

Frequently Asked Questions (FAQs):

[Where do I get a copy of the Right-Of-Way Permit application?](#)

Copies of the Right-Of-Way permit and standard details are available:

- On the Internet at: http://urbanaininois.us/ROW_Permits
- At the Public Works Department front office at 706 Glover Avenue.

[What paperwork do I submit when applying for a Right-Of-Way Permit?](#)

- Completed Right-Of-Way Permit application
- Traffic Control Plan (if applicable)
- Site Plan (clearly showing proposed work)
- Current Certificate of Liability Insurance with the City of Urbana listed as a Certificate Holder and endorsed as an Additional Insured. The following language should be used in the description section: **“The City of Urbana, its agents, and employees are listed as additional insured from [date to date].”** The certificate of Liability Insurance must be on file at the Public Works Department.

Current Surety Bond in the amount of \$10,000 must be on file at the Public Works Department. This is a separate bond from that required by the Urbana-Champaign Sanitary District.

*If you are not sure if you have these items on file with us, please call and we can let you know. A Right-Of-Way Permit **will not** be processed without both the complete insurance statement and the bond in the correct amount.

[How much does a Right-Of-Way Permit cost?](#)

The fee for a Right-Of-Way Permit is \$75.00.

Local units of government and telecommunication service providers are exempt from the permit fee but must still file for a permit.

[Where do I drop off my Permit application at?](#)

The front desk at Public Works at 706 Glover Avenue will accept and process Right-Of-Way Permit applications and fees from 7:30 a.m. to 5 p.m. Monday through Friday.

How long will it take to get a Right-Of-Way Permit?

Typically Right-Of-Way Permits are approved within 1 to 3 business days after they have been received. Please submit your completed application at least 24 hours prior to the commencing any activity in the right-of-way requiring a permit. A minimum of 24 hours' notice is required for inspections by Public Works personnel. That will provide the time necessary to verify accuracy of your paperwork and to schedule an inspection time. Keep in mind that road closures require a 72 hour advance warning.

How long is my Right-Of-Way Permit good for?

The Right-Of-Way Permit is good for the duration of the specific project location that the Right-Of-Way Permit was applied for. A Right-of-Way Permit cannot be used at multiple locations.

What happens if I do not get a Right-Of-Way Permit for my project?

Failure to obtain a permit for work being performed in the City right-of-way carries a **minimum** fine of \$100.

If concrete is to be poured as part of the project, applicant must contact the Engineering Division at (217) 384-2342 for an inspection prior to the placement of any concrete.