

**Application for Permit
Wheeling Township
1616 N. Arlington Heights Road, Arlington Heights, IL 60004
(847) 259-7730 Fax (847) 259-1570
RoadPermits@wheelingtowship.com
Permits by Appointment Only**

Permit # _____ - _____

Permit Expires _____

ADDRESS OF PROPERTY _____

OWNER INFORMATION

Name(s) _____

Address _____ City, _____, IL Zipcode _____

Phones Home (____) _____ Work (____) _____ Cell (____) _____

CONTRACTOR INFORMATION

Your Name _____ Company Name _____

Address _____ City, _____, IL Zipcode _____

Phone (____) _____ Fax (____) _____ Cell (____) _____

DESCRIPTION OF WORK TO BE DONE _____

To be completed by Township:

Bond \$ _____ Expiration Date ____/____/____

Liability Insurance \$ _____ Expiration Date ____/____/____

Engineering Review Fee \$ _____ Paid ____/____/____ Ck.# _____

Wheeling Township Permit Fee \$ _____ Paid ____/____/____ Cash _____ Check# _____

My signature below acknowledges I have received, read and agree to abide by all Permit Requirements pertaining to this permit. I further understand and agree that failure to comply with the Permit Requirements on the reverse side of this application will result in revocation of this permit, stopping all work on or over the Township Right of Way and/or forfeiture of bond money. I agree to keep the required insurance and bond in force until released by Wheeling Township. I understand and agree that any costs incurred by the Township in connection with activities covered by this permit, including costs associated with recovery of damages, exceeding the amount posted as bond security and insurance shall be billed to the owner of record and/or applicant as agent for owner.

Township Notes: This permit will be issued only if this permit meets all Cook County Building & Zoning requirements. Prior to beginning your project you must contact Cook County Building & Zoning (312) 603-0500, regarding permit requirements and any setback or variance issues. PLEASE READ PAGE 2 OF THIS APPLICATION CAREFULLY, AS YOUR ENDORSEMENT OF THIS PERMIT APPLICATION IS WITH THE UNDERSTANDING YOU MUST ABIDE BY ALL REQUIREMENTS LISTED

Special Instructions _____

It is your responsibility to call JULIE at 1-800-892-0123 at least two working days before you dig.

Owner Signature _____ Date ____/____/____

Applicant as Agent for Owner _____ Date ____/____/____

Approved and permit granted as stated above by _____
Wheeling Township, Township Engineer

Dated this _____ day of _____, 20____

PERMIT APPLICATION REQUIREMENTS

By the endorsement of this permit application the applicant understands and agrees to abide by the requirements below.

1. Original Certificate of insurance will be required in accordance with the latest edition of the Illinois DOT's "Standard Specifications for Road and Bridge Construction" from the applicant, at minimum, Liability and Workman's Compensation, showing Wheeling Township as certificate holder and Additional Insured.
2. Original Performance Bond will be required in the amount of \$10,000.00 from the Contractor or Owner to be held for **one year** from date of completion of work. Bond **MUST** have effective date and expiration date. Major Construction will be a percentage of total.
3. A copy of the engineer's plans (showing elevations) for the proposed work and/or (a full-sized plat of survey of the property where applicable) shall be submitted with a fully completed permit application. **Topography shall be included on the plat of survey for all projects proposing grade changes and/or construction of new structures or additions.**
4. A copy of the permit, permit application, and approved plans signed by the Township Engineer must be kept on the job site during construction of the work described herein.
5. No changes alterations, or revisions, will be permitted unless approved in writing by the Township Engineer.
6. This permit covers only the specific work mentioned herein and does not release the Applicant(s) from complying with all applicable laws, statutes, ordinances, regulations and other permit requirements.
7. This permit is issued with the expressed understanding that the Applicant(s) have obtained the proper permits relating to the work from Cook County Department of Building and Zoning, State of Illinois, local municipalities and any governmental body or agency having jurisdiction.
8. Inspections by the Township must be made: A) Prior to the start of **any** construction. B) During trench filling operations. C) Prior to permanent resurfacing after preparation, or prior to concrete pours after forms are installed. D) After right -of-way restoration (after grass has established a good stand). The Township will conduct random site erosion control inspections during construction. Any noted deficiencies must be corrected by the contractor within 48 hours. Failure to comply may result in fines and/or stop work orders.
Inspections deposit: An inspection deposit will be determined by the Township prior to permit issuance based on the anticipated number of inspections required for the project. Any remaining funds after the completion of construction and final restoration will be refunded to the applicant.
9. The Township Engineer shall be notified 48 hours prior to all required inspections.
10. The Applicant(s), it's successors or assigns shall assume all risk, responsibility and liability for any and all damage, injuries, accidents or deaths that may result to persons or property resulting from all work associated with this permit, and agrees to indemnify and hold harmless Township Engineer, Wheeling Township, their officers, 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 attorney's fees and costs.
11. Proper signing, lighting, barricades, and traffic control must be erected and maintained by the Applicant(s) 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".
12. The operations of the Applicants(s) shall be conducted in a manner to insure the minimum hindrance to traffic using the pavement and at no time shall it's 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 6:00 a.m. through 9:00 a.m. and 3:00 p.m. through 6:00 p.m. All work must cease by 3:00 p.m. on the day prior to a holiday or Friday or a holiday weekend and not start until 9:00 a.m. on the day following the holiday or holiday weekend. No construction, including the starting/operating of machinery, may commence prior to 7:00 a.m. on weekdays and 9:00 a.m. on Saturdays. No work is permitted on Sunday's or Federal Holidays.
13. When existing traffic control signs such as stop signs, stop ahead signs and crossroads signs are removed in the progress of the work, said signs shall be immediately reset as close as possible to their original location: 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 Township Engineer.
14. The pavement, parkway and all drainage systems must be kept clean and free of debris at all times. All debris must be removed from the site daily during the course of work and restoration.
15. Right -of- way restoration shall be completed within fifteen (15) working days after work has been completed, to a standard of "as good or better", free of debris, stones, excess materials, apparatus, tools and equipment, as well as all excess excavated materials. Grassy areas should be restored using pulverized topsoil free of rock, large roots, brush, sticks, weeds, or any other debris (4" minimum) and sod or seed and erosion control blanket.
16. All trenches and openings made in the Wheeling Township Right-of-Way, including green spaces, shall be backfilled with CA-6 in accordance with the Township Backfilling detail.
17. Construction work must continue uninterrupted once started.
18. Road surfacing is subject to the following: A. All edges of the road opening will be cleanly saw cut before pavement restoration. B. Pavement restoration will be in accordance with the Township Pavement Restoration detail.
19. Upon issuance of a permit for work you will be issued a Building Permit which must be displayed in a location visible from the street at the job site, prior to and during any and all construction
20. The applicant will be responsible for all costs incurred for engineering review of plans for the Wheeling Township Road District relative to this permit application. All fees for professional services must be paid before permit can be issued.

Driveway Requirements

Maximum width of single drive is 10 feet with 2 foot flares, for double drive 18 feet with 2 foot flares.

Culverts under driveways must be a minimum of 12 inch PVC pipe or larger. There must be a minimum of three (3) feet of exposed pipe on each end of drive, with flared end sections.

Asphalt must have minimum 8" compacted CA-6 stone with a minimum 3" asphalt surface course.

Brick Pavers are not allowed on any part of the public right of way including driveway aprons, which must be concrete or asphalt.

Concrete must have 4" of compacted CA-6 stone, with a minimum 6" Concrete meeting IDOT class PV concrete.

No reinforcement or wire mesh is to be used in the apron or within 2 feet of the sidewalk.

All sidewalk and curb must be poured separately.