. The topographic survey should be to scale of 1" = 20' or 1"=10'.
2. The grading plan shall be submitted in USGS (NGVD of 1983) Datum. The benchmark should be shown on the plan. If near a flood plain, then a FEMA benchmark should be used.
3. Grades shall be developed using feet and decimals thereof. Spot grades at 10 ft. intervals, contour lines at 0.5 ft. spacing or any combination of the two may be used to clearly show the existing and proposed pattern of drainage.
4. The location, elevation, and identification of all visible features on the lot and within 50 ft. of the lot on all sides. This shall include buildings, pavement, sidewalks, manholes, valve vaults, culverts, drainage structures, poles with support wires, signs, fences, patios and retaining walls.

5. The location, top of foundation elevation and finished floor elevation of the existing house on the lot. If the existing house or a portion of the existing house will remain, then show the following locations and elevations: first floor elevation, elevations adjacent to the foundation, window well and stairwell elevations, downspouts, steps, sump pumps, driveways and sidewalks.
6. The location of the foundations on both sides of the lot along with the top of foundation, elevation, first floor elevation, and the location and elevation of window wells.
7. The location, elevation, material and diameter of storm sewers and sanitary sewers. The upstream and downstream structures should be located along with the rim and invert elevations. The location of the water mains should also be shown.
8. Drainage information within the right-of-way. This information should extend past the nearest driveway on both sides of the lot. Elevations and diameters should be provided for both the upstream and downstream driveway culverts along with elevations along the edge of pavement and roadway swale.
9. Location and elevation of drainage swales, ditches, culverts and other waterway conveyance channels on the lot or within 50 ft. of the lot.
10. Where there is a tributary area to the lot, the tributary area should be provided from aerial topography, if available, or from the USGS Quadrangle Maps for Hydrologic Investigations.
11. Location, elevation and diameter of all trees 4 in. diameter and above. If a dense stand of trees is encountered, then only the limits of the trees need to be located. Tree preservation shall be in accordance with Cook County's latest requirements. A deciduous tree having a trunk size of six in. (6") or greater in diameter and evergreens measuring ten vertical ft. (10') or more in height shall not be removed without written approval from the Cook County Commissioner of Building and Zoning or the Wheeling Township Highway Commissioner for trees located in the road right-of-way. Tree protection fencing in accordance with Cook County requirements shall be shown on the grading and drainage plan submitted to Wheeling Township.
12. The septic system should be shown. All storm water shall swale away from a septic field and septic field expansion area.
13. The downspout locations and direction of flow must be shown. All downspouts shall direct water to the front or rear of the lot and not onto adjacent properties.
14. All easements, existing and proposed, must be shown.
15. If improvements or work shown on the plans affects an adjacent property owner, then the contractor shall notify that adjacent property owner. In addition, the affected property owner shall be presented with a letter from the contractor for that property owner's acknowledgement. This letter shall include the type of work to be performed, approximate timing of the work, and the method of restoration. Once the affected property owner signs the acknowledgement letter, a copy shall be presented to the Highway Commissioner prior to commencement of the improvements or work.



16. In all cases, positive drainage throughout the lot must be achieved and the plan must reflect **no additional run-off onto adjacent properties** or the diverting or blocking of existing run-off onto the lot. The following drainage statement must appear on the plan with the appropriate signatures:

**“To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of these lot improvements or any part thereof, or that if such surface water drainage will be changed, reasonable provisions have been make for the collection and diversion of such surface waters into public areas or drains which the Owner has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property.”**

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Owner or Attorney

\_\_\_\_\_  
Engineer

When completed, follow the Permit Application Procedure (Page 1) for submitting the plan to Wheeling Township Road District for review and approval.

# WHEELING TOWNSHIP ROAD DISTRICT

## PERMIT APPLICATION CHECKLIST

(For Permit Requiring Grading and Drainage Review)

<u>FORM</u>	<u>COPIES NEEDED</u>
<input type="checkbox"/> COMPLETED PERMIT FORM	1
<input type="checkbox"/> CHECK FOR PERMIT (made payable to Wheeling Township Road District)	1
<input type="checkbox"/> PLAT OF SURVEY	1
<input type="checkbox"/> GRADING and DRAINAGE PLAN	1
<input type="checkbox"/> ARCHITECTURAL PLANS	1
<input type="checkbox"/> SEPTIC / SANITARY PLAN (if applicable)	1
<input type="checkbox"/> PERMIT BOND (\$5000.00 to Wheeling Township Road District)	1
<input type="checkbox"/> CERTIFICATE OF INSURANCE (with Wheeling Township Road District named as an insured)	1

# **WHEELING TOWNSHIP ROAD DISTRICT**

## **SITE PLAN REQUIREMENTS FOR DEVELOPMENTS**

For developments, a site plan must be submitted to the Wheeling Township Road District for approval. This plan shall show all the erosion and sediment control measures needed to provide protection throughout all phases of construction.

The site development plans shall further indicate:

1. The start of clearing date.
2. Exposure duration of disturbed areas.
3. Installation of temporary sediment control measures (vegetation and structural) by phase and date.
4. Details of all structural sediment control measures.
5. Installation of storm drainage by phase and date.
6. Paving of streets and parking areas, if any, by phase and date.
7. Stone road.
8. Site location where dirt will be stockpiled.
9. Storm sewer and how it will be protected.
10. Method of soil retention on property, such as seeding, burlap, etc.
11. Schedule of work that is going to occur.
  - a. Road construction
  - b. Site preparation, etc.

# **WHEELING TOWNSHIP ROAD DISTRICT**

## **GENERAL NOTES FOR CONSTRUCTION and INDIVIDUAL LOT GRADING**

### **GENERAL GUIDELINES**

1. This permit covers only the specific work mentioned herein and does not presume to release the Applicant from complying with all applicable laws, statues, ordinances and regulations. Furthermore, this permit is issued with the expressed understanding that the Applicant has obtained the proper permits for this work from, but not limited to, Municipalities, Cook County, the State of Illinois and Federal Agencies. No work shall begin unless a permit has been issued.
2. No changes, alterations, or revisions will be permitted unless approved in writing by the Highway Commissioner. Changes made without the approval of the Highway Commissioner will cause this permit to become null and void, and the Highway Commissioner will seek legal remedy.
3. A copy of the Wheeling Township Road District Permit Checklist must be kept on the job site during construction. The Highway Commissioner or his/her duly authorized representative retains the right to inspect the work at any time.
4. The Highway Commissioner shall be notified (847-259-7730) three (3) working days prior to the start of all construction.
5. Construction work must continue uninterrupted once started, unless written permission by the Highway Commissioner for a delay is granted.
6. The construction work shall be in accordance with the "Standard Specifications for Road and Bridge Construction" as issued by the Illinois Department of Transportation, latest edition; "Standard Specifications for Water and Sewer Main Construction in Illinois", latest edition; and the specifications detailed in the Wheeling Township Road District Permit.
7. Erosion control measures shall be provided by the General Contractor during all phases of construction until grass and vegetation have been established on the subject lot. All storm inlets and catch basins shall be provided with inlet protection in the form of filter fabric under the rim of the structure and surrounded by hay bales.
8. No equipment other than pneumatic tired equipment shall be permitted to stop or operate on the Township's road surfaced. Excavated material shall not be stored temporarily or otherwise on the Township's road surface or right-of-way.
9. No parking shall be allowed on the Township's roads or within the Township's right-of-way.

10. The only access allowed to the property is by utilizing the existing driveway, a stabilized construction entrance or a new driveway after the proposed culvert is set and the driveway base has been installed.
11. The Applicant shall provide and maintain at his/her own expense, such temporary roads and approaches, as may be necessary to provide access to driveways, house, buildings or other property abutting said improvements.
12. The General Contractor shall be responsible to keep all public right-of-way clean and free of debris at all times. Trucks and other construction equipment should be cleaned onsite to prevent mud from being deposited on the right-of-way. Concrete truck wash must not occur within the right-of-way. Building materials and construction site wastes must be properly managed and disposed of to reduce the risk of pollution. All debris and excess material must be removed from the site daily.
13. Stockpiles shall be for foundation backfill only. All other excavated materials must be removed from the site immediately. Stockpiles of soil that will remain for a period greater than seven days must be stabilized and provided with the appropriate soil erosion and sedimentation control measures. No stockpile shall be placed in a flood prone area. No stockpile shall be placed within 25 ft. of the roadway or drainage ditch.
14. Dust control measures must be utilized to minimize the spread of airborne particles.
15. If during the progress of the work, the subterranean conditions prohibit the construction of said improvement in and along the alignment as outlined in the plans, it is expressly understood that construction operations shall cease until a proposed revised alignment has been approved by the Highway Commissioner.
16. The permitted hours of construction are: Weekdays, 7 am – 7 pm, Saturdays, 9 am – 6 pm, Sundays and Holidays, 9 am – 5 pm.
17. This permit can be revoked at the discretion of the Highway Commissioner, **at any time**.
18. Bond moneys and cash escrows will be subject to release agreement upon satisfactory completion of the project and upon final approval by the Highway Commissioner.

## **INSPECTIONS, SPOT SURVEYS and AS-BUILT DRAWINGS**

1. During the course of the project, observations by the Highway Commissioner or his/her representative must be made:
  - a. Prior to the start or any construction.
  - b. During trench filling operations.
  - c. Prior to backfilling new storm lines, catch basins and manholes.
  - d. Prior to permanent road or driveway surfacing after base preparation.
  - e. After right-of-way restoration, when the grass has established a good stand.
2. A spot survey showing the foundation location, foundation measurements and the top of foundation must be furnished and approved by the Highway Commissioner before wall construction can commence.

3. An as-built survey of the culvert must be furnished and approved by the Highway Commissioner immediately after the culvert is set.
4. Upon completion of the grading and storm sewer improvements, the design engineer shall provide an "as-built" drawing and a statement that the grading and storm sewers as constructed satisfies the intent of and is in general conformance with the design plans.

## **LIABILITY**

1. The Applicant, Owner, General Contractor and all Sub Contractors, their successors or assigns shall assume all risk, responsibility and liability for any and all damage, injuries, accidents or deaths that may result to persons and property resulting from all work associated with this permit, and agrees to indemnify and hold harmless Wheeling Township, their Board members, employees and agents; the Wheeling Township Highway Commissioner, their employees and agents; the Wheeling Township Engineer, their officers, owners, employees and agents from any such claims for damages and from all costs and expenses incurred on account thereof and in connection therewith, including but not limited to reasonable attorneys' fees and costs.

## **SAFETY GUIDELINES**

1. The presence of a Wheeling Township representative shall not relieve the General Contractor and any other entity of the obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the documents and any health or safety precautions required by any regulatory agencies. Wheeling Township and the Township Engineer, their employees, agents and representative have no authority to exercise any control over any construction contractor or other entity or their employees in connection with any health or safety precautions. The Applicant agrees that the General Contractor is solely responsible for job site safety, and warrants that this intent shall be made evident in the Applicant's agreement with the General Contractor. The Applicant also agrees that Wheeling Township and the Township Engineer shall be indemnified and shall be made additional insured under the General Contractor's general liability insurance policy.
2. Construction fencing shall be installed in accordance with Cook County's latest requirements.
3. Proper signing, lighting, barricades and traffic control must be erected and maintained by the Applicant throughout the period of construction, as defined in the latest edition of the State of Illinois "Manual on Uniform Traffic Control Devices for Streets and Highways."
4. The operations of the Applicant shall be conducted in a manner to insure the minimum hindrance to traffic using the pavement and at no time shall its operations obstruct more than one-half (1/2) of the available pavement width. Any lane closures or traffic detours relating to the work in this permit will not be allowed between the hours of 6 am thru 9 am and 3 pm thru 6:30 pm.

5. When existing traffic control signs such as stop signs, stop ahead signs and crossroads signs impede work progress, said signs may be immediately reset as close as possible to their original location; but after the construction of said improvement has been approved, said traffic control signs shall be restored to their original position and condition or as directed by the Highway Commissioner. Temporary signage must be installed at a point closest to the original location with view intended for public safety.

## **DRAINAGE**

1. The Applicant shall be responsible for providing positive drainage for grading and pavement improvements.
2. Erosion control measures shall be provided by the General Contractor during all phases of construction until the grass and vegetation have been established on the subject lot.
3. All drain tile disturbed by the construction of improvements shall be repaired. All drain tile severed by the construction of improvements shall be reconnected to the existing storm sewer system or discharged to a swale in the public right-of-way. **A representative of the Wheeling Township Road District shall witness all repairs and reconnections of drain tile.**
4. All swales and downspouts shall direct storm water to the front and rear of the lot and not onto the adjacent properties. All swales shall be a minimum of 6 in. deep and 2 ft. wide, have a minimum slope of 1.00%, and must meet existing grades at the property lines.
5. All existing grades must be maintained at the property lines. Planting, landscaping and/or mulching along the property lines that effectively changes elevations, creates a berm and/or displaces water at the property line will not be permitted. Landscaping/planting finished grades must be at the existing grade, or lower, along the property line. Landscaping plans must meet and comply with the approved grading and drainage plan for the site.
6. This permit does not include or allow landscaping that effectively changes yard elevations or existing drainage patterns.
7. Sump pump discharge must discharge to the front of the residence onto splash blocks and comply with all existing laws, ordinances and requirements.
8. The Highway Commissioner reserves the right to make connections to any proposed storm sewer for the purposes of draining the road.

## **ROADWAY and DRIVEWAY PROCEDURES**

1. No pavement or driveway within the Wheeling Township right-of-way shall be saw cut without the **written consent** of the Highway Commissioner.
2. In the removal of pavement or driveways, the use of any type of concrete breaker that will damage the underground structures will not be permitted.

3. For driveway repair or replacement, the earth shall be removed to its full depth, starting at the edge of the road pavement, for the full dimensions of the proposed driveway section, and replaced with materials to be used in the construction of the driveway.
4. All driveway or driveway additions within the right-of-way shall have a minimum of eight in. (8") Aggregate Base Course and two in. (2") Bituminous Concrete Surface Course. All driveway culverts shall extend a minimum four ft. (4') past the edge of the driveway on each side.
5. If permitted, road opening procedures are as follows:
  - a. All cuts shall be done in a manner to minimize the trench width.
  - b. Back fill trench with CA6 limestone material only, which shall be compacted and watered during filling. Mechanical compaction shall be used at the Township's request.
  - c. On some openings, a concrete cap, with #6 wire mesh, that is ten in. (10") thick and extends past the trench wall one ft. (1') on each side, may be required.
6. Road surfacing procedures are as follows:
  - a. All edges of the road opening will be cleanly saw cut before pavement restoration.
  - b. Pavement restoration will be three in. (3") minimum hot Bituminous Concrete Surface Coat measured after compaction, or the full thickness of the existing road, whichever is greater.
  - c. A cold patch may be used, in the amount specified in b., when hot patching is not available due to seasonal conditions. This patch must be inspected daily by the contractor and additional bituminous material added, daily if necessary, to maintain the patched area at the same elevation as the adjacent undisturbed pavement for a period of not less than 30 days. After 30 days, permanent replacement in kind shall be made to the base course and pavement surface, unless written permission by the Highway Commissioner for an extension is granted.

### **TRENCHING and AUGER PITS**

1. All roadway utility crossings shall be augered unless written permission for any other method is obtained from the Wheeling Township Highway Commissioner
2. All auger pits shall be a minimum of 10 ft. from the edge of pavement, edge of shoulder or back of curb, and wood or steel sheeting shall be used. Auger pits left open overnight shall be properly protected with concrete barrier walls.
3. All trenches and openings made in the Wheeling Township right-of-way shall be backfilled with sand or limestone screenings and adequately compacted in accordance with Method 1 specified in Article 550.07 of the State Standard Specifications.

### **SANITARY SEWER MODIFICATIONS**

1. No break-in sanitary sewer connections are allowed. All sanitary sewer service construction, and particularly the service connection will be determined by the Township.



2. All VCP (clay) sanitary sewer services shall be replaced with 6 in. PVC SDR-26 pipe and gasket joints conforming to ASTM D-3212. The existing service fitting shall be removed from the main and replaced with a straight section of pipe and band seal connectors. Bedding material meeting MWRD standards shall extend from a minimum of 4 in. below the pipe to a minimum of 12 in. above the crown of the pipe. Services shall be installed at a minimum slope of 1.00%, maximum 33.00%. If the existing service is PVC, it shall be televised by the Applicant to insure that a proper connection has been made to the sanitary sewer main. All work for disconnection and connection of the sanitary service shall be witnessed by a representative of the Wheeling Township Road District.
3. A clean out should be installed on the outside of the house, within ten ft. (10') of the foundation wall. The clean out should be in a location available for service.
4. A riser may be used for the connection to the sanitary sewer main provided the minimum depth of the sanitary sewer is 4 ft. (4') from the crown of the pipe to the proposed ground elevation.

### **PUBLIC SANITARY SEWER EXTENSIONS**

1. All public sanitary sewer extensions shall meet or exceed MWRD criteria.
2. All sanitary sewers shall be minimum 8 in. dia. PVC SDR-26 pipe with gasket joints conforming to STM D-3212. Bedding material shall extend from 4 in. below the bottom of the pipe to 12 in. minimum above the crown of the pipe. The slope for 8 in. dia. pipe shall be minimum 0.45%.
3. All manholes shall be 48 in. dia. precast concrete with chimney seals. Manhole spacing shall be maximum 350 ft.
4. All manholes shall be easily located by sanitary sewer maintenance equipment.
5. All sanitary sewer easements shall be planted with grass only. No other natural or manmade improvements shall be permitted unless specifically allowed in writing by the Highway Commissioner.

### **SEPTIC FIELD EXPANSION or RENOVATION**

1. All work on the Septic Field shall be in accordance with Cook County Health Department Rules and Regulations.
2. A septic field, including any septic field expansion area, shall be completely enclosed with construction fencing before the start of construction.
3. No construction traffic, materials or stockpiles are allowed in a septic field of septic field expansion area.

## **RIGHT-OF-WAY RESTORATION**

1. The Applicant is responsible for the replacement of any public property damaged as a result of the construction.
2. Restoration of all disturbed grass areas within the public right-of-way shall be made with 4” of topsoil, seeding and erosion control matting meeting a minimum of North American Green DS 150 or equivalent. The restoration shall be “as good or better” than the existing conditions prior to the start of construction. The topsoil shall be free of debris, stones, clay, roots, weeds, rocks and any other foreign matter. All restoration shall be completed within fifteen (15) days from the completion of work.

# **WHEELING TOWNSHIP ROAD DISTRICT**

## **LAWN SPRINKLER INSTALLATION REQUIREMENTS**

When applying for a Lawn Sprinkler System Permit the following conditions apply to any part of such installation in the public right-of-way or easement:

1. The Wheeling Township Road District assumes no responsibility or liability because of this installation, and the owners will hold the Township harmless in any action relating to it.
2. The existence of the sprinkling system in the public right-of-way or dedicated easement shall not in any way interfere with the right of the Township to excavate therein for repair, maintenance or installation of any public utilities or for any other necessary purpose.
3. The Township will not be required to maintain or replace any of such system as may be damaged by such work or by any other maintenance or construction operation; such as, but not limited to, snow plowing, installation or repair of any public utilities.
4. All sprinkler heads will be so constructed that they will not project above ground level where located.
5. All sprinkler heads will be so located, shielded, adjusted or directed that they will not sprinkle the public pavement when in operation.
6. All sprinkler system heads and pipes shall be located a minimum of 18" from any unimproved road, and should be noted on the plans.
7. A sprinkler plan shall be submitted with the permit application.

# **WHEELING TOWNSHIP ROAD DISTRICT**

## **GRADING PERMIT for DEMOLITION**

For any demolition, as a minimum, the following must be done:

1. The sanitary service must be capped.
2. All utilities must be disconnected.
3. The well service must be capped and the well protected.
4. A locked chain link fence per Cook County standards must be installed.
5. The trees on the site must be protected with construction fencing at the drip line.
6. Any hole left after demolition must be filled level to the existing ground with clean fill, seeded and protected by silt fencing.
7. A \$5000 Bond must be obtained for potential damage to the township roadway or right-of-way during the demolition.