

# **UTILITY AND RIGHT-OF-WAY PERMIT**

## **STANDARD DETAILS**



# UTILITY AND RIGHT-OF-WAY PERMIT STANDARDS

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## Introduction to Utility and Right-of-Way Permits

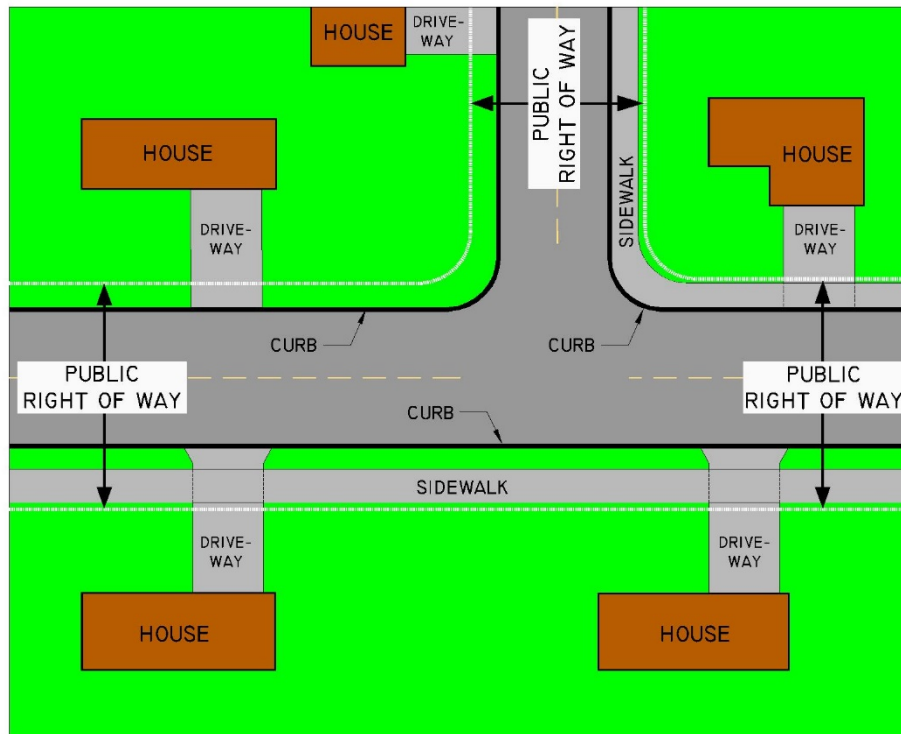
Utility and Right-Of-Way Permits are issued and inspected by the City of Urbana Engineering Division located in the Public Works Department at 706 South Glover Avenue in Urbana.

Any time an individual, contractor, or utility needs to perform work within the City owned right-of-way, whether in the road, along the sidewalk, on the shoulder or in the ditch, a Utility and Right-of-Way Permit is required. Any time an individual, contractor, or utility needs to perform work on a sanitary lateral regardless of location a Utility and Right-of-Way Permit is required.

The purpose of the permit is twofold: 1) to ensure that work conducted in the right-of-way does not constitute a danger to the traveling public or the individuals performing the work, 2) that the completed work does not degrade the right-of-way or City infrastructure thereby resulting in increased maintenance or replacement costs to the taxpayer.

### What is Right-Of-Way?

The right-of-way is public property and includes any public thoroughfare such as a street, road or alley. It also usually includes the median, utility poles, sidewalks, and the area immediately adjacent to the street. A good rule of thumb is that the back of the sidewalk (side nearest to the residence) and the street is part of the right-of-way. Private property begins behind the right-of-way.



## Utility and Right-Of-Way Standards Frequently Asked Questions

### What Projects Require Utility and Right-Of-Way Permits?

Examples include:

- Sidewalk repairs
- Sewer or Storm line repairs and connections
- Driveway repairs or installations
- Culvert installations
- Storm drain installation
- Utility repair or installation
- Private water & sewer line repairs and connections
- Sidewalk construction where there is an existing curb

Landscaping work (i.e. gardening, planting) done in the City right-of-way requires a Landscape License not a Utility and Right-Of-Way Permit.

If you need assistance in determining if your project requires a Utility and Right-Of-Way Permit please contact the Engineering Division at (217) 384-2342.

### Where do I get a copy of the Utility and Right-Of-Way Permit application?

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

- On the Internet at:  
[http://urbanailinois.us/UROW\\_Permits](http://urbanailinois.us/UROW_Permits)
- At the Public Works Department front office.

### What paperwork do I submit when applying for a Utility and Right-Of-Way Permit?

- Completed Utility and 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.

## Utility and Right-Of-Way Standards Frequently Asked Questions

- 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 Utility and Right-Of-Way Permit **will not** be processed without both the complete insurance statement and the bond in the correct amount.

- Permit Fee

### How much does a Utility and Right-Of-Way Permit cost?

The fee for a Utility and Right-Of-Way Permit is \$80.00.

### Where do I drop off my Permit application at?

The front desk at Public Works will accept and process Utility and 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 Utility and Right-Of-Way Permit?

Typically Utility and 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 Utility and Right-Of-Way Permit good for?

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

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

Failure to obtain a permit for work being performed in the City right-of-way or on a sanitary lateral carries a **minimum** fine of \$160.

**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.**



Public Works Department  
706 Glover Avenue  
Urbana, IL 61802  
(217) 384-2342  
FAX (217) 384-2400

## UTILITY AND RIGHT OF WAY PERMIT

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street) (City, State, Zip)

Phone# \_\_\_\_\_ Mobile# \_\_\_\_\_

Email Address (print clearly) \_\_\_\_\_

Sub-Contractor(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street) (City, State, Zip)

Phone# \_\_\_\_\_ Mobile# \_\_\_\_\_

Email Address (print clearly) \_\_\_\_\_

Description of work \_\_\_\_\_

Geographic Location of Work \_\_\_\_\_

### Proposed Utility and ROW Activities

☐ **Sanitary sewer lateral excavation\*** (Requires a UCSD permit from Urbana-Champaign Sanitary District)

UCSD Permit Number: \_\_\_\_\_

☐ **Storm sewer lateral excavation or sump pump discharge**

☐ **Utility repair or installation by directional bore** (other than sewer-related)

☐ **Utility repair or installation** (other than sewer-related)

Installation Method: ☐ Aerial ☐ Directional Bore ☐ Open Trench

☐ **Driveway Approach**

Type of Curb: ☐ Depressed ☐ Mountable ☐ Saw cut

Material Type: ☐ Asphalt ☐ Concrete ☐ Brick

☐ **Sidewalk Repair or Replacement** Material Type: ☐ Concrete ☐ Brick

☐ **Dumpster or Portable Storage Container (POD) located in ROW**

☐ **Parking Lane Closure**

For Office Use Only

**Permit Fee \$80.00**

Permit #: \_\_\_\_\_

Check #: \_\_\_\_\_

Do you need a Road / Alley / Sidewalk closure? \*\* Yes or No

☐ Complete Road Closure ☐ Lane Closure ☐ Sidewalk Closure

Date / Time to be closed \_\_\_\_/\_\_\_\_/\_\_\_\_ AM/PM

Date / Time to be opened \_\_\_\_/\_\_\_\_/\_\_\_\_ AM/PM

Will trees on City ROW be affected? Yes or No

Will on-street parking be affected? Yes or No

☐ Traffic Control plan attached (if required)

☐ Site plan attached

Is Liability Insurance on file with the City? Yes / No / N/A

Is Bonding on file with the City? Yes / No / N/A

Proposed starting date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*SANITARY SEWER LATERAL REPAIRS UNDER PAVEMENT OR SIDEWALK MAY BE ELIGIBLE FOR CITY PAVEMENT REIMBURSEMENT PROGRAM. PLEASE CONTACT (217) 384-2342 TO INQUIRE ABOUT PAVEMENT REIMBURSEMENT PROGRAM.

\*\*COMPLETE ROAD CLOSURES AND LANE CLOSURES REQUIRE 72 HOURS NOTICE AND APPROVAL FROM THE CITY OF URBANA PUBLIC WORKS DEPARTMENT

*IT IS UNDERSTOOD THAT THE WORK AUTHORIZED BY THIS PERMIT SHALL BE COMPLETE WITHIN **180** DAYS OF THE DATE OF APPROVAL; OTHERWISE THIS PERMIT SHALL BECOME NULL AND VOID.*

**NO WORK SHALL BEGIN UNTIL AN APPROVED UTILITY AND ROW PERMIT IS ISSUED.**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name \_\_\_\_\_

**THIS PERMIT IS SUBJECT TO THE CONDITIONS AND RESTRICTIONS PRINTED ON THE REVERSE SIDE OF THIS PERMIT AND ALL ATTACHED STANDARDS.**

## PERMIT CONDITIONS

1. All construction and safety practices shall be in compliance with the current edition of the Illinois Department of Transportation "The Standard Specifications for Road & Bridge Construction".
2. All O.S.H.A. and other Federal and State safety regulations shall be adhered to.
3. All details and/or notes attached to the submitted plans shall be incorporated into the approved plans.
4. All traffic control shall comply with the current edition of the "Manual on Uniform Traffic Control Devices for Streets & Highways".
5. All trench excavation work shall comply with the current edition of the "Standard Specifications for Sewer and Water Main Construction in the State of Illinois".
6. All work requires an inspection before concrete pours or excavation backfill. Please call the Utility and Right-of-Way Technician at (217) 384-2342 to schedule an appointment 24 hours in advance.
7. 24 hours prior to the start or restart of any construction the contractor shall notify the Utility and Right-of-Way Technician's office at (217) 384-2342.
8. The contractor shall not trim, cut or in any way disturb any City trees or shrubbery without the approval of the City Arborist (217) 384-2342 or his authorized representative as stated in the Urbana Tree Ordinance No. 7677-24. Should the work site be located near any City-owned tree(s) the contractor shall contact the City Arborist 24 hours prior to the start of the construction.
9. No changes shall be made from the approved plans without the written or verbal approval of the Utility and Right-of-Way Technician.
10. Upon completion of the construction the contractor shall restore the work site to a condition equal to or better than the existing condition or at the direction of the Utility and Right-of-Way Technician, according to section 20-507 of the Code of Ordinances.
11. In order to avoid utility and street light cable conflict, the contractor shall be responsible for contacting J.U.L.I.E. for public utility locations a minimum of 48 hours (two working days) prior to excavation. CALL **811** OR **1-800-892-0123** to place a local request.
12. At any time that there is damage to a utility, the contractor shall notify the appropriate parties immediately and shall be liable for the cost of repair should the contractor be found at fault.
13. Any utility information, including sewer tap location, provided by the City is based on judgment and information currently available to the City Engineer or his agent. This information is made available to the general public upon request. The City of Urbana shall not be responsible for any discrepancies between information made available and actual field locations. Actual locations of utilities and taps may vary from the information on file. It shall be the sole responsibility of the permit holder or user of the information to determine the exact utility locations in the field. The City of Urbana does not guarantee the condition or the functional capacity of said utilities and/or sewer taps.
14. Inspections performed by the City do not remove the requirements for the work performed to comply with all local, state, and federal rules, ordinances, and standards.
15. An Erosion Control Permit is required on disturbed areas over 2,000 square-feet.
16. The Utility and Right-of-Way Technician may require the contractor to provide appropriate erosion control measures when deemed necessary.

## ADDITIONAL COMMENTS

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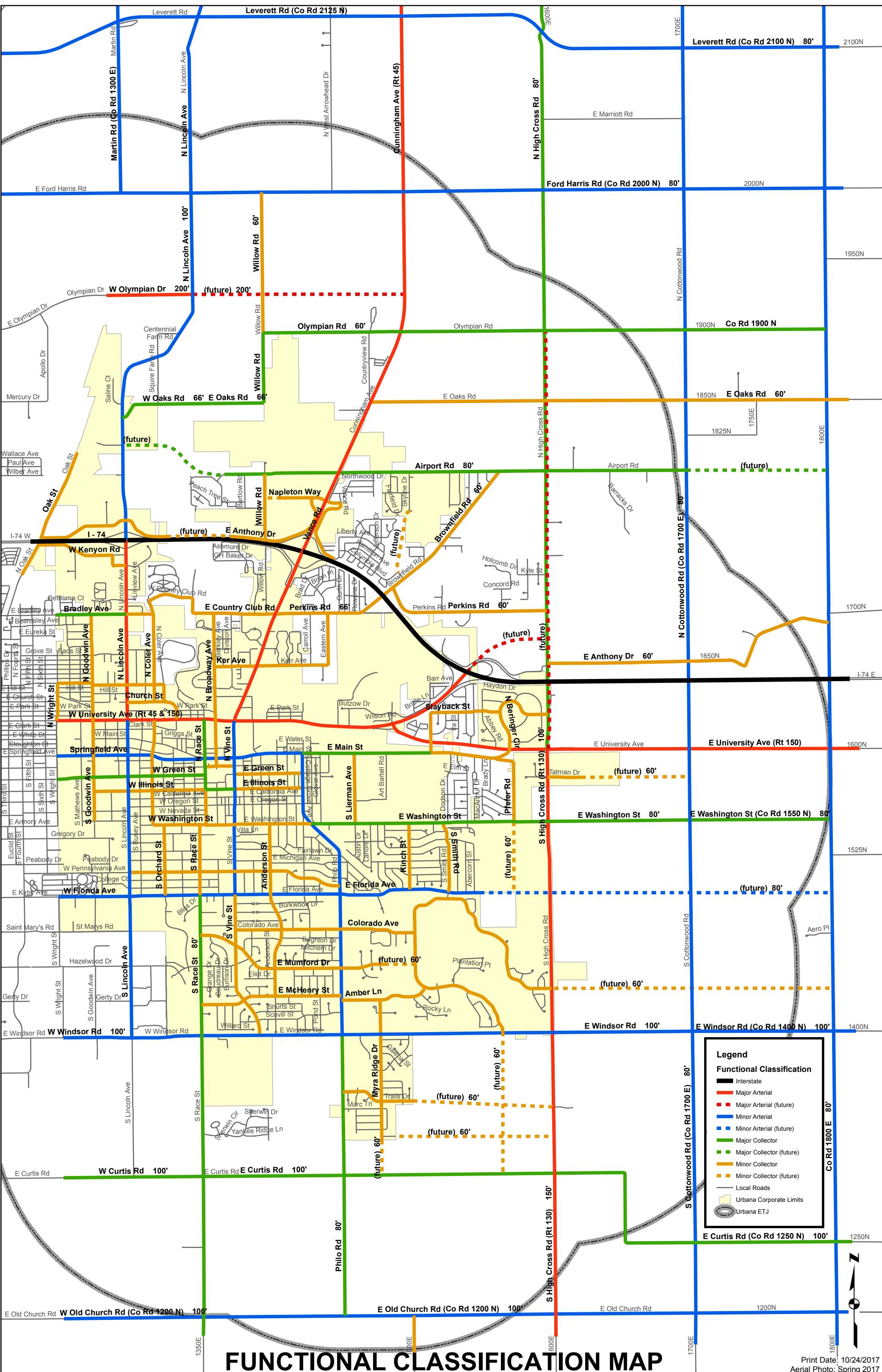
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## QUICK REFERENCE TO TREE PROTECTION ZONE

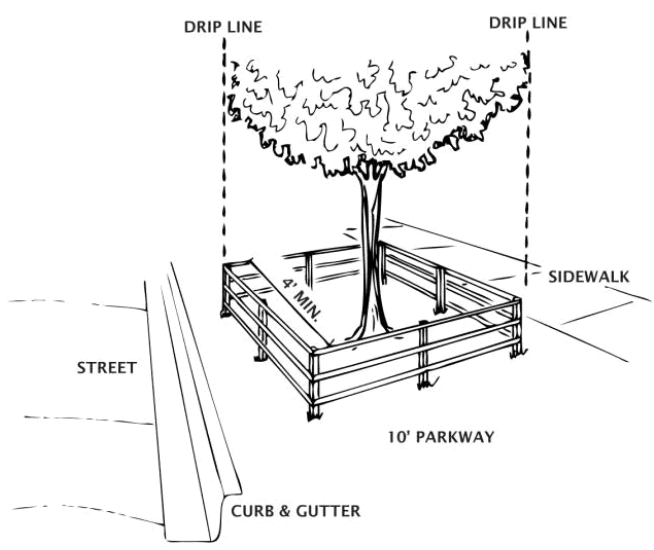
### Tree/Shrub Protection (above ground)

The contractor or permit holder shall be responsible for protecting all public trees and shrubs located on the public right-of-way. Existing trees/shrubs subject to construction activity shall be boxed, fenced or otherwise protected before any work is started. The trees/shrubs to be protected, the method of protection, and the dimensions involved shall follow the guidelines of the City Arborist, or if special conditions warrant adjustment, be determined by the City Arborist in conjunction with the contractor or permit holder. Once assembled, no boxing, fencing or other protection device shall be removed without prior approval of the City Arborist or City Inspector and there shall be no construction activity or material within the enclosure.

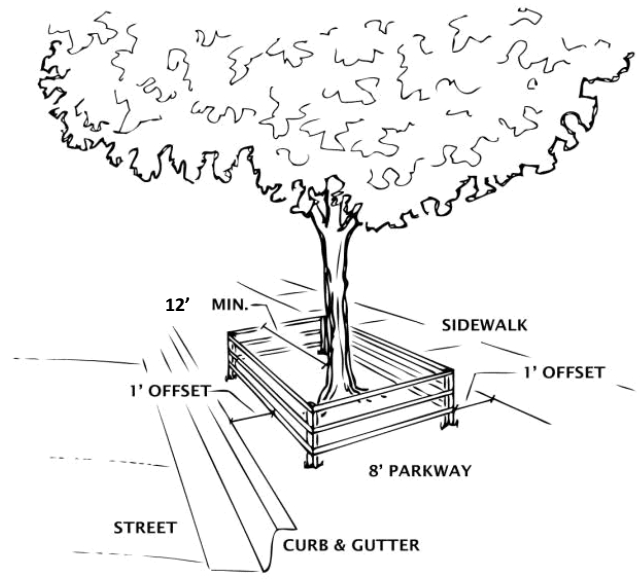
Shrubs and small trees shall be boxed or fenced in such a manner as to encompass the entire drip line area of the tree (Figure 1). In no case shall the enclosure be less than 4 feet from the center line of the tree. Medium to large trees shall be boxed or fenced in a manner to encompass as much of the drip line area of the tree as possible as determined by property and right of way boundaries (Figure 2). In no case shall the protective device be closer than 12 feet from the center line of the tree except in those portions bordered by the public sidewalk or curb, in which case the protective device shall be offset 1 foot wherever possible.

Tree Diameter	Distance of fencing from tree trunk *
Up to 4 inches	Min 4 feet
4.1 – 9 inches	Min 6 feet
9.1 – 14 inches	Min 12 feet
14.1 – 19 inches	Min 16 feet
19.1 and greater	Min 20 feet

**\*Minimum distances listed are required unless waived by City Arborist. If available space permits greater distances for tree protection a distance of one foot from tree trunk for every one inch in tree diameter is preferred but not required.**



**FIGURE 1 - SMALL TREES**  
MINIMUM FENCING REQUIREMENTS



**FIGURE 2 - MEDIUM TO LARGE TREES**  
MINIMUM FENCING REQUIREMENTS

**RIGHT-OF-WAY STANDARD DRAWING**  
**TREE PROTECTION ZONE**  
**DETAIL ARB-01**

**CITY OF URBANA**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING DIVISION**



## Utility Installations (underground)

All installations of underground utilities upon the public right-of-way are subject to approval by the City. Any and all installations that impact on public trees due to underground conflicts (roots) are specifically subject to the review and approval of the City Arborist before the project starts.

**Trenching and Tunneling** – Open trenching in the root zone of public trees is prohibited unless it falls outside the drip line of a tree's canopy (Figure 3). All trees where there is insufficient space to bypass the drip line by trenching must be tunneled. In no case shall the tunnel be less than 2 feet in depth. When the tunneling procedure is required, the distance of the tunnel from the face of the tree is determined by the diameter of the tree 4 1/2 feet above the ground line. Unless specified otherwise by the City Arborist, all dimensions apply as illustrated in Figure 4 with the quick reference table.

Since the cutting of larger roots is unavoidable in a trenching operation, all roots over 2 inches in diameter must be cut cleanly. All trenches should not stay open longer than necessary and must be properly barricaded.

Tree Diameter (a) (at 4 1/2 feet above ground)	Distance of <u>trenching</u> from tree trunk (b)	Recommended depth of tunnel or trench (c)
Up to 4 inches	Min 4 feet	24 inches
4.1 – 9 inches	Min 6 feet	30 inches
9.1 – 14 inches	Min 12 feet	30 inches
14.1 – 19 inches	Min 16 feet	36 inches
19.1 and greater	Min 20 feet	36 inches

**\*Minimum distances listed are required unless waived by City Arborist. If available space permits greater distances for tree protection, such as to drip line, are preferred but not required.**

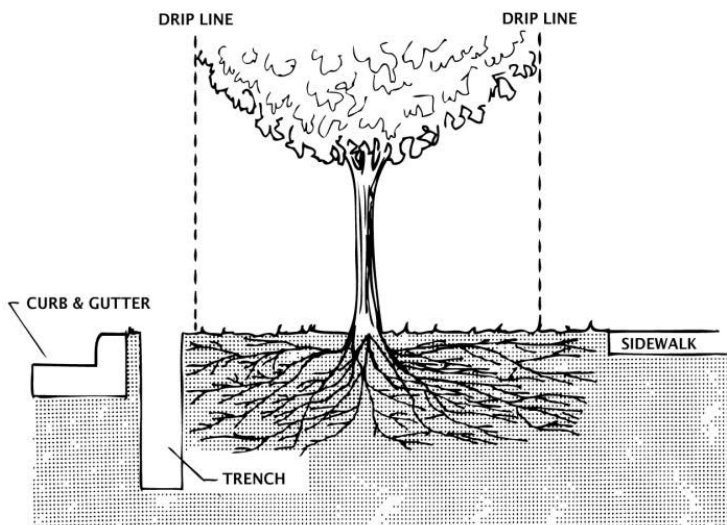


FIGURE 3 - SMALL TREES  
TRENCHING REQUIREMENTS

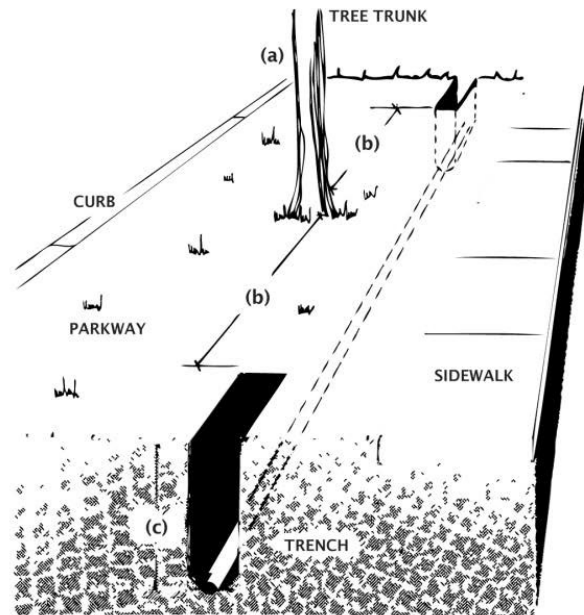


FIGURE 4 - MEDIUM TO LARGE TREES  
TRENCHING AND TUNNELING REQUIREMENTS

DATE:  
01/01/2022  
DRAWN BY:  
BEH  
REVISED:  
JANUARY 2021

RIGHT-OF-WAY STANDARD DRAWING  
TREE PROTECTION ZONE  
DETAIL ARB-02

CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION



**Augering** - Tree root zones shall be protected by augering in the manner described below. Tree diameter is measured 4 1/2 feet above the ground. The minimum depth of auger within the tree protection zone, as defined above, shall be 24 inches below the soil surface. No trenching within the protection zone of the tree shall be permitted.

Tree Diameter	Augering Instructions
Up to 4 inches	Auger 4 feet from the face of tree in all directions if trench will be located within or intersect this radius.
4.1 – 9 inches	Auger 6 feet from the face of tree in all directions if trench will be located within or intersect this radius.
9.1 – 14 inches	Auger 12 feet from the face of tree in all directions if trench will be located within or intersect this radius.
14.1 – 19 inches	Auger 16 feet from the face of tree in all directions if trench will be located within or intersect this radius.
19.1 or greater	Auger 20 feet from the face of tree in all directions if trench will be located within or intersect this radius.

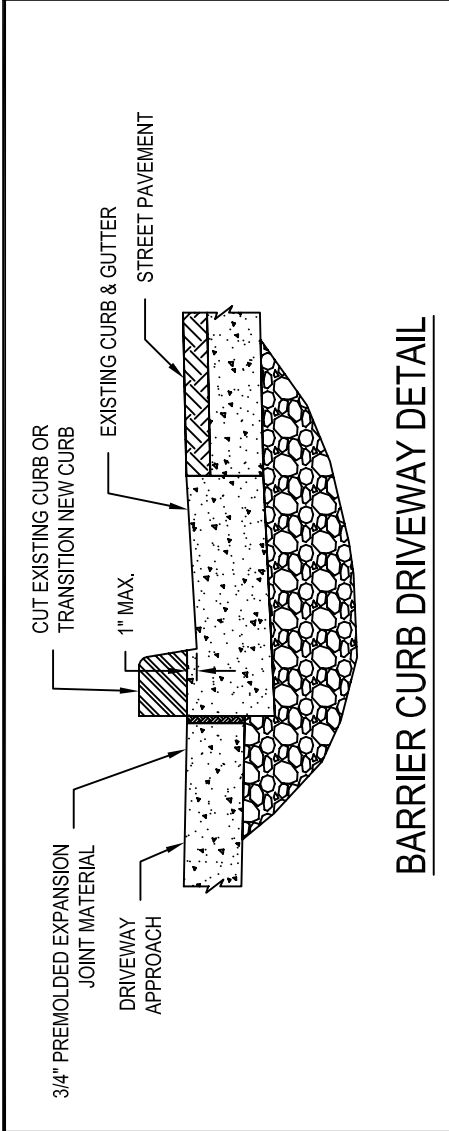
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REVISED:  
JANUARY 2021

**RIGHT-OF-WAY STANDARD DRAWING**  
**TREE PROTECTION ZONE**  
**DETAIL ARB-03**

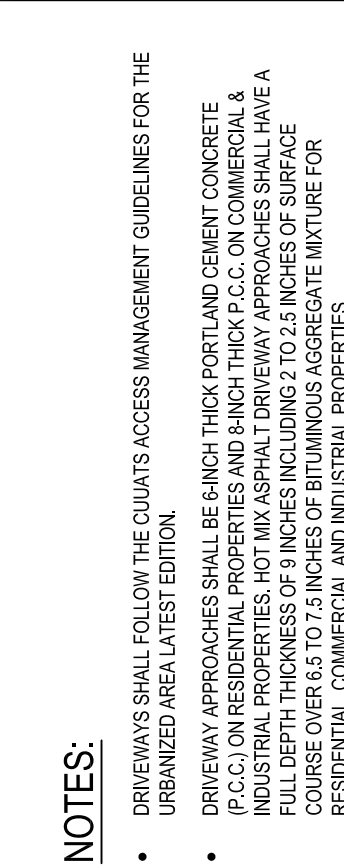
**CITY OF URBANA**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING DIVISION**



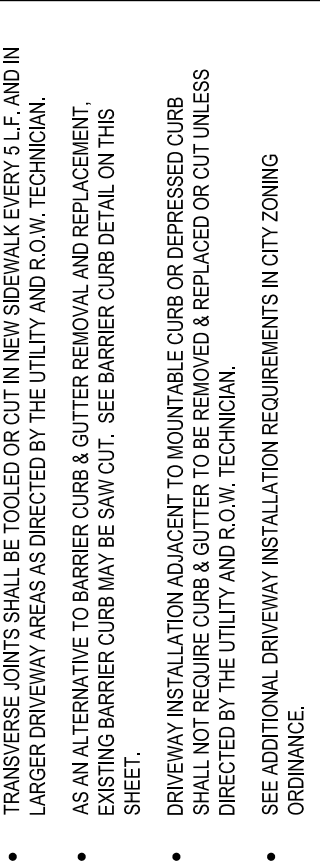
WIDTHS FOR ACCESS DRIVES			
	MINIMUM WIDTH IN FEET		MAXIMUM WIDTH
	ONE WAY	TWO WAY	
SINGLE FAMILY DWELLING UNITS	9.0	9.0	PRIMARY = 35 FT SECONDARY = 15 FT
ROWHOUSE OR TOWNHOUSE UNITS	9.0	9.0	35 FT
LOTS WITH 3 OR MORE DWELLING UNITS	12.0	20.0	24 FEET OR (1/3) OF LOT WIDTH AT FRONT OF PROPERTY LINE, WHICHEVER IS GREATER.
COMMERCIAL AND INDUSTRIAL USE	12.0	22.0	MAXIMUM DRIVE WIDTH IS 50 FT.



**BARRIER CURB DRIVEWAY DETAIL**



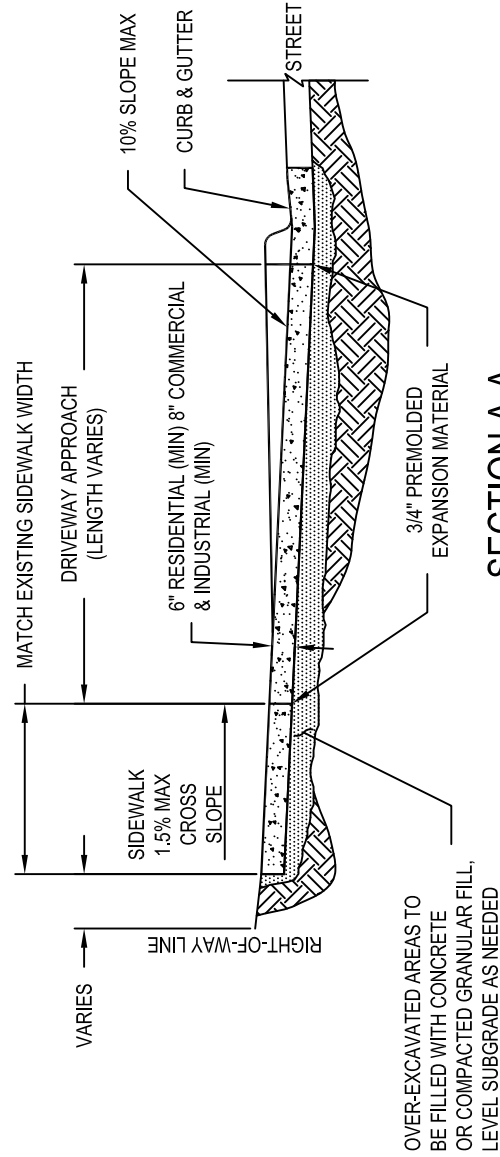
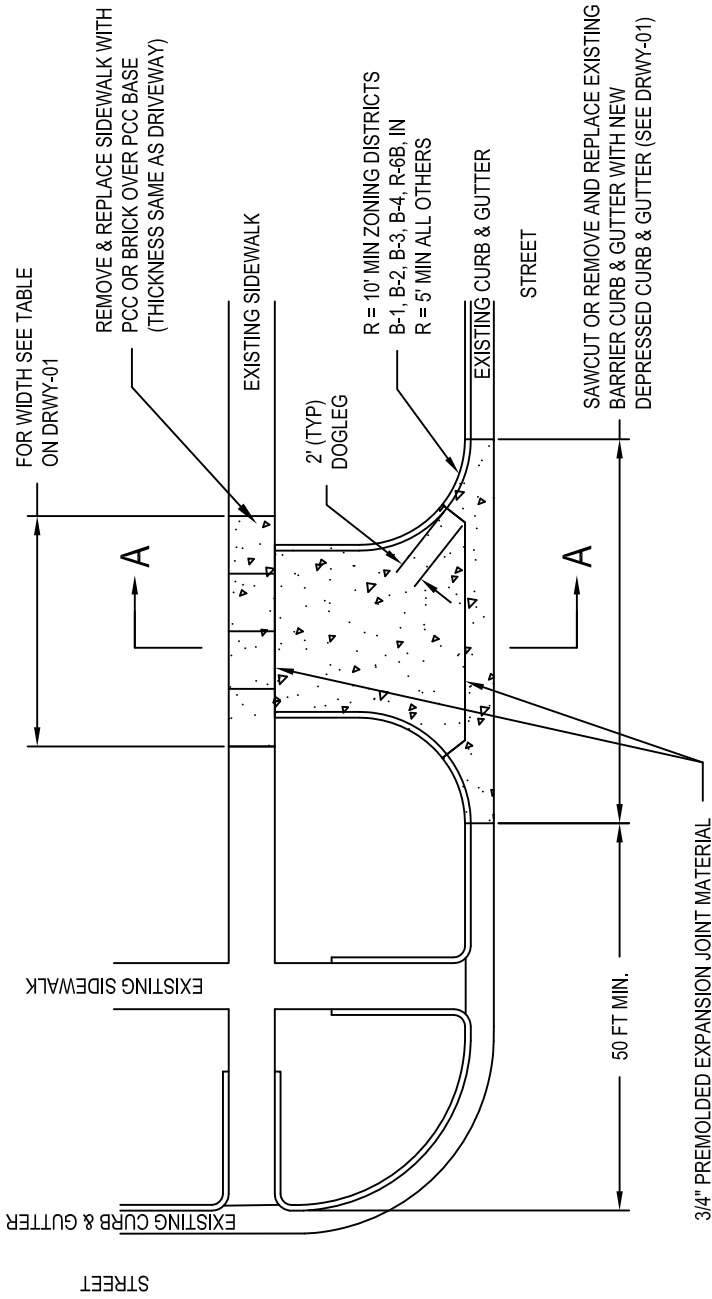
**MOUNTABLE CURB DRIVEWAY DETAIL**



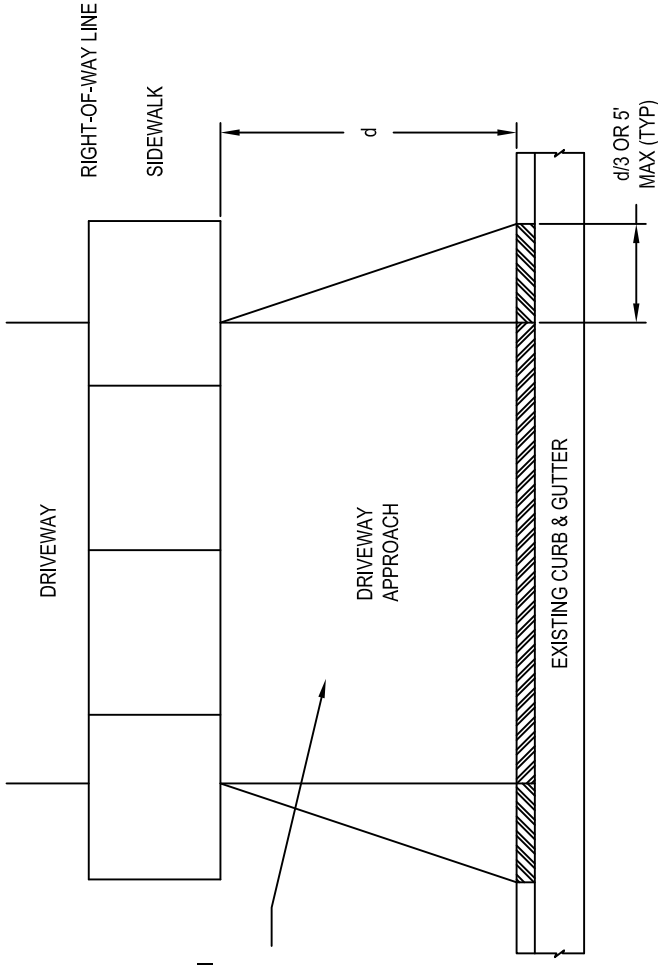
**DEPRESSED CURB DRIVEWAY DETAIL**

**NOTES:**

- DRIVEWAYS SHALL FOLLOW THE CUUATS ACCESS MANAGEMENT GUIDELINES FOR THE URBANIZED AREA LATEST EDITION.
- DRIVEWAY APPROACHES SHALL BE 6-INCH THICK PORTLAND CEMENT CONCRETE (P.C.C.) ON RESIDENTIAL PROPERTIES AND 8-INCH THICK P.C.C. ON COMMERCIAL & INDUSTRIAL PROPERTIES. HOT MIX ASPHALT DRIVEWAY APPROACHES SHALL HAVE A FULL DEPTH THICKNESS OF 9 INCHES INCLUDING 2 TO 2.5 INCHES OF SURFACE COURSE OVER 6.5 TO 7.5 INCHES OF BITUMINOUS AGGREGATE MIXTURE FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL PROPERTIES.
- ALL EXISTING SIDEWALK AND DRIVEWAY PAVEMENT TO BE REMOVED SHALL BE CLEANLY SAW CUT IN STRAIGHT LINES AND COMPLETELY REMOVED.
- TRANSVERSE JOINTS SHALL BE TOOLED OR CUT IN NEW SIDEWALK EVERY 5 L.F. AND IN LARGER DRIVEWAY AREAS AS DIRECTED BY THE UTILITY AND R.O.W. TECHNICIAN.
- AS AN ALTERNATIVE TO BARRIER CURB & GUTTER REMOVAL AND REPLACEMENT, EXISTING BARRIER CURB MAY BE SAW CUT. SEE BARRIER CURB DETAIL ON THIS SHEET.
- DRIVEWAY INSTALLATION ADJACENT TO MOUNTABLE CURB OR DEPRESSED CURB SHALL NOT REQUIRE CURB & GUTTER TO BE REMOVED & REPLACED OR CUT UNLESS DIRECTED BY THE UTILITY AND R.O.W. TECHNICIAN.
- SEE ADDITIONAL DRIVEWAY INSTALLATION REQUIREMENTS IN CITY ZONING ORDINANCE.
- WHEN THE WIDTH OF THE P.C.C. DRIVEWAY IS 14' OR GREATER A CONTRACTION JOINT, APPROVED BY THE ENGINEER, SHALL BE PLACED IN THE CENTER OF THE DRIVEWAY.
- TRANSVERSE CONTRACTION JOINTS SHALL BE PLACED AT 12' MAXIMUM SPACING.

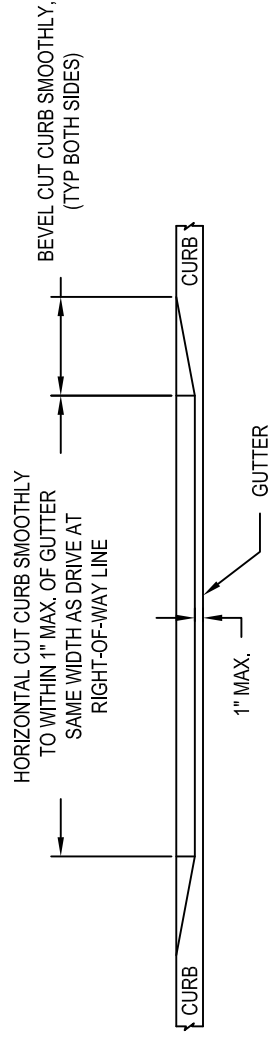


## SECTION A-A



### NOTES:

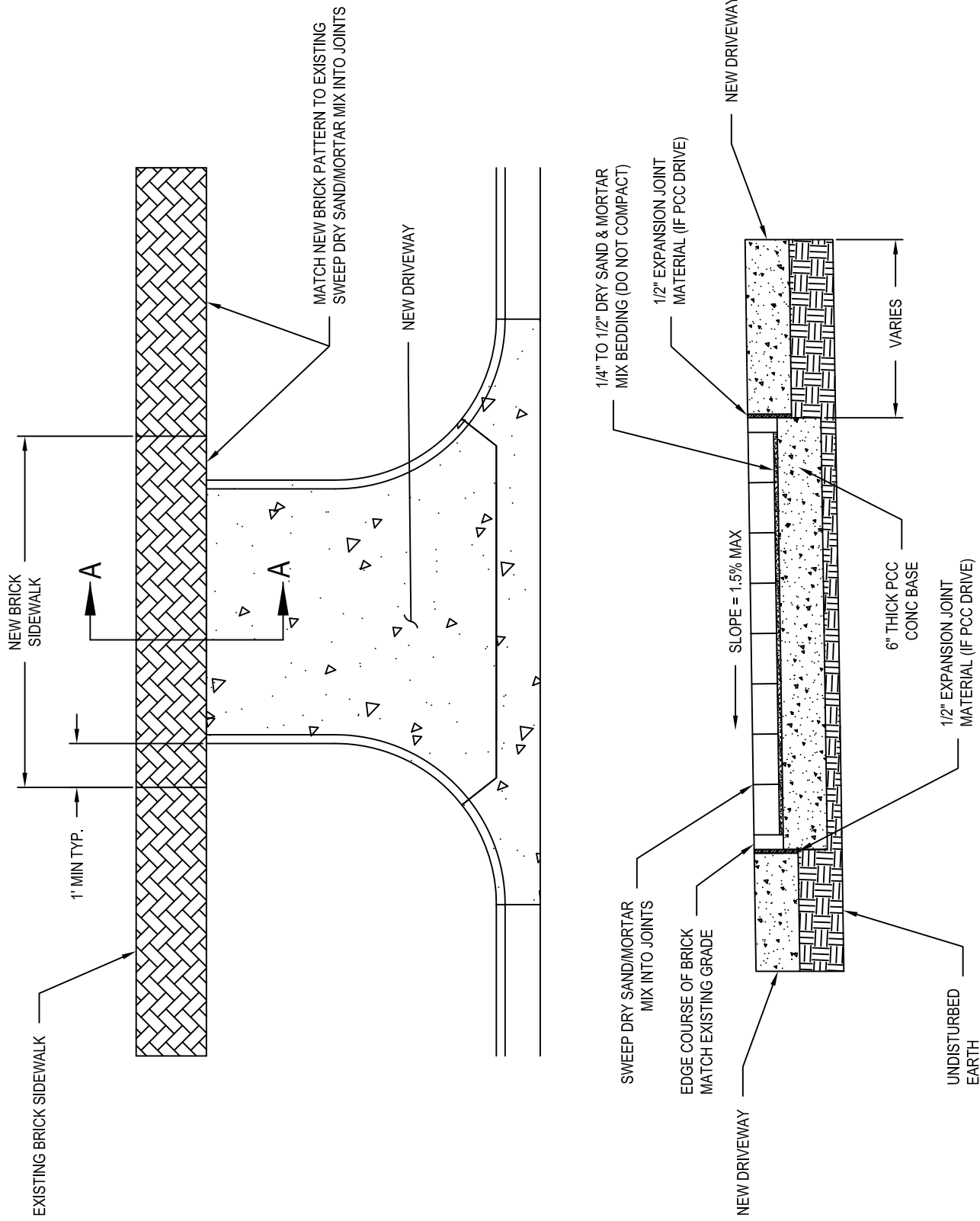
- FLARE APPROACH (NOT ALLOWED ON ARTERIAL)
- ALL OTHER REQUIREMENTS ARE SAME AS SHOWN ON RADIUS DRIVEWAY APPROACH PLAN



CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
FLARED PCC DRIVEWAY APPROACH INSTALLATION  
DETAIL DRWY-03

DATE:	01/01/2022
DRAWN BY:	BEH
REVISED:	JANUARY 2021





# PAVEMENT PATCHING

## **CONCRETE REQUIREMENTS**

CONTRACTOR shall utilize a Class PV / SI Mixture as specified in Article 1020.04 of the IDOT Standard Specifications for Road and Bridge Construction latest edition for all concrete street pavement patches.

When directed by the City Engineer, the CONTRACTOR shall utilize a Class PP-1 Early Strength Mixture (2 day mix) as specified in Article 1020.04 of the IDOT Standard Specifications for Road and Bridge Construction latest edition.

## **HOT-MIX ASPHALT REQUIREMENTS**

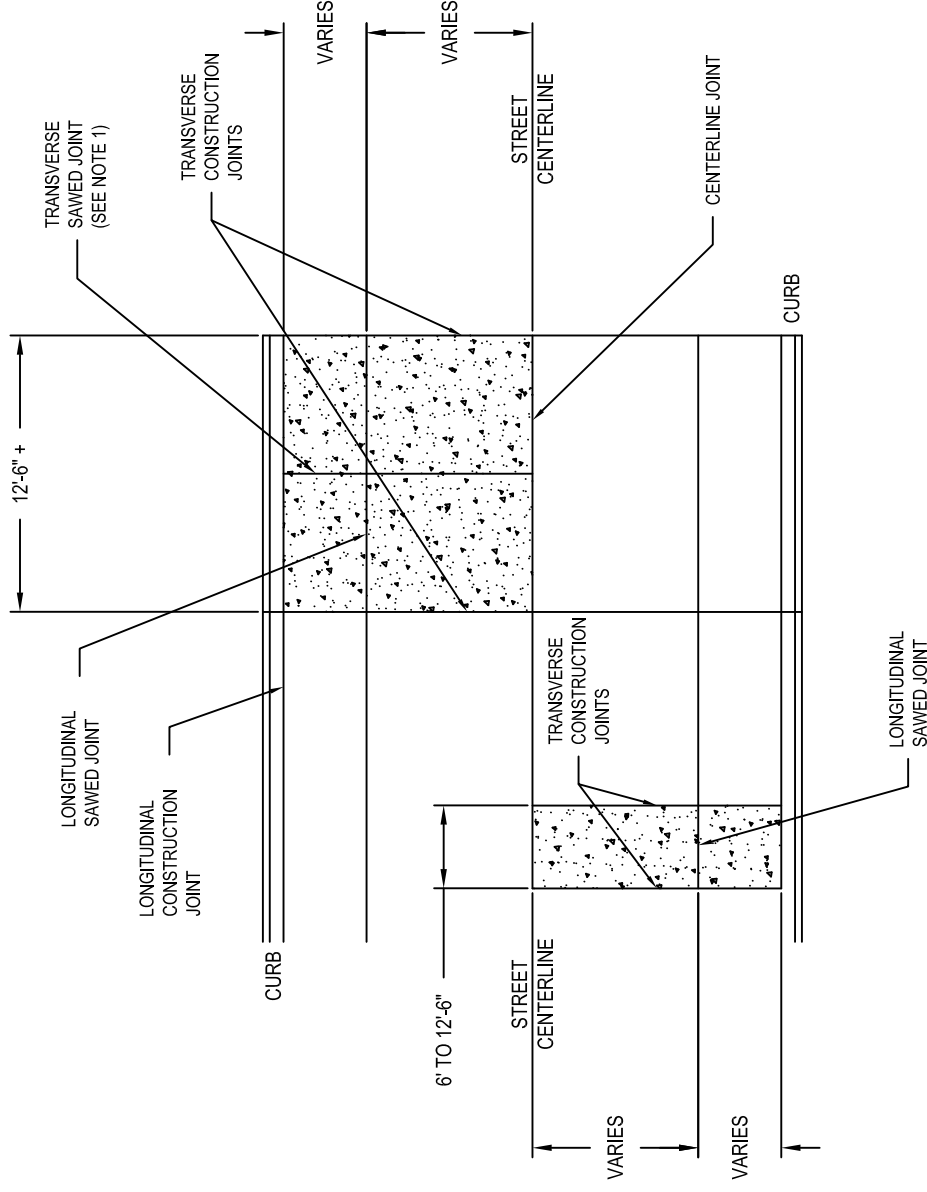
When directed by the City Engineer patches over 50' in length or 300 SQ FT in hot-mix asphalt streets shall be constructed according to detail UTL-02 and the requirements for a class B patch with HMA resurfacing in Section 442 of the IDOT Standard Specifications for Road and Bridge Construction latest edition.

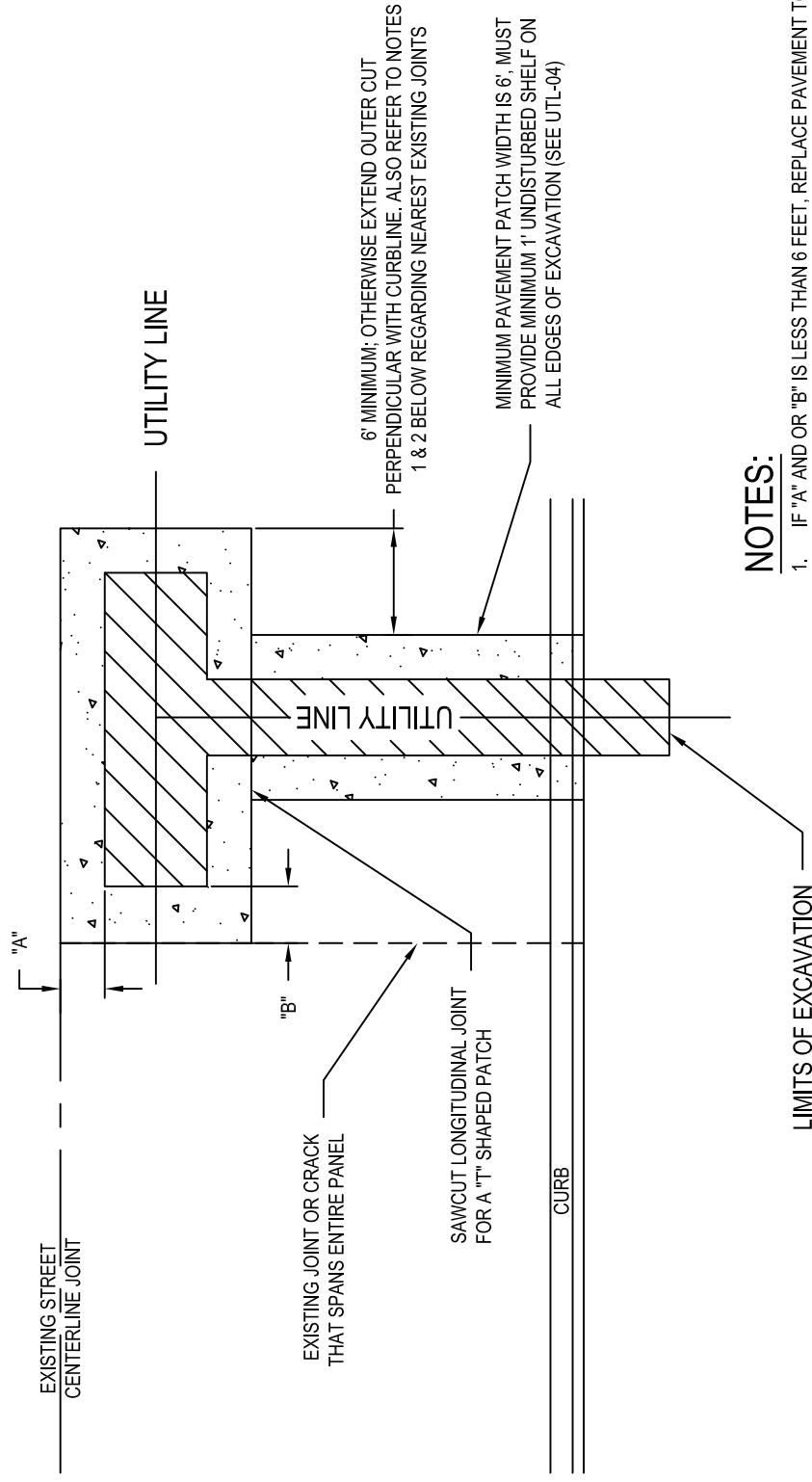
The HMA mixture requirements for the surface course shall be IL-9.5 mixture composition, N50 design density, and PG 70-22 binder grade. The frictional requirements shall be mixture D for all arterials and major collectors, and mixture C for all minor collectors and local roads.

If the Contractor elects to remove the HMA pavement using self-propelled milling machine, the material shall be taken to the Urbana Landscape Recycling Center, 1210 East University Avenue, Urbana.

## NOTES:

1. LOCATION OF TRANSVERSE SAWED JOINTS SHALL BE ADJUSTED TO MATCH JOINTS OR CRACKS IN THE ADJACENT PAVEMENT, BUT SHALL NOT BE LESS THAN 6 FEET NOR MORE THAN 12'-6".
2. MATCH EXISTING PAVEMENT DEPTH-8 INCHES (MIN.).
3. PATCHES SHALL NOT BE REINFORCED WITH PAVEMENT FABRIC.
4. PATCHES MORE THAN 12'-6" IN LENGTH SHALL BE TIED TO THE ADJACENT LANE OF PAVEMENT AND CURB & GUTTER BY A LONGITUDINAL CONSTRUCTION JOINT.
5. DOWEL BARS AND TIE BARS SHALL BE EPOXY COATED.
6. RE-ESTABLISH TRANSVERSE EXPANSION JOINTS AT ALL LOCATIONS ENCOUNTERED IN THE FIELD.
7. WHEN RE-ESTABLISHING A TRANSVERSE EXPANSION JOINT ON A TWO-LANE, TWO-WAY ROAD, REVERSE THE ORIENTATION OF THE DOWEL BARS WITH RESPECT TO TRAFFIC FOR ONE OF THE PATCHES SO THAT THE JOINT WILL BE CONTINUOUS ACROSS BOTH LANES.





### NOTES:

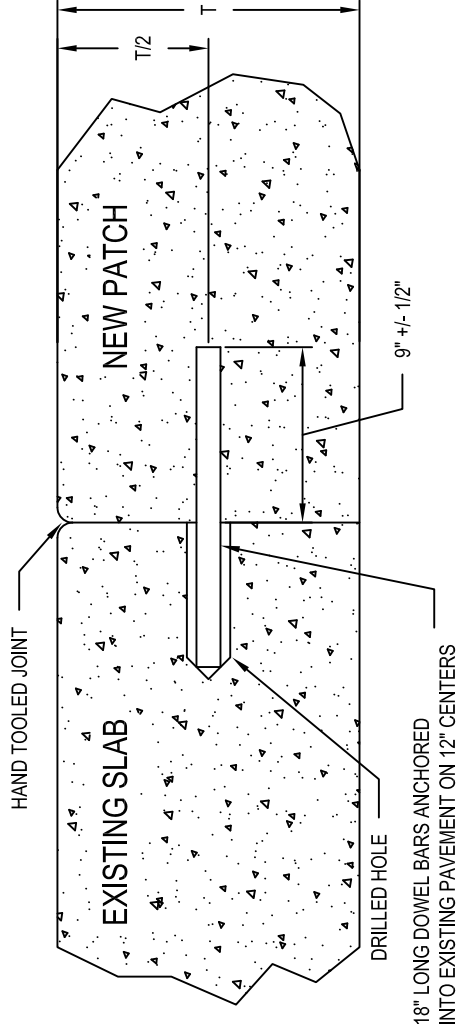
1. IF "A" AND OR "B" IS LESS THAN 6 FEET, REPLACE PAVEMENT TO CLOSEST EXISTING JOINT OR CRACK THAT SPANS ENTIRE PANEL WIDTH. (TYPICAL FOR ALL SIDES OF PAVEMENT CUT)
2. MINIMUM PAVEMENT PATCH SIZE IS 6' X 6' UNLESS APPROVED BY THE ENGINEER.



CITY OF URBANA  
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ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
PAVEMENT PATCHING FOR UTILITY CUTS  
DETAIL PAV-02

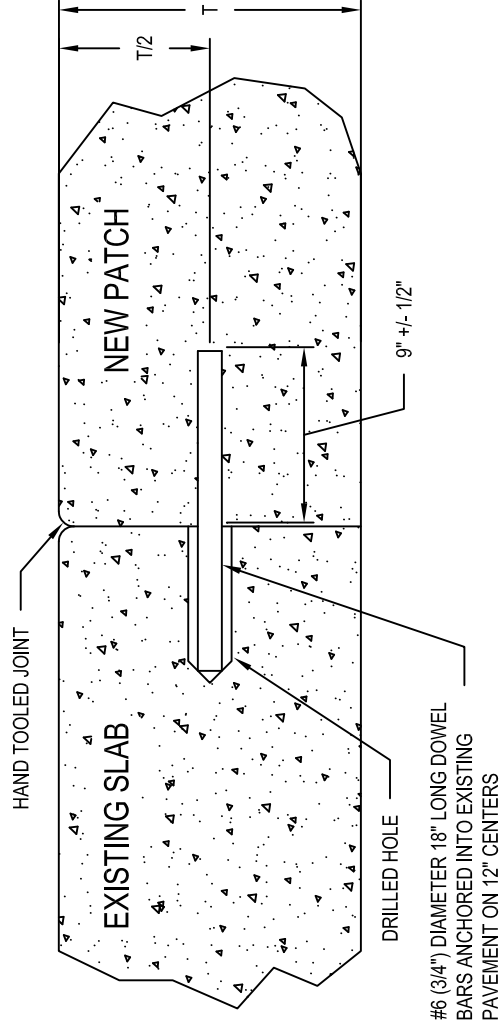
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REVISED: JANUARY 2021



### ARTERIAL & COLLECTOR STREETS AND STREETS WITH BUS ROUTE

#### NOTE:

TIED BARS SHALL BE ANCHORED INTO EXISTING SLAB WITH  
EITHER CHEMICAL ADHESIVE OR NON-SHRINK GROUT



### LOCAL LOW VOLUME STREETS

### DOWEL BAR TABLE

ADJACENT PCC PAVEMENT THICKNESS	DOWEL BAR DIAMETER	DRILL DIAMETER
10" OR GREATER	1-1/2"	1-5/8"
8"-9.99"	1-1/4"	1-3/8"
LESS THAN 8"	1"	1-1/8"

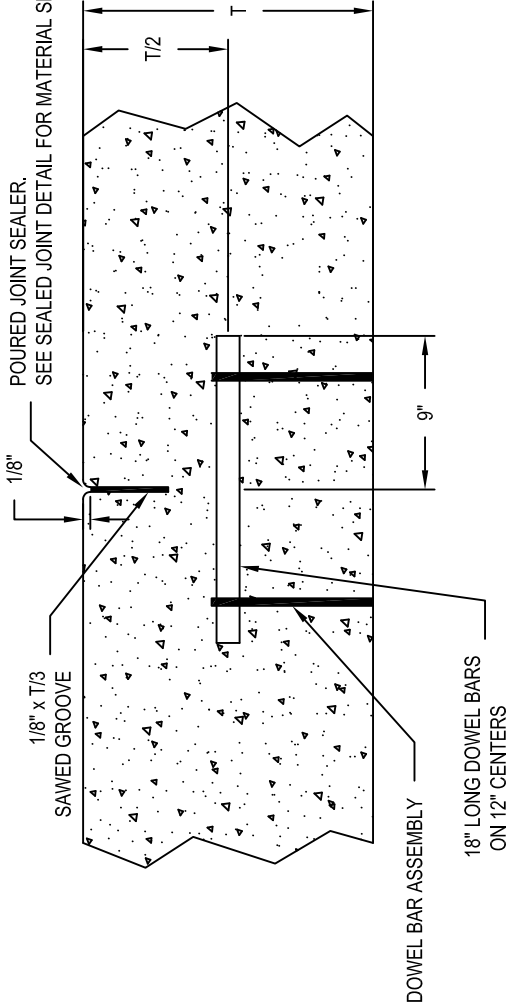


CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

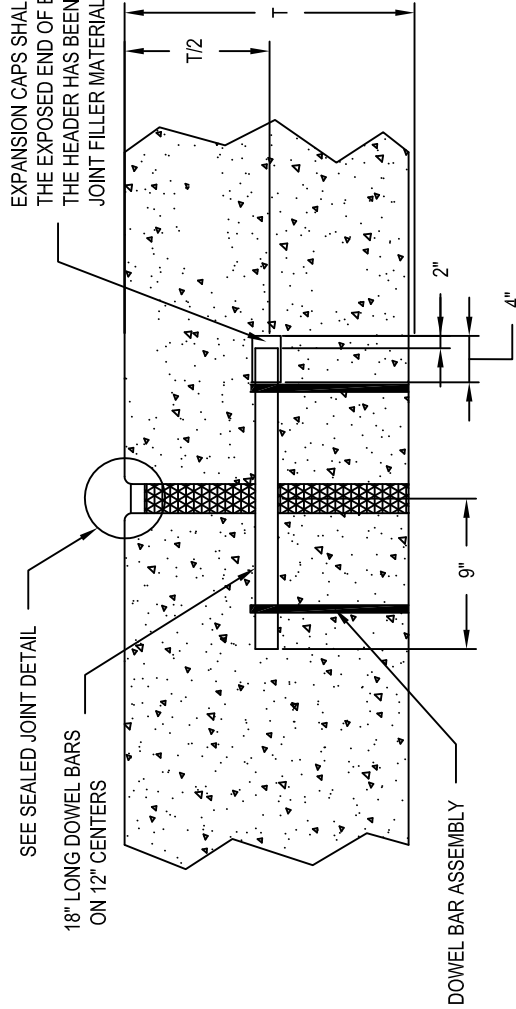
RIGHT-OF-WAY STANDARD DRAWING  
TRANSVERSE CONSTRUCTION JOINT REINFORCEMENT  
DETAIL PAV-03

DATE:  
01/01/2022  
DRAWN BY:  
CTH  
REVISED:  
JANUARY 2021

POURED JOINT SEALER.  
SEE SEALED JOINT DETAIL FOR MATERIAL SPECIFICATIONS



**TRANSVERSE CONTRACTION JOINT**  
(PATCHES 15 FT IN LENGTH AND GREATER)



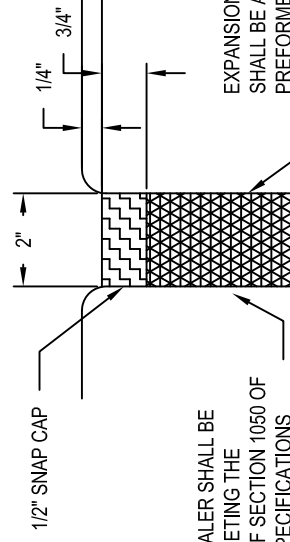
**TRANSVERSE EXPANSION JOINT**  
(BETWEEN ADJACENT NEW PAVEMENTS)

**DOWEL BAR TABLE**

ADJACENT PCC PAVEMENT THICKNESS	DOWEL BAR DIAMETER	DRILL DIAMETER
10" OR GREATER	1-1/2"	1-5/8"
8"-9.99"	1-1/4"	1-3/8"
LESS THAN 8"	1"	1-1/8"

**NOTES:**

- CUT BASKET TIE BARS ON DOWEL ASSEMBLY AND OIL BARS FOR TRANSVERSE CONTRACTION JOINT & TRANSVERSE EXPANSION JOINTS



POURED JOINT SEALER SHALL BE ANY MATERIAL MEETING THE REQUIREMENTS OF SECTION 1050 OF THE STANDARD SPECIFICATIONS AND SHALL BE PLACED IN ACCORDANCE WITH ARTICLE 420.12 OF THE STANDARD SPECIFICATIONS.

EXPANSION MATERIAL SHALL BE ANY PERFORMED EXPANSION JOINT FILLER MEETING THE REQUIREMENTS OF ARTICLE 1051 OF THE STANDARD SPECIFICATIONS.

**SEALED JOINT DETAIL**

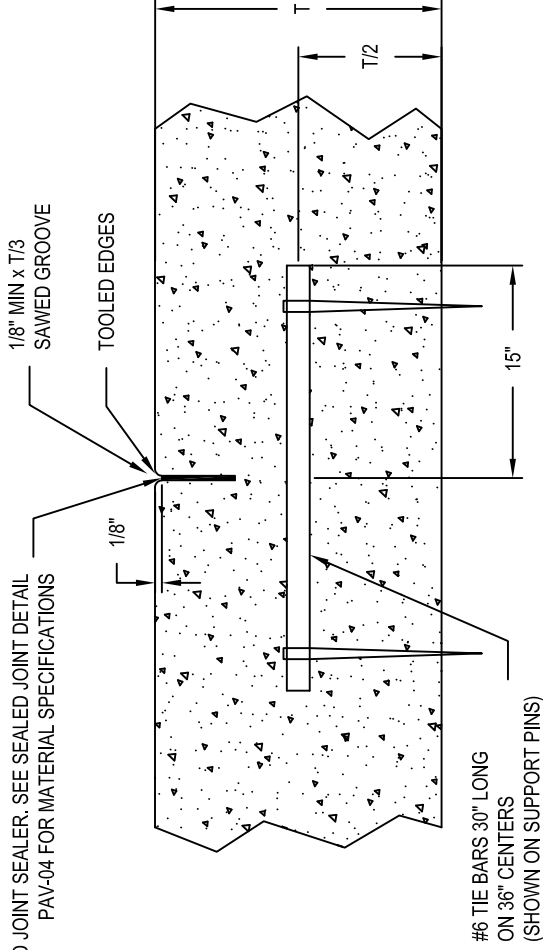


**CITY OF URBANA**  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

**RIGHT-OF-WAY STANDARD DRAWING**  
TRANSVERSE CONTRACTION & EXPANSION JOINT REINFORCEMENT  
DETAIL PAV-04

DATE: 01/01/2022  
DRAWN BY: CTH  
REVISED: DECEMBER 2021

POURED JOINT SEALER. SEE SEALED JOINT DETAIL  
PAV-04 FOR MATERIAL SPECIFICATIONS

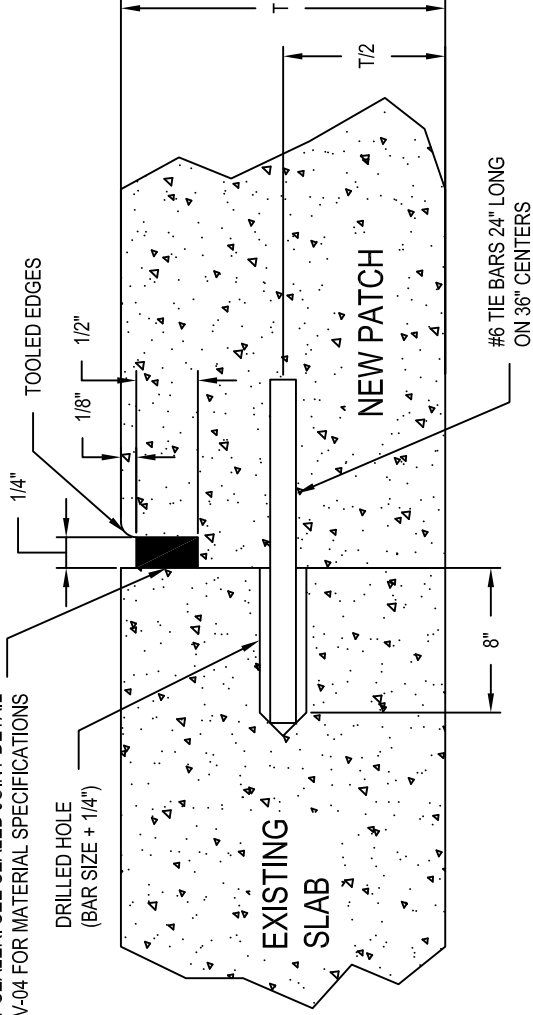


### NOTES:

1. TIED BARS SHALL BE ANCHORED INTO EXISTING SLAB WITH EITHER CHEMICAL ADHESIVE OR NON-SHRINK GROUT

## LONGITUDINAL SAWED JOINT

POURED JOINT SEALER. SEE SEALED JOINT DETAIL  
PAV-04 FOR MATERIAL SPECIFICATIONS



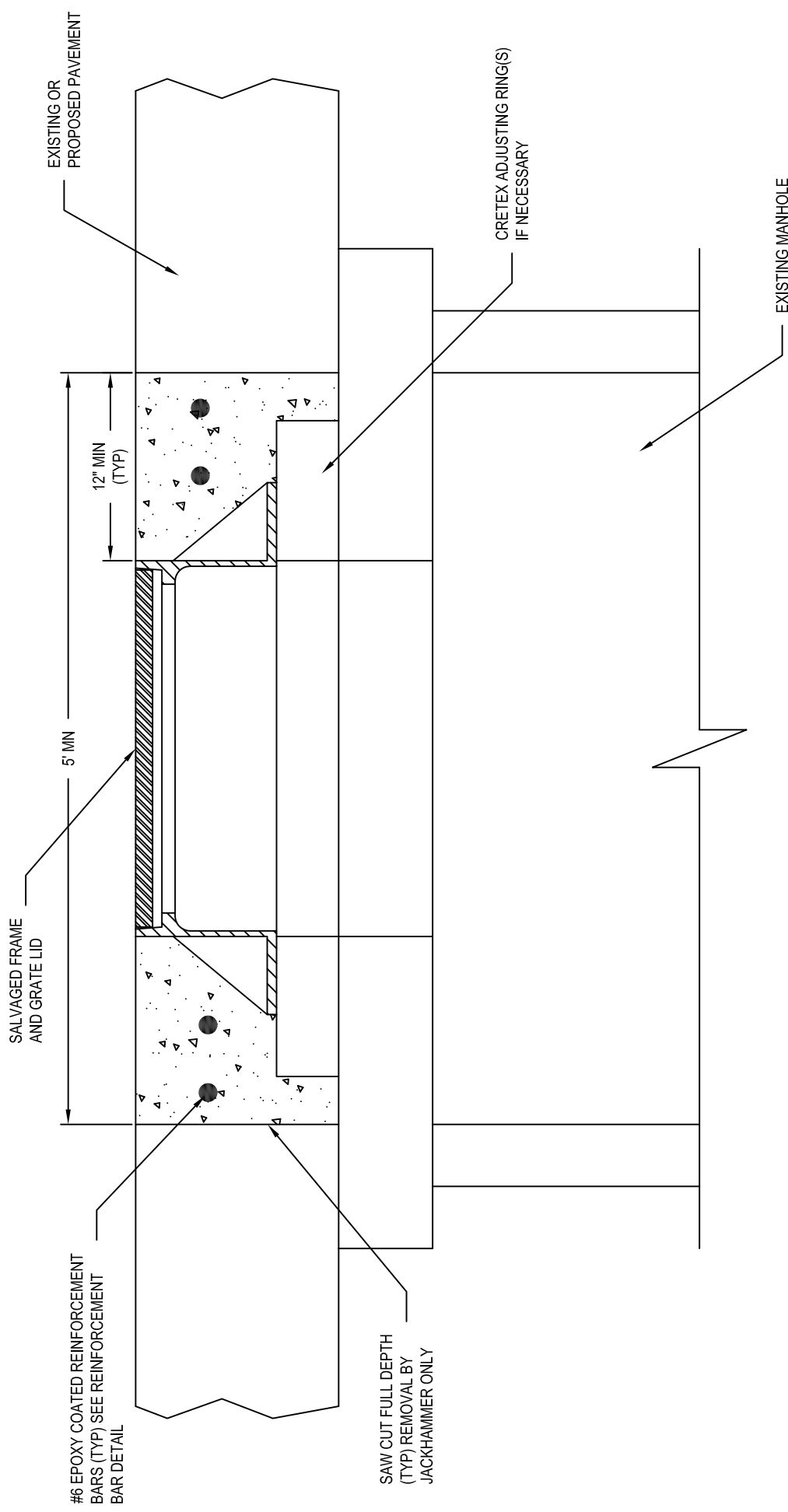
## LONGITUDINAL CONSTRUCTION JOINT



CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
LONGITUDINAL SAWED & CONSTRUCTION JOINT REINFORCEMENT  
DETAIL PAV-05

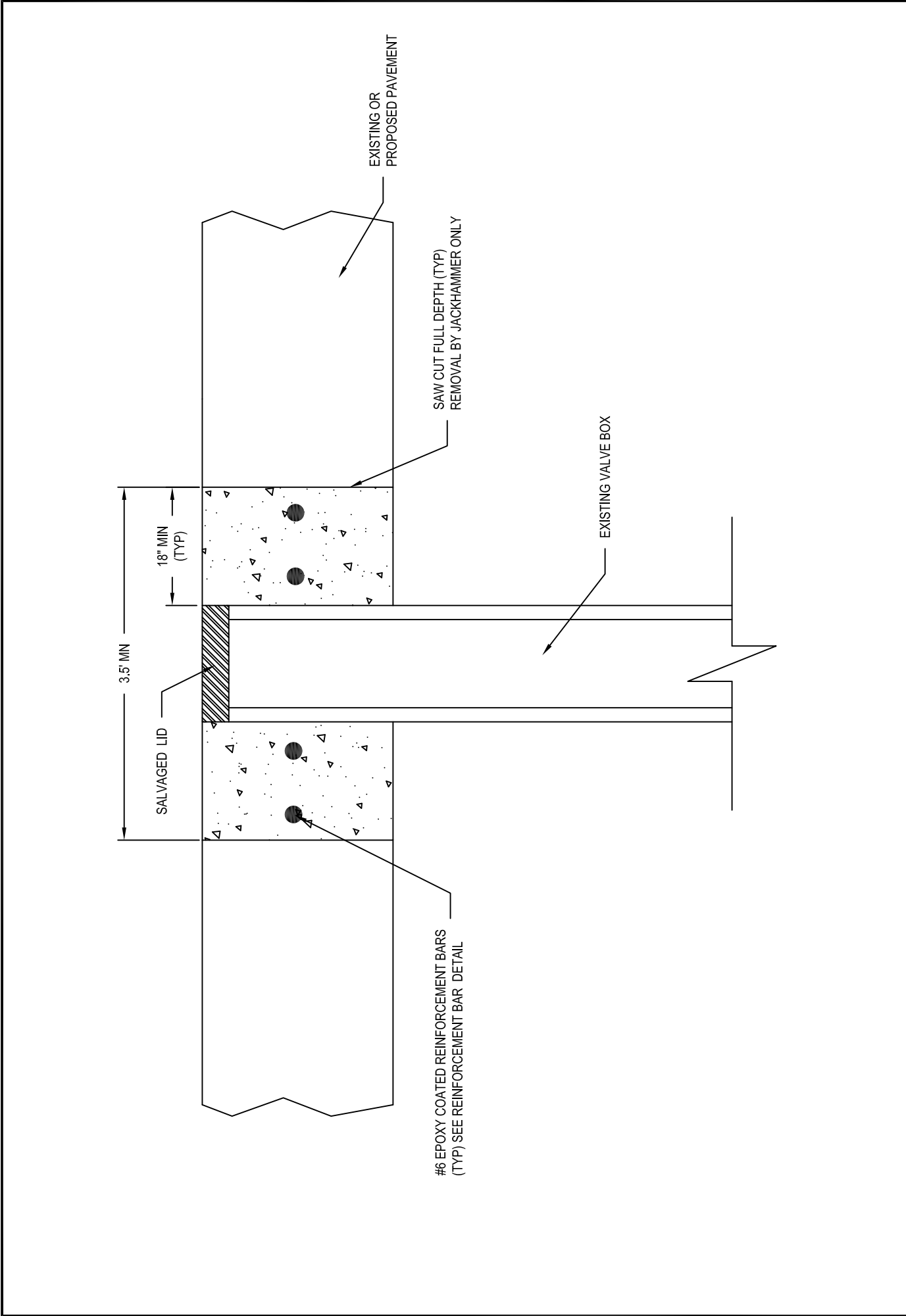
DATE:  
01/01/2022  
DRAWN BY:  
CTH  
REVISED:  
DECEMBER 2021



CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
MANHOLE FRAME & LID ADJUSTMENT  
DETAIL PAV-06

DATE:	01/01/2022
DRAWN BY:	CTH
REVISED:	JANUARY 2021



CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
VALVE BOX ADJUSTMENT  
DETAIL PAV-07

DATE:	01/01/2022
DRAWN BY:	CTH
REVISED:	JANUARY 2021

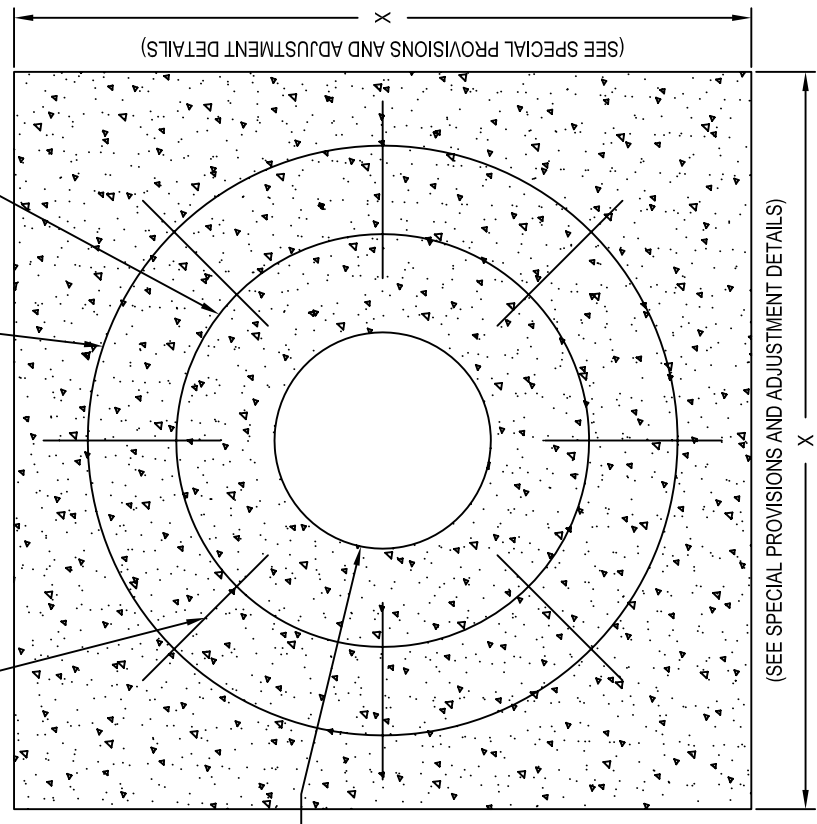
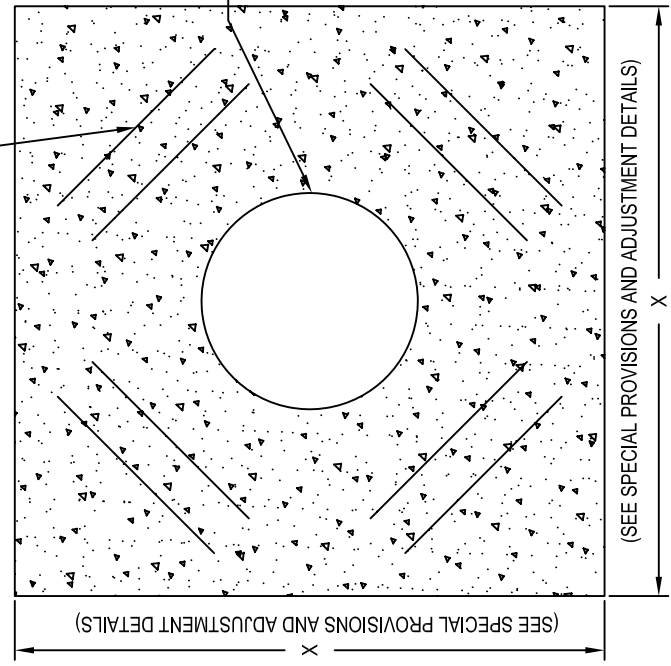


2 - #6 EPOXY COATED REINFORCEMENT  
BARS AT MID-DEPTH OF PATCH (TYP)  
MAXIMUM DEPTH = 4"  
LENGTH = X/2

8 - #6 EPOXY COATED REINFORCEMENT  
BARS EQUALLY SPACED AND GROUTED  
IN PLACE. 18" LONG (TYP)

#6 OUTER HOOP BAR AT  
MID-DEPTH 5" DIA. (TYP)  
MAXIMUM DEPTH = 4"

#6 INNER HOOP BAR AT  
MID-DEPTH 3'-6" DIA. (TYP)  
MAXIMUM DEPTH = 4"



HMA PAVEMENT ADJUSTMENT  
CONFIGURATION

PCC PAVEMENT CONFIGURATION

NOTES:

- 1. THE MINIMUM CLEARANCE BETWEEN REINFORCEMENT BARS, CASTINGS, VALVE BOXES, AND PATCH EDGES SHALL BE 3 INCHES.

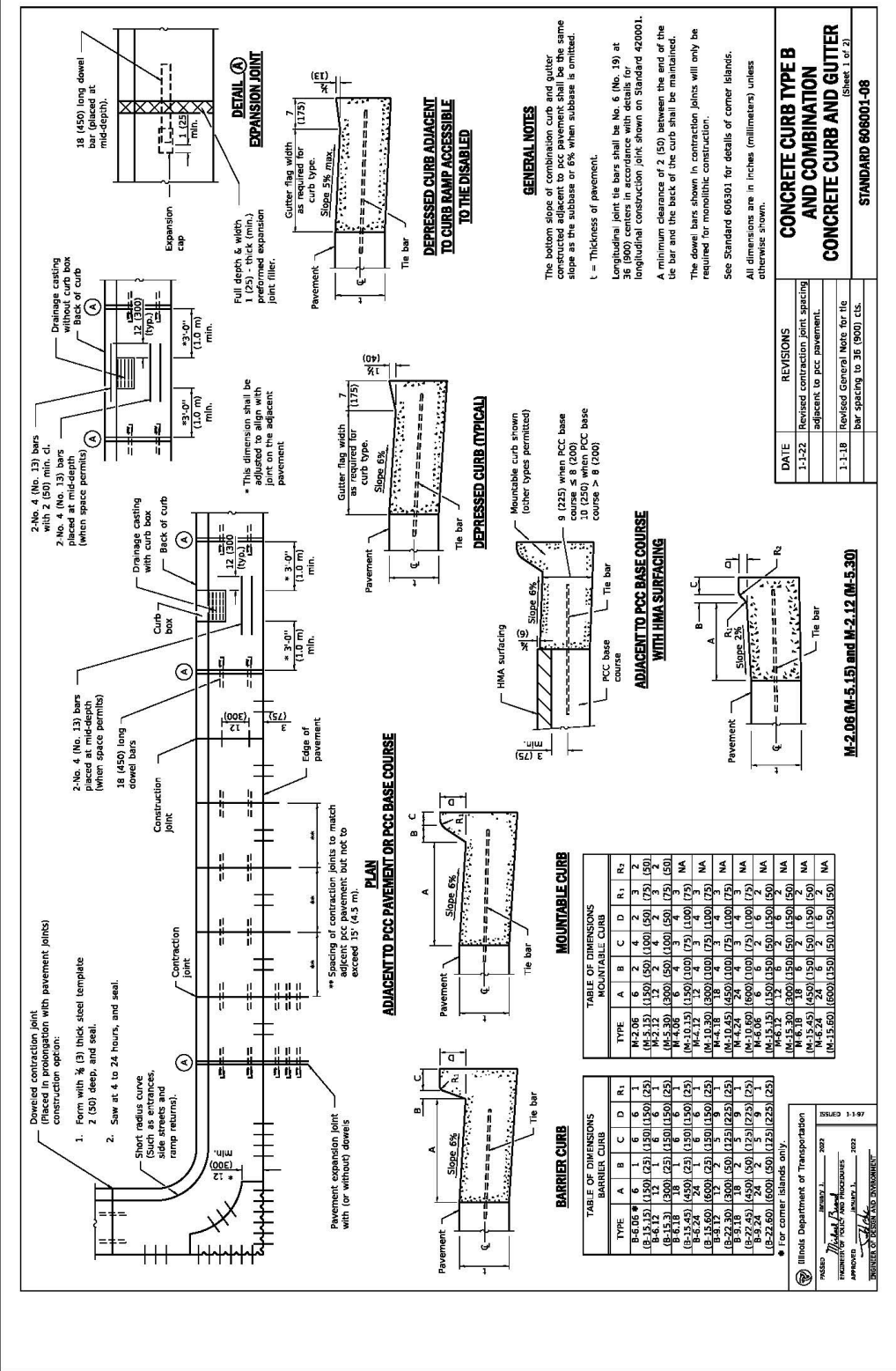
SEE IDOT STANDARD PCC PAVEMENT ROUNDOUTS 420111-04

# **CURB AND GUTTER REPLACEMENT REQUIREMENTS**

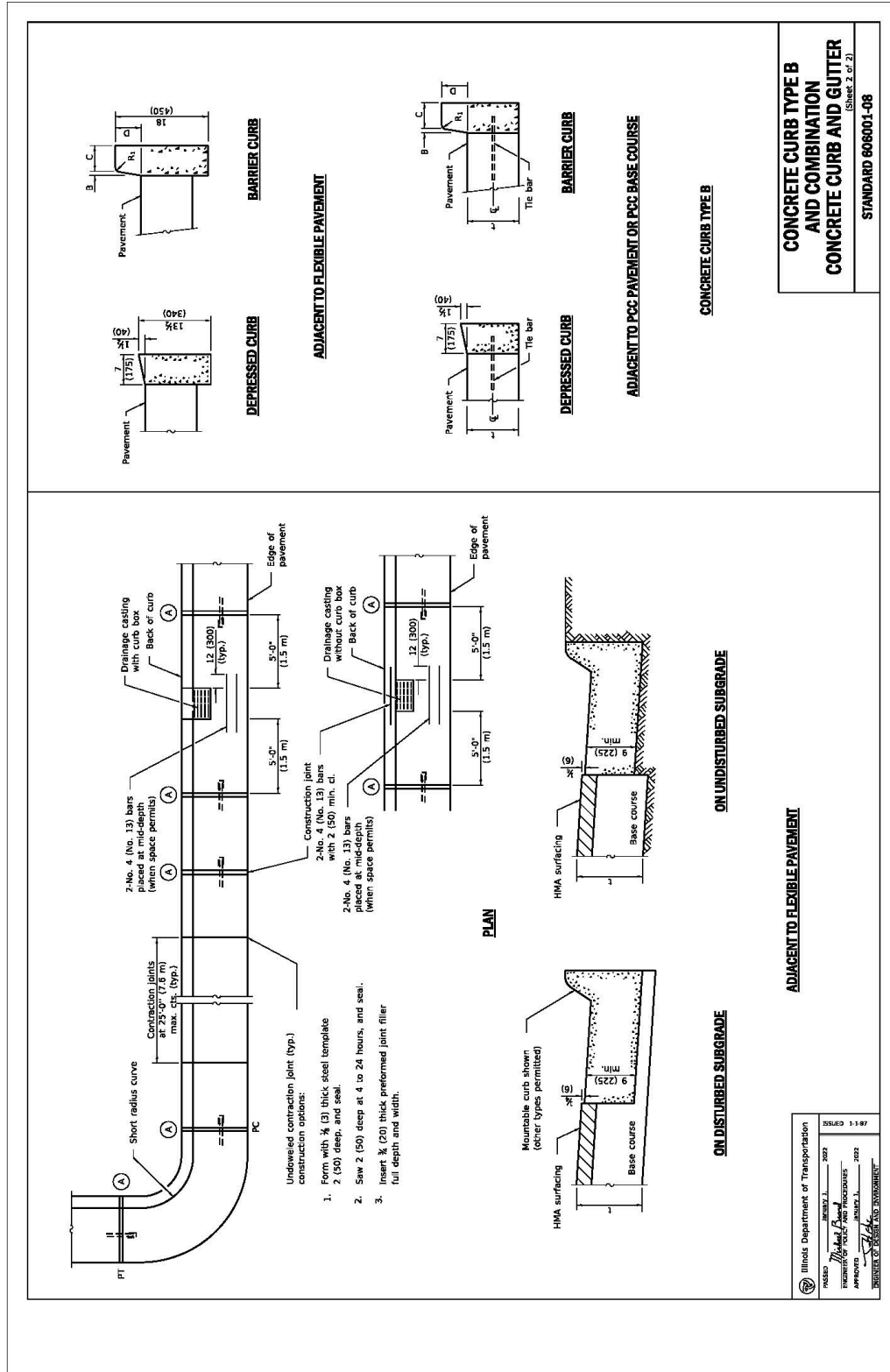
Contractor shall match existing style and dimensions for any curb and gutter removed during construction activities.

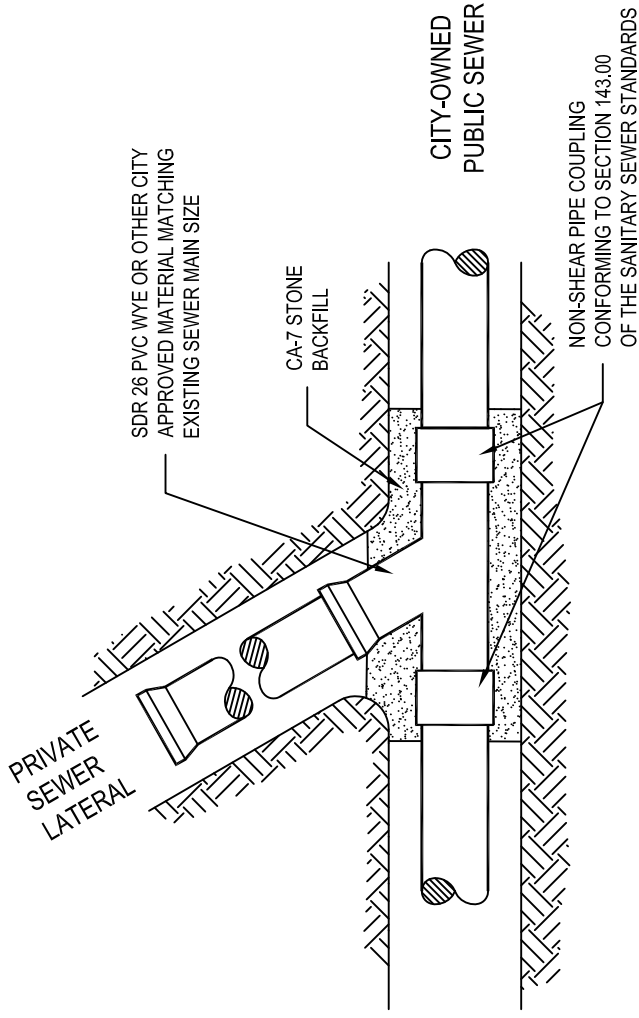
**See Details PAV-10 & PAV-11 for standard curb and gutter dimensions.**

# CURB AND GUTTER REPLACEMENT REQUIREMENTS

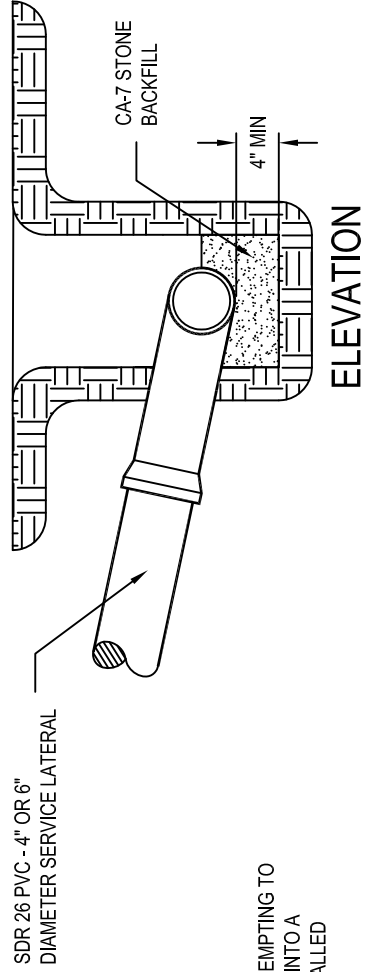


# CURB AND GUTTER REPLACEMENT REQUIREMENTS





**PLAN**




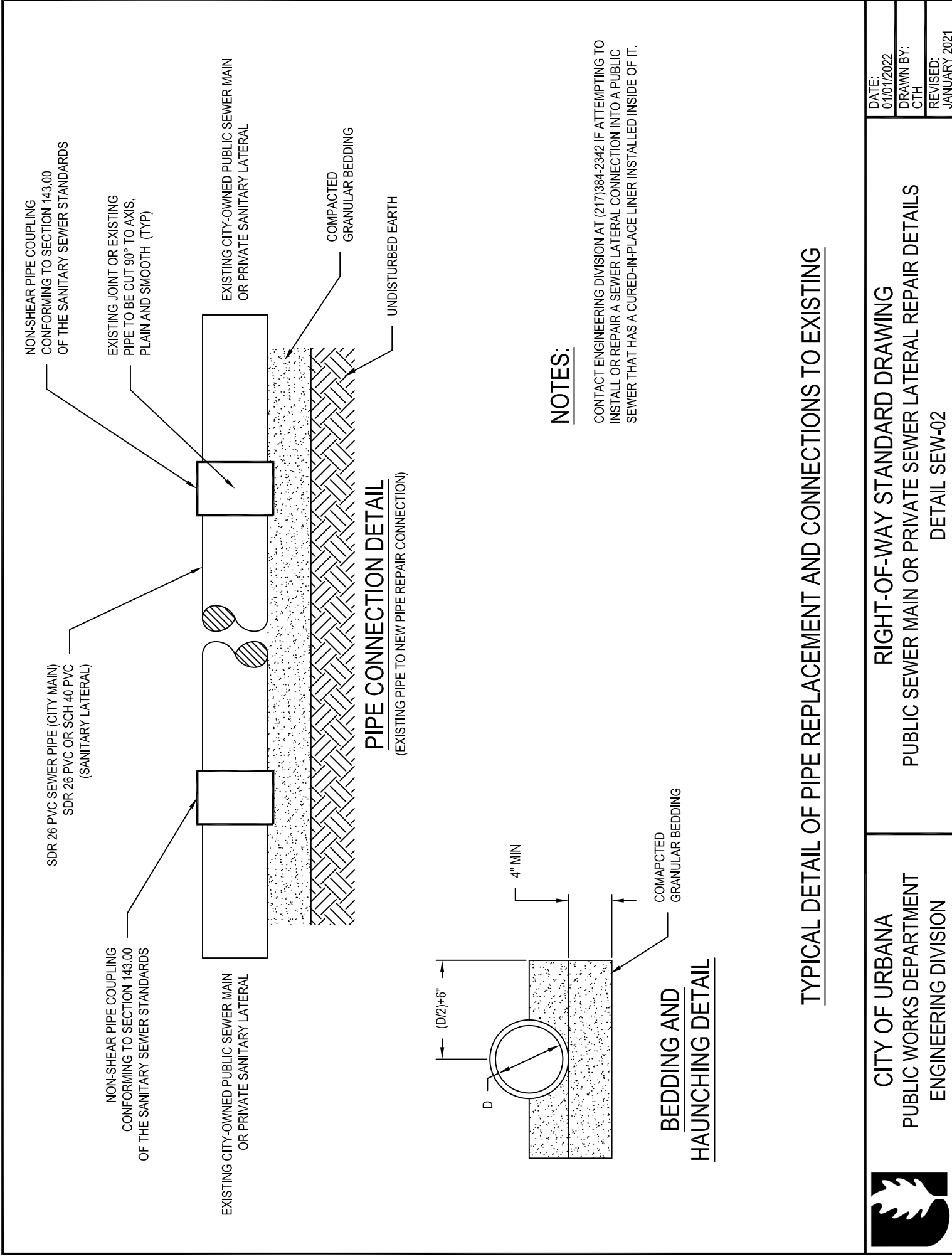
**ELEVATION**

**NOTES:**

CONTACT ENGINEERING DIVISION AT (217)384-2342 IF ATTEMPTING TO INSTALL OR REPAIR A SEWER LATERAL OR CONNECTION INTO A PUBLIC SEWER THAT HAS A CURED-IN-PLACE LINER INSTALLED INSIDE OF IT.

**TYPICAL DETAIL OF SERVICE CONNECTION REPLACEMENT**

	<p><b>CITY OF URBANA</b> PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION</p>	<p><b>RIGHT-OF-WAY STANDARD DRAWING</b> SEWER SERVICE CONNECTION REPAIR DETAIL SEW-01</p>	<p>DATE: 01/01/2022 DRAWN BY: CTH REVISED: JANUARY 2021</p>

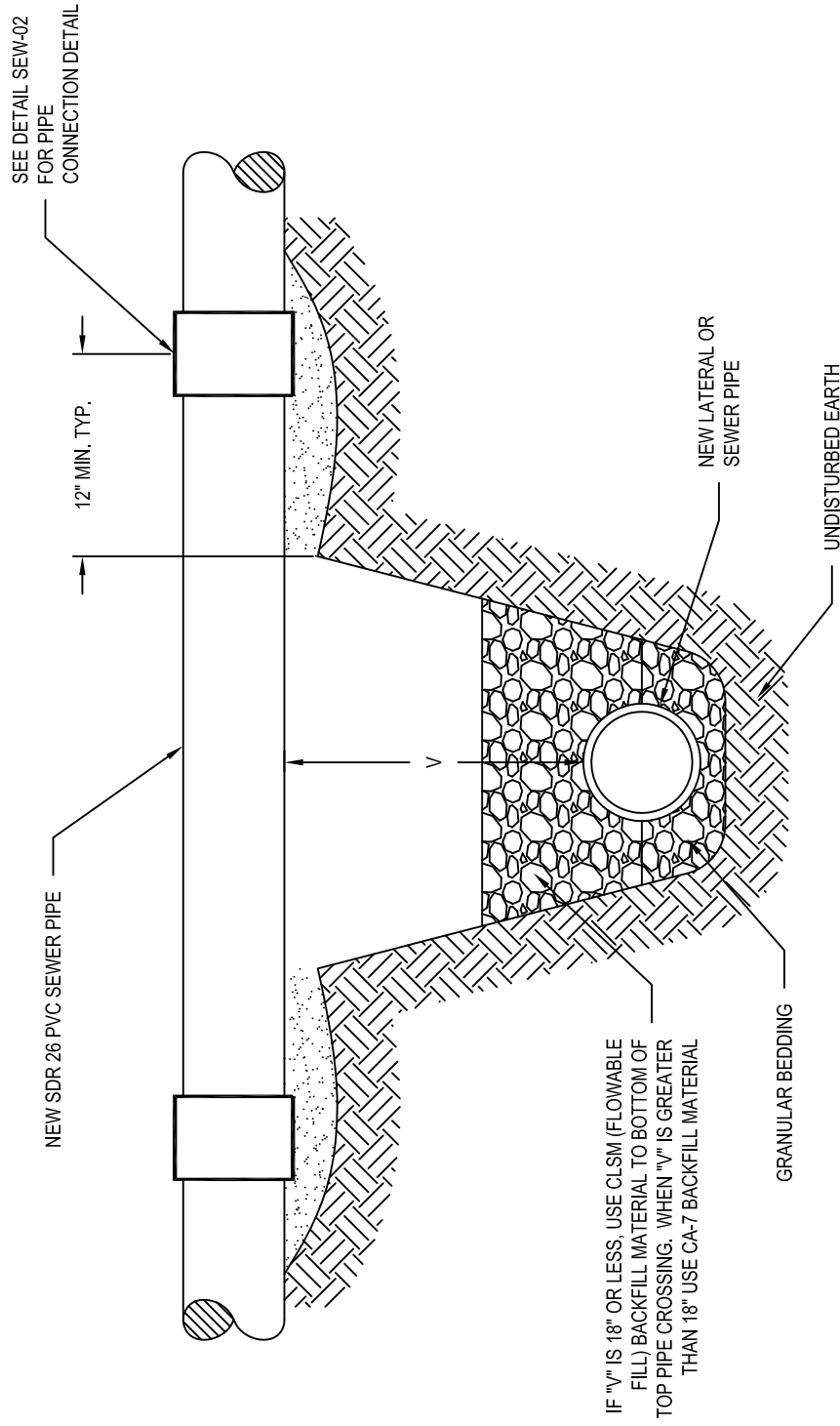


**NOTES:**

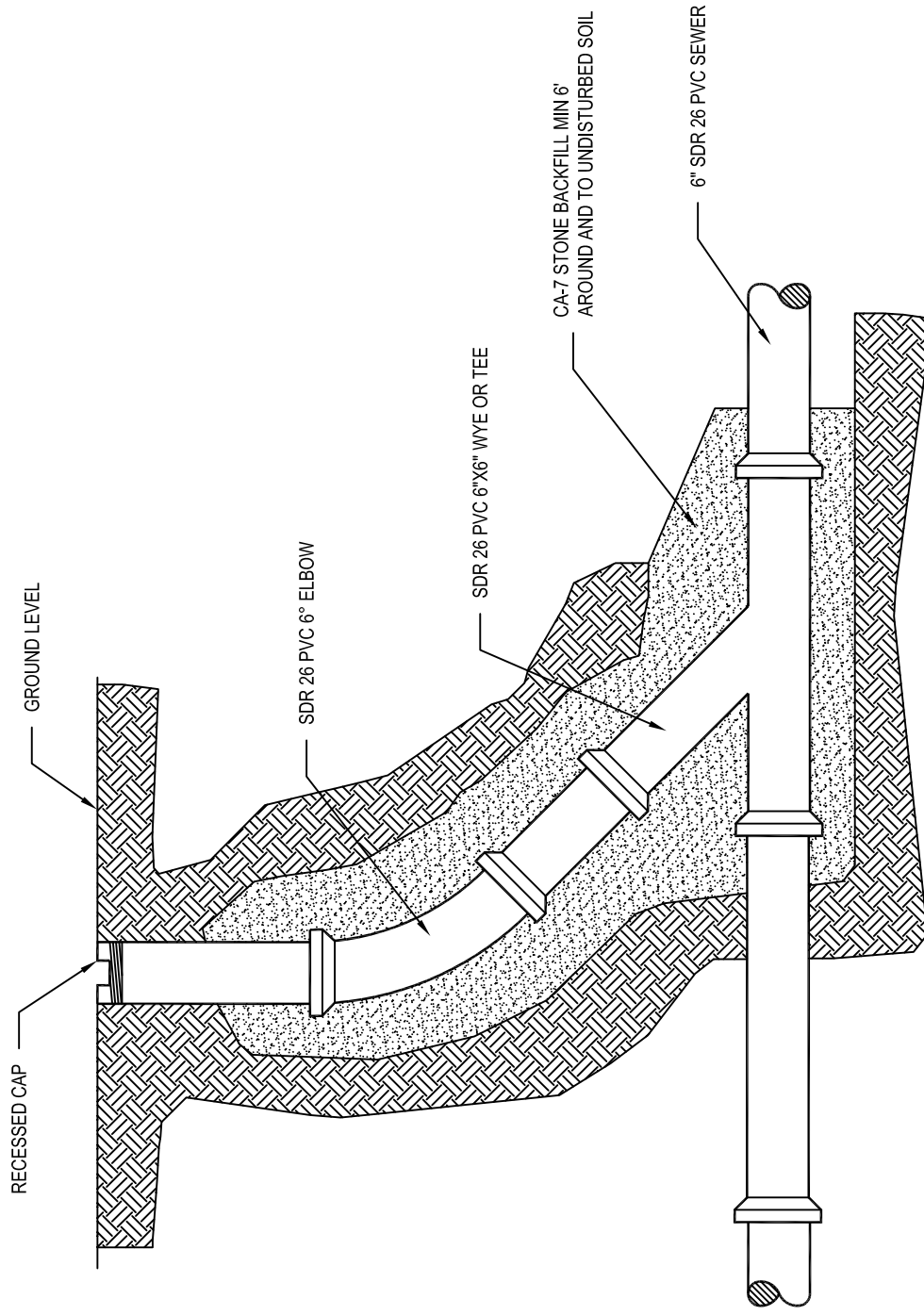
CONTACT ENGINEERING DIVISION AT (217)384-2342 IF ATTEMPTING TO INSTALL OR REPAIR A SEWER LATERAL CONNECTION INTO A PUBLIC SEWER THAT HAS A CURED-IN-PLACE LINER INSTALLED INSIDE OF IT.

**TYPICAL DETAIL OF PIPE REPLACEMENT AND CONNECTIONS TO EXISTING**

	<b>CITY OF URBANA</b> PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION	<b>RIGHT-OF-WAY STANDARD DRAWING</b>		DATE: 01/01/2022
		<b>PUBLIC SEWER MAIN OR PRIVATE SEWER LATERAL REPAIR DETAILS</b>		DRAWN BY: CTH
		<b>DETAIL SEW-02</b>		REVISED:
				JANUARY 2021



# **STORM SEWER CROSSING OVER SANITARY SEWER OR SANITARY SEWER CROSSING OVER STORM SEWER**



TYPICAL PRIVATELY OWNED CLEANOUT IN R.O.W.



CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
SEWER CLEANOUT DETAIL IN R.O.W.  
DETAIL SEW-04

DATE:  
01/01/2022  
DRAWN BY:  
CTH  
REVISED:  
JANUARY 2021

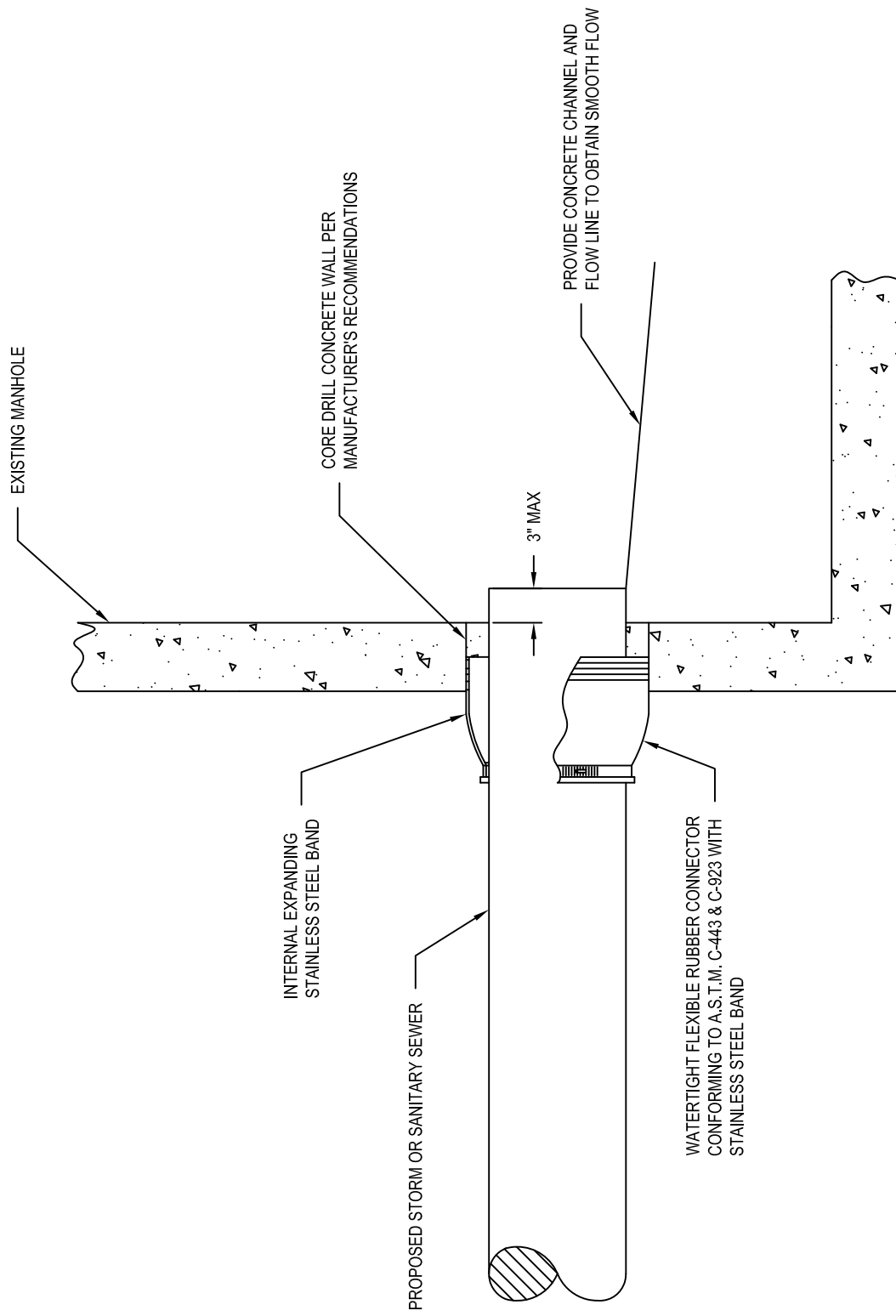




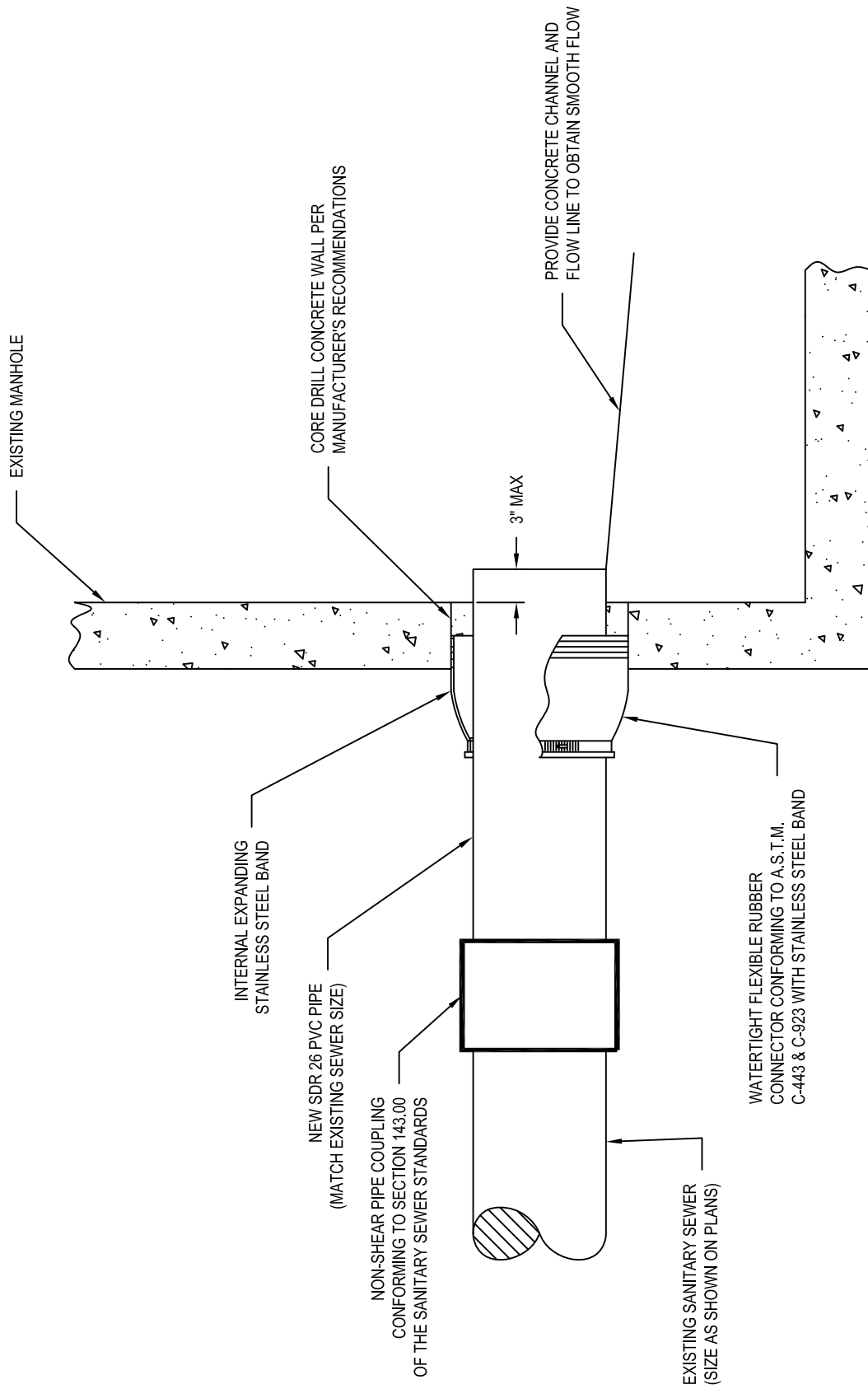
CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
PIPE TO MANHOLE CONNECTIONS  
DETAIL SEW-05

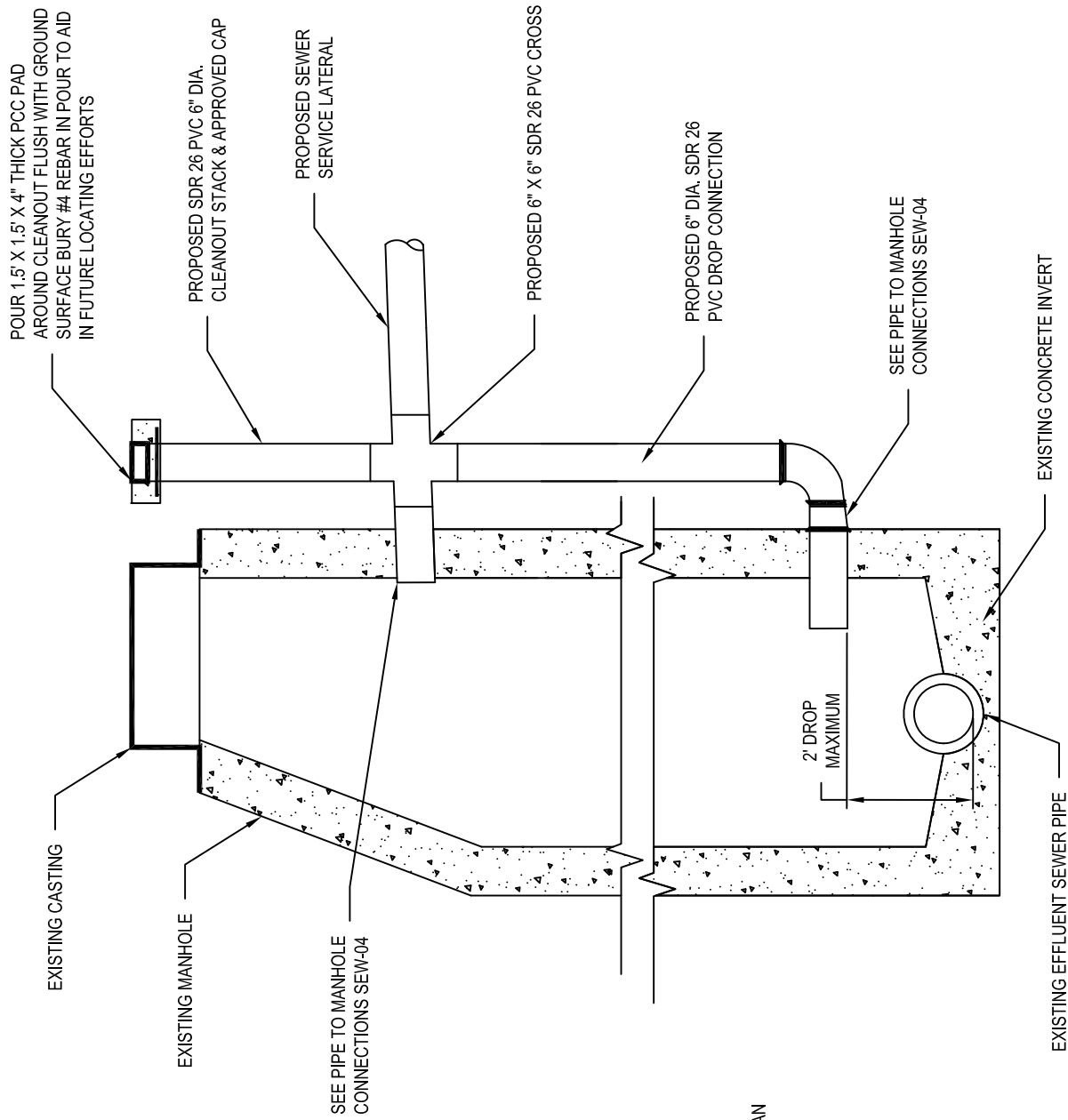
DATE:	01/01/2022
DRAWN BY:	BEH
REVISED:	JANUARY 2021



## NEW PIPE CONNECTION TO MANHOLE STORM & SANITARY SEWER

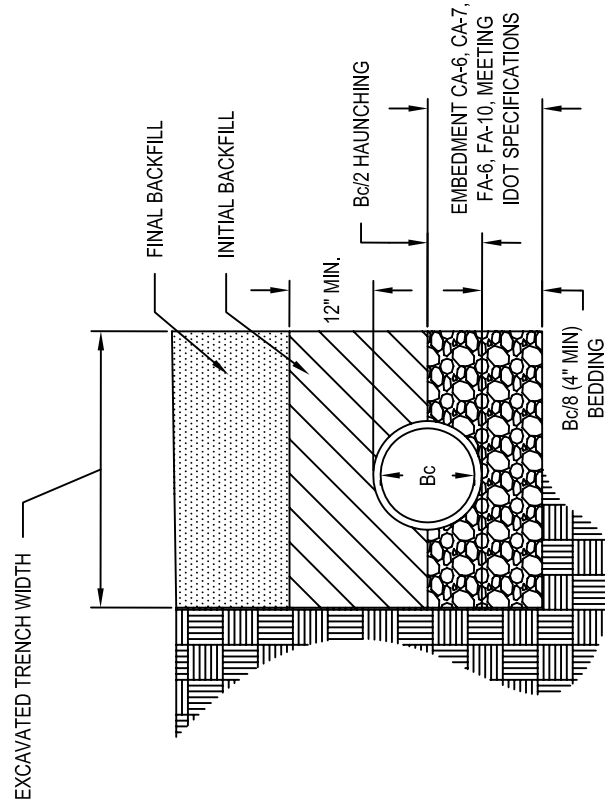


NEW MANHOLE CONNECTION TO  
EXISTING SEWER MAIN

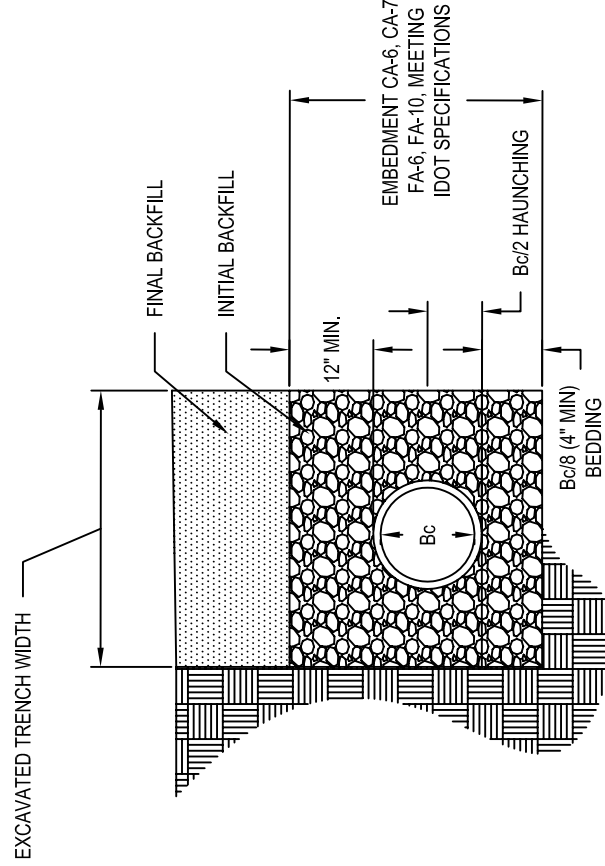


**NOTES:**

IF MANHOLE IS 5' DIAMETER OR GREATER, AN  
INTERNAL DROP MAY BE USED INSTEAD.



**RIGID PIPE BEDDING DETAIL**



**FLEXIBLE PIPE BEDDING DETAIL**



CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
PIPE BEDDING DETAILS  
DETAIL SEW-08

DATE: 01/01/2022
DRAWN BY: CTH
REVISED: JANUARY 2021

# SEWER LATERAL ABANDONMENT

The sewer service lateral shall be exposed and properly sealed at a point outside the limits of demolition, within five feet of the property line or easement boundary. Sewer service laterals that are to be abandoned will be securely closed at the pipe end with a cap fitting or plug. Cap fittings shall be manufactured and provide a watertight seal, without the use of adhesives or epoxies. All pipe cap fittings shall be subject to approval by the Public Works Director or their designee prior to installation.

Contractor shall provide at least 3 dimensional ties to the end of the abandoned lateral to the Utility and Right-of-Way Inspector.

Properties may re-use previously sealed and abandoned sewer service laterals. Sewer laterals must have an internal television inspection completed all the way to the public sewer pipe prior to re-use of the lateral. The Director of Public Works or their designee must review televising report and pipe data (material and diameter) and approve re-use of a sewer lateral. Property owner is solely responsible to assure the condition of the remaining pipe to be re-used.

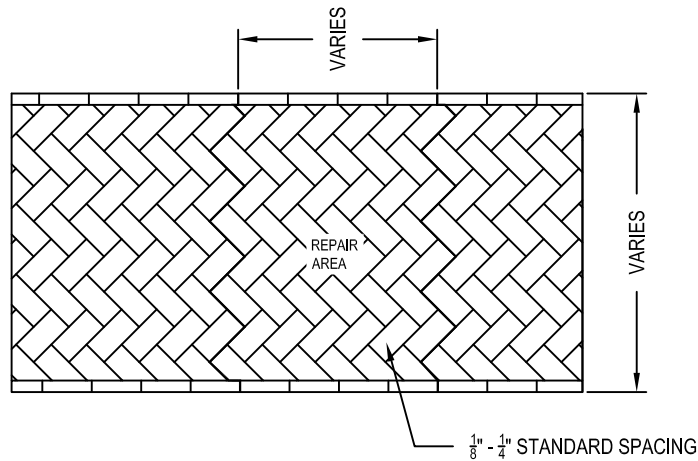
# SIDEWALKS

## **PROWAG STANDARDS**

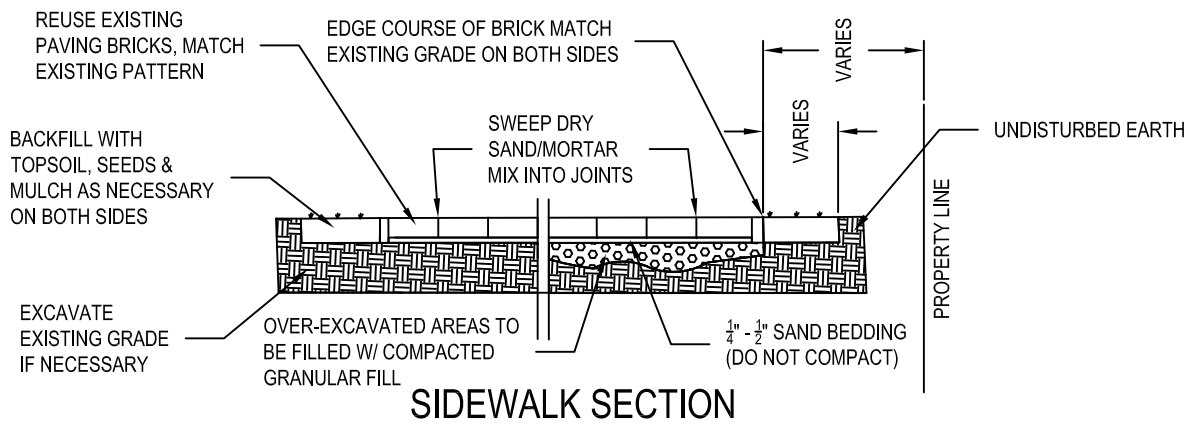
All sidewalks shall be built or replaced in accordance with the latest Proposed Accessibility Guidelines for Pedestrian Facilities in Public Right-Of-Way (PROWAG) standards. The latest PROWAG standards are available at <http://www.access-board.gov>

## **WIDTH OF SIDEWALK REPLACEMENT**

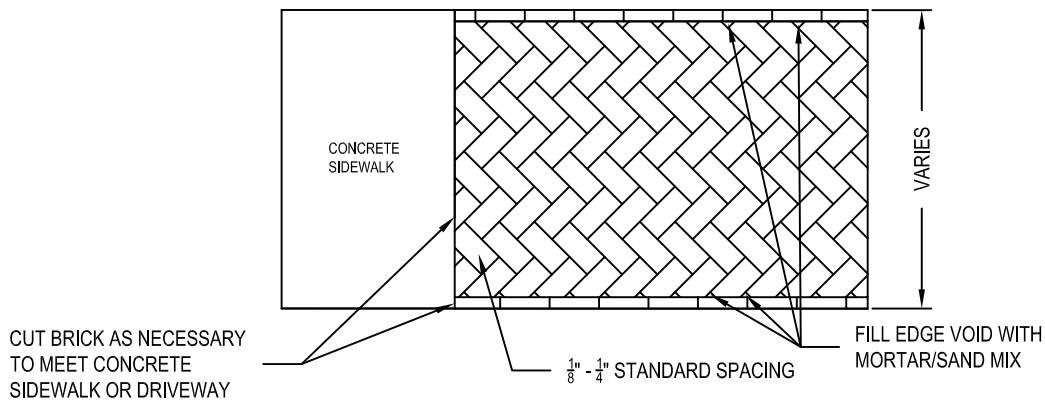
CONTRACTOR shall match the existing sidewalk width for sidewalk repairs or replacements less than 100-feet in length that do not include sidewalk ramps. A 5-ft wide sidewalk shall be provided for any repairs or replacements over 100-ft in length or that include sidewalk ramps. The 5-ft wide sidewalk shall be tapered back to the existing sidewalk utilizing a 5-ft transition panel.



**BRICK SIDEWALK  
PLAN VIEW SPOT REPAIR**



**SIDEWALK SECTION**



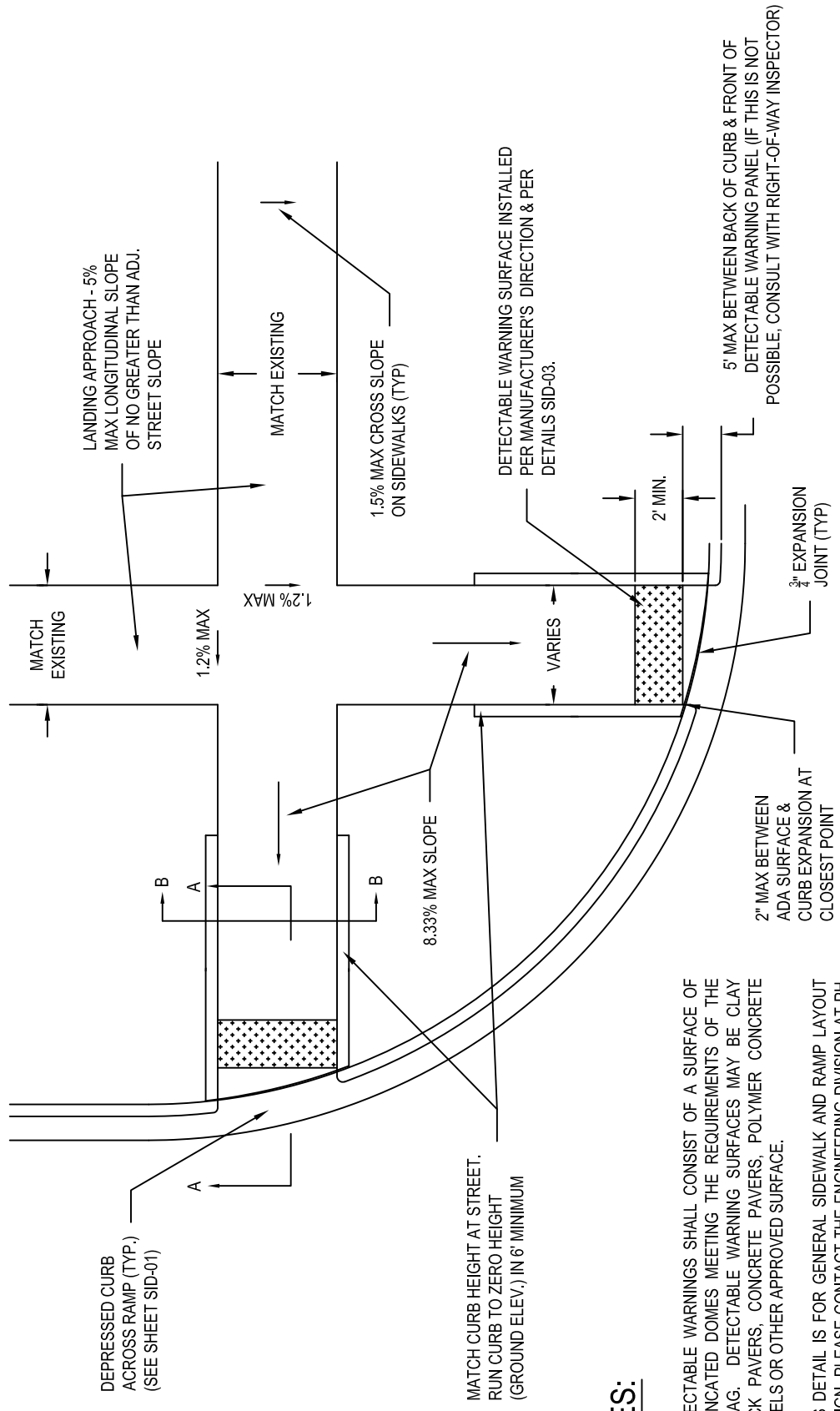
**PLANVIEW SIDEWALK ABUTTING  
CONCRETE WALK REPAIR**

DATE: 01/01/2022	DRAWN BY: BEH	REVISED: JANUARY 2021
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**RIGHT-OF-WAY STANDARD DRAWING**  
**BRICK SIDEWALK REPAIR**  
**DETAIL SID-01**

**CITY OF URBANA**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING DIVISION**





PLAN

# NOTES:

1. DETECTABLE WARNINGS SHALL CONSIST OF A SURFACE OF TRUNCATED DOMES MEETING THE REQUIREMENTS OF THE ADAAG. DETECTABLE WARNING SURFACES MAY BE CLAY BRICK PAVERS, CONCRETE PAVERS, POLYMER CONCRETE PANELS OR OTHER APPROVED SURFACE.
2. THIS DETAIL IS FOR GENERAL SIDEWALK AND RAMP LAYOUT DESIGN. PLEASE CONTACT THE ENGINEERING DIVISION AT PH. (217) 384-2342 WITH ANY TECHNICAL QUESTIONS.
3. ALL RAMPS AND SIDEWALKS SHALL MEET CURRENT ADA DESIGN REQUIREMENTS.

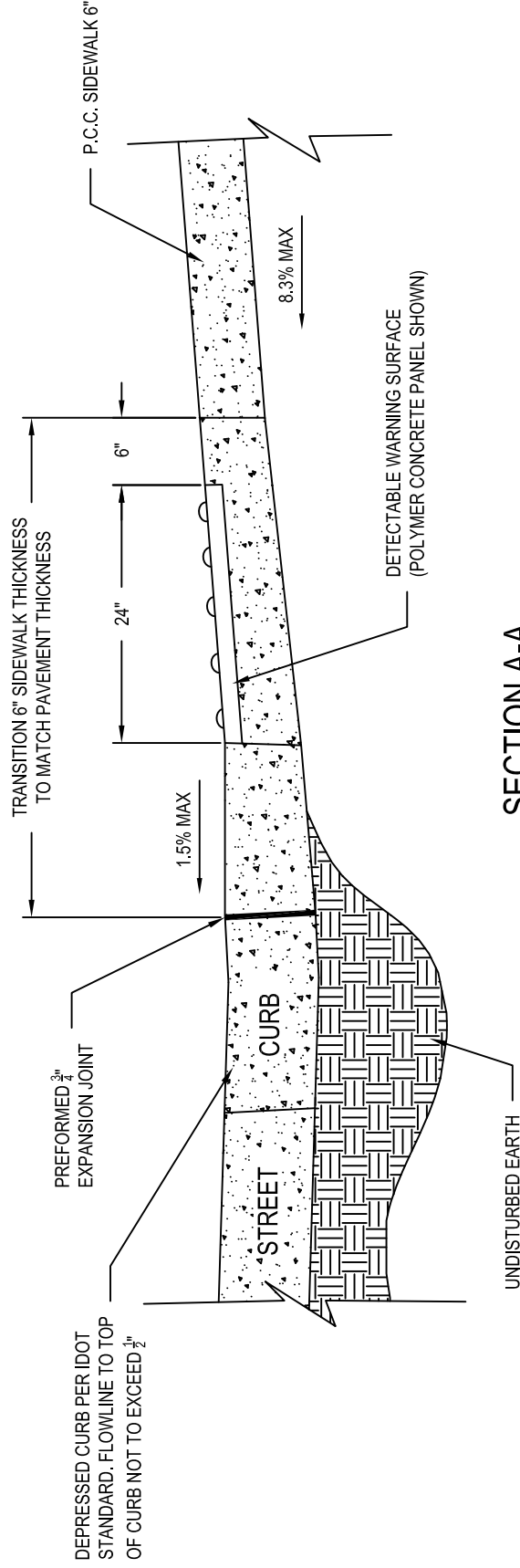


CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

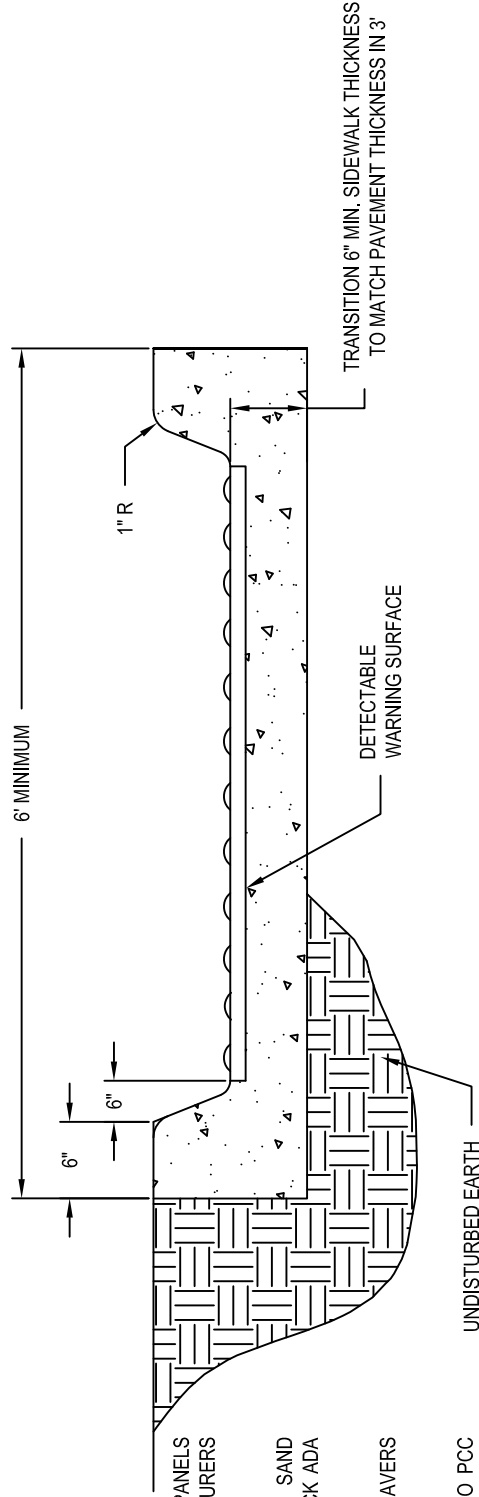
RIGHT-OF-WAY STANDARD DRAWING  
ADA DETECTABLE WARNING RAMP PLAN  
DETAIL SID-02

DATE:	01/01/2022
DRAWN BY:	CTH
REVISED:	JANUARY 2021





SECTION A-A



SECTION B-B

NOTES:

1. DETECTABLE WARNING SURFACE PANELS SHALL BE INSTALLED PER MANUFACTURERS DIRECTIONS.
2. INSTALL 3/8" THICK COMPACTED SAND LEVELING BED UNDER PCC AND BRICK ADA PAVERS.
3. JOINTS BETWEEN PCC AND BRICK PAVERS SHALL BE 1/8" TO 1/4" WIDE.
4. SWEEP FINE GRAIN SILICA SAND INTO PCC AND BRICK PAVER JOINTS.
5. SIDEWALKS AND RAMPS SHALL MEET CURRENT ADA DESIGN GUIDELINES.

# **BRICK SIDEWALK REPAIRS**

## **REPLACEMENT BRICK POLICY FOR CONTRACTORS AND UTILITIES**

Utility companies and contractors shall be responsible for preserving the existing bricks and replacing any broken or damaged bricks while working within the public right-of-way. Replacement bricks shall match the existing brick pavement in pattern, dimension, texture and color to the satisfaction of the City of Urbana's Right-of-Way Inspector. Brick sidewalk repairs shall be completed in accordance with Detail SID-01 from the City of Urbana's Right-of-Way Standards. Brick street repairs shall be completed in accordance with Detail UTL-03 from the City's Right-of-Way Standards.

The City of Urbana will not supply any replacement sidewalk brick or street brick to the utility companies or contractors from the City's brick stockpile.

## **REPLACEMENT BRICK POLICY FOR PROPERTY OWNERS REPAIRING OR MAINTAINING A BRICK SIDEWALK**

The City will provide bricks and/or barricades for the resident, if needed, at no cost to the resident.

Residents are required to obtain a right-of-way permit to proceed with the project. Residents may not worsen the condition of the sidewalk or leave the sidewalk in disrepair for an unreasonable amount of time. If either situation occurs, the City will intervene to correct the situation.

# **SIGNS IN PUBLIC RIGHT-OF-WAY**

Signs that are for short-term, timed use shall be allowed in the City's right-of-way as long as the signs are removed immediately following the event. Such signs would include garage sale signs, political campaign signs, significant University of Illinois events (i.e. IHSA tournaments) and fund-raising advertisements for non-profit agencies (i.e. UBA events, Festival of Lights).

No such signs shall be affixed to any City or utility infrastructure including traffic signals, streetlights, street sign posts, utility poles, hydrants, etc. but rather shall be attached to a self-supported stake or post.

Signs that have no definitive time for removal shall not be allowed in the City's right-of-way. Such signs would include newspaper stands, real estate signs, and home business signs or advertising, except as allowed in the Urbana Zoning Ordinance, Section IX-5-13.

If these signs were placed in the right-of-way, the City will attempt to notify the owner of the signs and ask that the signs be removed immediately (within 48 hours). If the owner cannot be located or does not remove the signs, the City shall remove the signs and notify the owner where to collect the signs. If the owner of the signs cannot be located, the signs will be discarded after thirty (30) days. Otherwise, the signs would be discarded five (5) days after notification.

The owner of a property may remove any political campaign sign directly in front of said property placed in the public right-of-way.

# **DIRECTIONAL SIGNS IN PUBLIC RIGHT-OF-WAY**

## **I. GENERAL**

### **Need for Supplemental Signing**

It is frequently desirable to inform drivers of major traffic generators and certain motorist services in the area. Information relating to those developments that generate a large volume of non-repetitive traffic foreign to the area are shown on supplemental guide signs when they meet the required criteria outlined in this policy.

This policy has been developed to regulate and ensure the consistent use of supplemental guide signs for traffic generators and motorist services. This policy applies to all guides and information signing placed on City-maintained right-of-way.

### **Purpose of Criteria and Limitations**

Criteria are necessary for determining which traffic generators and motorist services are displayed on supplemental guide signs so that the facilities shown are the one generating the greatest need for information on the part of motorists unfamiliar with an area.

Such criteria must also limit the number of signs installed, thereby minimizing the confusion that may occur when motorists are presented more information than they can rapidly comprehend. It also assures fair and consistent treatment of requests for signing to such facilities.

The establishment of criteria, however, does not mean that information concerning all facilities which meet the criteria will automatically be shown on supplemental guide signs. Signing for traffic generators and motorist services is considered as secondary to basic regulatory, warning, and directional signing. Therefore, before a supplemental guide sign for a traffic generator or motorist service is installed, sufficient longitudinal space along the highway must exist to accommodate the placement of the sign without interfering or conflicting with other necessary traffic control devices.

# **DIRECTIONAL SIGNS IN PUBLIC RIGHT-OF-WAY**

Consideration will also be given to such factors as the space available along streets and the congestion of the area.

Signing for a motorist service or traffic generator, when qualified under the criteria in Table 1 or 2, will be installed by the City only after a request is received from an official of either type of facility.

Such criteria must also limit the number of signs installed, thereby minimizing the confusion that may occur when motorists are presented more information than they can rapidly comprehend. It also assures fair and consistent treatment of requests for signing to such facilities.

The establishment of criteria, however, does not mean that information concerning all facilities which meet the criteria will automatically be shown on supplemental guide signs. Signing for traffic generators and motorist services is considered as secondary to basic regulatory, warning, and directional signing. Therefore, before a supplemental guide sign for a traffic generator or motorist service is installed, sufficient longitudinal space along the highway must exist to accommodate the placement of the sign without interfering or conflicting with other necessary traffic control devices. Consideration will also be given to such factors as the space available along streets and the congestion of the area.

Signing for a motorist service or traffic generator, when qualified under the criteria in Table 1 or 2, will be installed by the City only after a request is received from an official of either type of facility.

Supplemental guide signs shall conform to the provisions of the Illinois Manual on Uniform Traffic Control Devices. All signs shall be approved by the City as to color, size, message and specific location. All signs shall be installed by the City. The expense of the sign and its installation shall be borne by the requestor.

# **DIRECTIONAL SIGNS IN PUBLIC RIGHT-OF-WAY**

## **II. SIGNING FOR TRAFFIC GENERATORS**

### **Criteria for Traffic Generator Signing**

The following types of traffic generators are to be considered for signing. The specific qualifying criteria for each type of traffic generator are shown in Table 1. Those values that vary annually, such as student enrollment or annual attendance, shall be based upon the average value for the two previous years.

- Transportation Facilities
- Educational Institutions
- Correctional Institutions
- Health Care Facilities
- Recreational & Cultural Facilities
- Historical Facilities
- Government Facilities
- Business Districts

Supplemental guide signs for the qualifying generator shall be erected in advance of the street or road that provides the most logical and convenient route to the facility. In determining whether there is adequate signing to direct the motorist to the facility the City will consider such factors as the directness of the route, the miles involved, and the environment in which signs are installed.

Information relating to more than three facilities shall not be displayed in advance of an intersection.

# **DIRECTIONAL SIGNS IN PUBLIC RIGHT-OF-WAY**

In the event there are more than three qualifying traffic generators, the three facilities most necessary to the motorist shall be shown. In determining which signs are most necessary, the City will consider such factors as the amount of traffic generated, closeness to the intersection, and the ease of locating the facility.

Reference to a specific traffic generator shall be removed at such time as that generator is no longer functioning or fails to meet the criteria.

## **Location of Signs**

If a separate supplemental guide sign is erected, it shall be located at least 200 feet in advance of the primary guide sign, if one exists. If a primary guide sign is not present, the supplemental sign shall be placed 200 to 700 feet in advance of the intersection.

## **Sign Design**

The legend and background colors shall be as shown in Table 1. If different color(s) and logo(s) are desired than shown in Table 1; approval must be granted by the Committee of the Whole. Signs normally carry the full name of the traffic generator(s) and appropriate arrow indications, however, appropriate abbreviations and logo symbols may be considered.

# **DIRECTIONAL SIGNS IN PUBLIC RIGHT-OF-WAY**

## **III. SIGNING FOR MOTORIST SERVICES**

### **Criteria for Motorist Service Signing**

The following types of motorist services are to be considered for signing. The specific qualifying criteria for each type of motorist service are shown in Table 2.

- Camping Facilities
- Police and County Sheriff Headquarters
- Hospitals
- Tourist Information Centers

In determining whether adequate directional information is provided, the City will consider factors which include, but are not limited to, the directness of the route, the miles involved, and the environment in which the signs are installed.

Reference to a specific motorist service shall be removed at such time as that service is no longer available or fails to meet the criteria.

### **Location of Signs**

The location of signing for motorist's services shall conform to the requirements for traffic generator signs covered in Section II (B). Hospital symbol signs for hospital meeting the criteria established in Table 2 are to be located in advance of the intersection that provides the most direct and best route to the facility. In determining the most direct and best route, the City will consider all relevant conditions including directness of the route, congestion of the route, speed of travel, length of travel, and ease of locating the facility.

### **Sign Design**

Motorist service signs shall have a white legend on a blue background and all shall indicate only the type of service available and an appropriate arrow. Qualifying hospitals will be signed with a Hospital Symbol sign as opposed to the work message, "HOSPITAL." The hospital name shall be displayed on a plate above the hospital symbol sign where two or more qualifying hospitals are served by the same route.



# DIRECTIONAL SIGNS IN PUBLIC RIGHT-OF-WAY

## TABLE 1 TRAFFIC GENERATOR CRITERIA

CLASSIFICATION	CRITERIA	EXAMPLES	SIGN COLOR
Transportation Facilities	Airport: Commercial airport with scheduled service and identified on the official State map Railroad Station: Providing railroad passenger service, i.e. AMTRAK Bus Terminal: Handling 50 or more buses per week Ferry: Operated by either private or public organizations		White on Green
Educational Institutions	Post-high-school institutions having a minimum of 500 full-time equivalent students.	College, University, 4-Year, Seminary	White on Green
	State school for special education	School for the Handicapped	
Correctional Institutions	Federal or State operated	Correctional Center, Youth Camp	White on Green
Health Care Facilities	Mental health residential care facility licensed by the State or veterans' hospital listed on the official State map.	Mental Health Zone Center, Veterans' Hospital	White on Green
Recreational and Cultural Facilities	The facility must be open to the general public and have a minimum annual attendance of 50,000.	Amusement Park, Aquarium, Arboretum, Archeological Site, Auditorium, Ball Park, Convention Hall	White on Brown
	Outdoor recreational facility provided by youth organization and open year-round with a minimum annual attendance of 5,000.	Boy/Girl Scout Camp, Church Camp, 4-H Camp, YMCA/YWCA Camp	

# DIRECTIONAL SIGNS IN PUBLIC RIGHT-OF-WAY

TABLE 1 TRAFFIC GENERATOR CRITERIA

CLASSIFICATION	CRITERIA	EXAMPLES	SIGN COLOR
Historical Facilities	Special local historical attraction open year-round with no charge to the public or any State historical site listed on the official State map.	Historical Home/Building Indian Site Monument Covered Bridge National Cemetery	White on Brown
Government Facilities	Any building complex with 500 employees that is utilized by a Local, State, or Federal government agency.	Ammunition Plant Atomic Energy Commission Installation Military Base State or Federal Research Facility	White on Green
Business Districts	The marked route must pass within the municipal limits and not closer than ½ mile to the central business district of a community with less than 10,000 population		White on Green

# DIRECTIONAL SIGNS IN PUBLIC RIGHT-OF-WAY

## TABLE 2 MOTORIST SERVICE CRITERIA

CLASSIFICATION	CRITERIA	EXAMPLES	SIGN COLOR
Camping Facilities	<p>Open to the general public and meeting the following:</p> <ul style="list-style-type: none"> <li>• Minimum of 20 spaces</li> <li>• Toilet, telephone, and adequate supply of drinking water</li> <li>• Open 24-hours per day for at least 6 months of the year</li> <li>• Less than 5 road miles in rural area and 1 mile in urban area from the intersection.</li> </ul>	Commercial Campground Conservation Area County Park State Park	White on Blue
State Police and County Sheriff Headquarters	Must be staffed and open to the public 24 hours a day. Headquarters shall not be more than 1 mile from the intersection.		White on Blue
Hospitals	Must be a hospital located within five miles from the intersection.		Symbolic White H on Blue
Tourist Information Centers	<p>The facility shall not be more than 1 mile from the intersection and must be operated by organization such as civic clubs, chambers of commerce, or private enterprises, with no attempt made to promote the service group to the tourists seeking information, although the group may be identified.</p> <p>Information must be available at least 8 hours per day, 7 days per week, and for a minimum of 4 continuous months out of the year. Signs must be removed or covered during the off season.</p> <p>Adequate off-street parking must be provided.</p> <p>The information shall be distributed free, with no attempt to promote any one tourist service over another. A detailed map of the area must be displayed at the center.</p> <p>The center shall not be on the grounds or in connection with a commercial business supplying motorist services such as gas, food, lodging, or camping.</p> <p>It may be located on grounds occupied by a number of businesses, such as a shopping center, but the facility must be well removed from the commercial structures. Access to the center must be available without passing through a commercial structure or business.</p>		

# UTILITY CUTS

## **BACKFILL REQUIREMENTS**

Controlled Low Strength Material (CLSM) shall be required for backfilling utility cuts on all arterial and major collector streets. CLSM backfill shall be in accordance with Section 20-2.21B of the Standard Specifications for Water & Sewer Construction in Illinois latest edition.

**See Street Functional Classification Map on Page 7 of the Utility and ROW Permit Standard Details for the location of arterial and major collector streets.**

Granular materials or CLSM may be used to backfill utility cuts on minor collector streets and local streets. Granular backfill shall be in accordance with Section 20-2.2.20B of the Standard Specifications for Water & Sewer Construction in Illinois latest edition.

## **DIRECTIONAL BORING REQUIREMENTS**

CONTRACTOR may submit plans for installation of utilities via directional boring subject to the approval of the Engineer. Prior to plan submittal CONTRACTOR shall follow JULIE guidelines for Large Projects found at <https://www.illinois1call.com/large-project/>

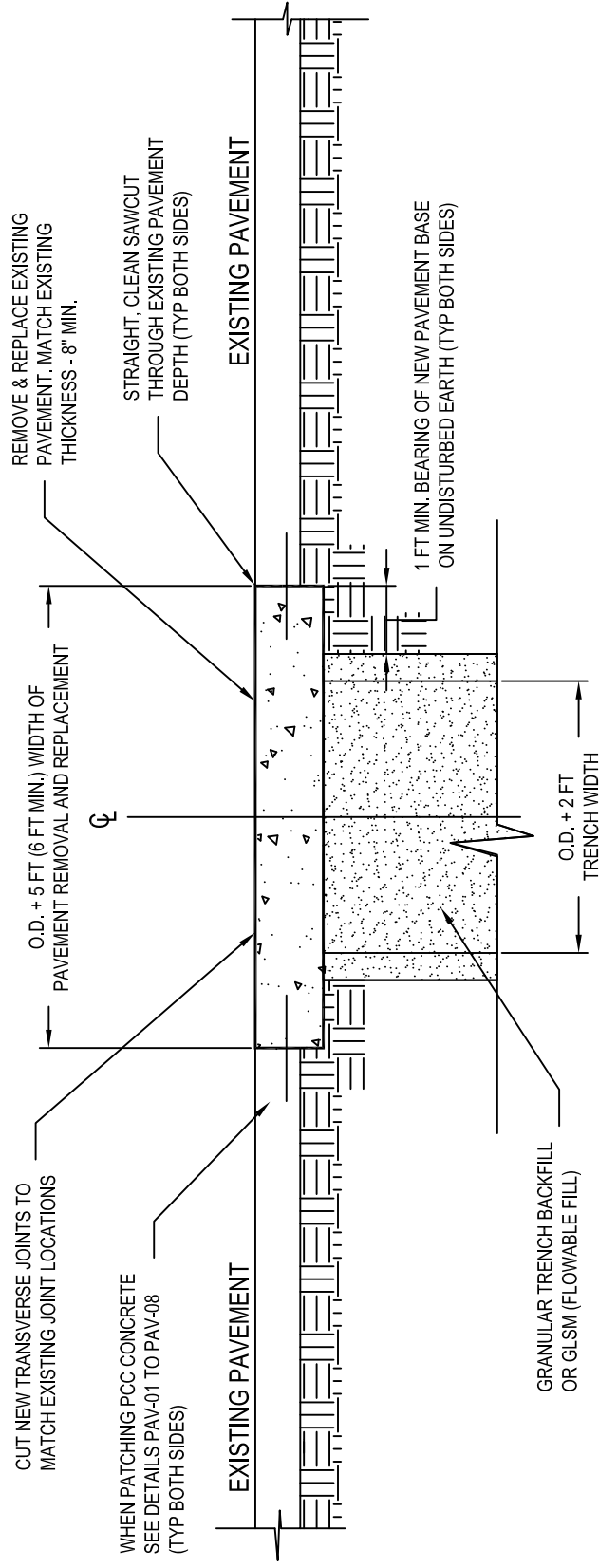
Plans shall include the following:

- Planned Bore path with a 2' minimum horizontal separation between all utilities and 5' between proposed utility and City Sewers.
- Locations of other utilities within or adjacent to the proposed bore path must be shown. Plans shall be submitted to existing utilities in the project area to confirm locations and depths.
- Locate and show all substructures.
- Show Public right-of-way widths and locations and any additional private easements required.
- Specify sewers and/or sewer service laterals to be televised.
- Determine the need for traffic control and/or flagmen and include the provisions in the contract requirements along with the appropriate drawings.

Before installation the CONTRACTOR shall complete the following:

- Notify adjacent land owners of the proposed construction two (2) weeks prior to beginning construction via direct mailings and door hangers. Mailings and/or door hangers shall advise the occupants of the home or business of the planned boring operation and alert them of potential for utility damage. The door hanger shall contain the contact name and the contact phone number of the utility responsible for the boring operation. The door hanger shall instruct the property owner to contact the utility prior contacting the City.
- Notify adjacent land owners that they need to locate their buried facilities when applicable via direct mailings and / or permitted hand fliers.
- Erect and maintain a project sign with minimum dimensions of 3'x3' on each street where work is being performed stating the following: Name of project, Name of Project contact, and Project contact phone number.
- Field verify location of all utilities and substructures shown on the plans.
- All public sanitary and storm sewers in the project area shall be televised using a recording device, prior to and after construction. CONTRACTOR may elect to televise sewer service laterals in the project area. Submit copies of the recording to the City Engineer with a plan view referencing the location of the sewer(s) relative to the recording.
- Pot hole, hand dig, or vacuum excavate, all utility services that were not televised or otherwise confirmed within eighteen (18) inches of either side of proposed bore path.
- Erosion Control measures shall be specified to insure sediments do not enter the storm water system. Erosion control fence shall be required around excavations. Inlet filter bags shall be required.
- Provide appropriate traffic control measures in accordance with the IDOT highway standards.

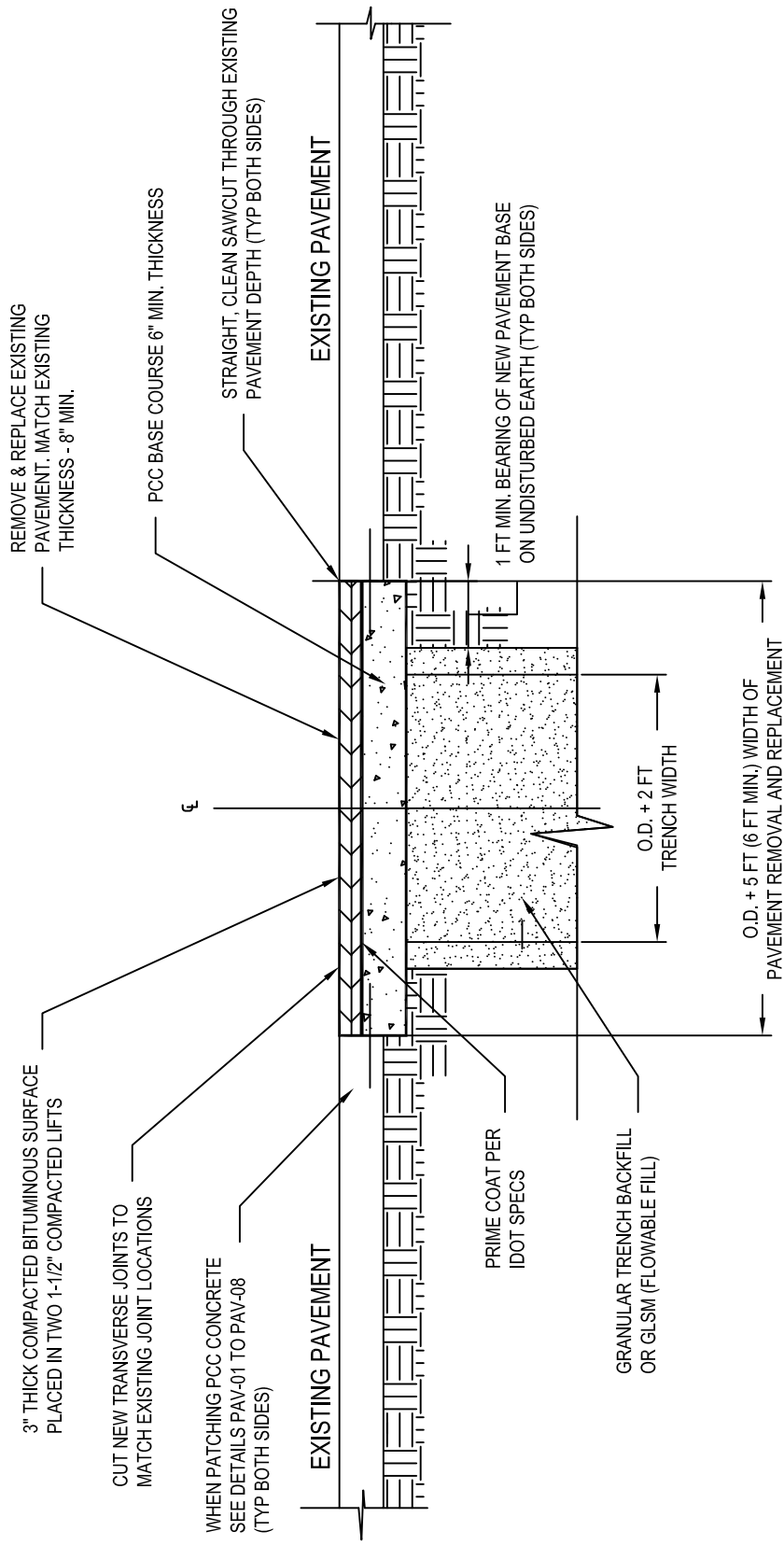
At any time that there is damage to a utility, the contractor shall notify the appropriate parties immediately and shall be liable for the cost of repair should the contractor be found at fault.



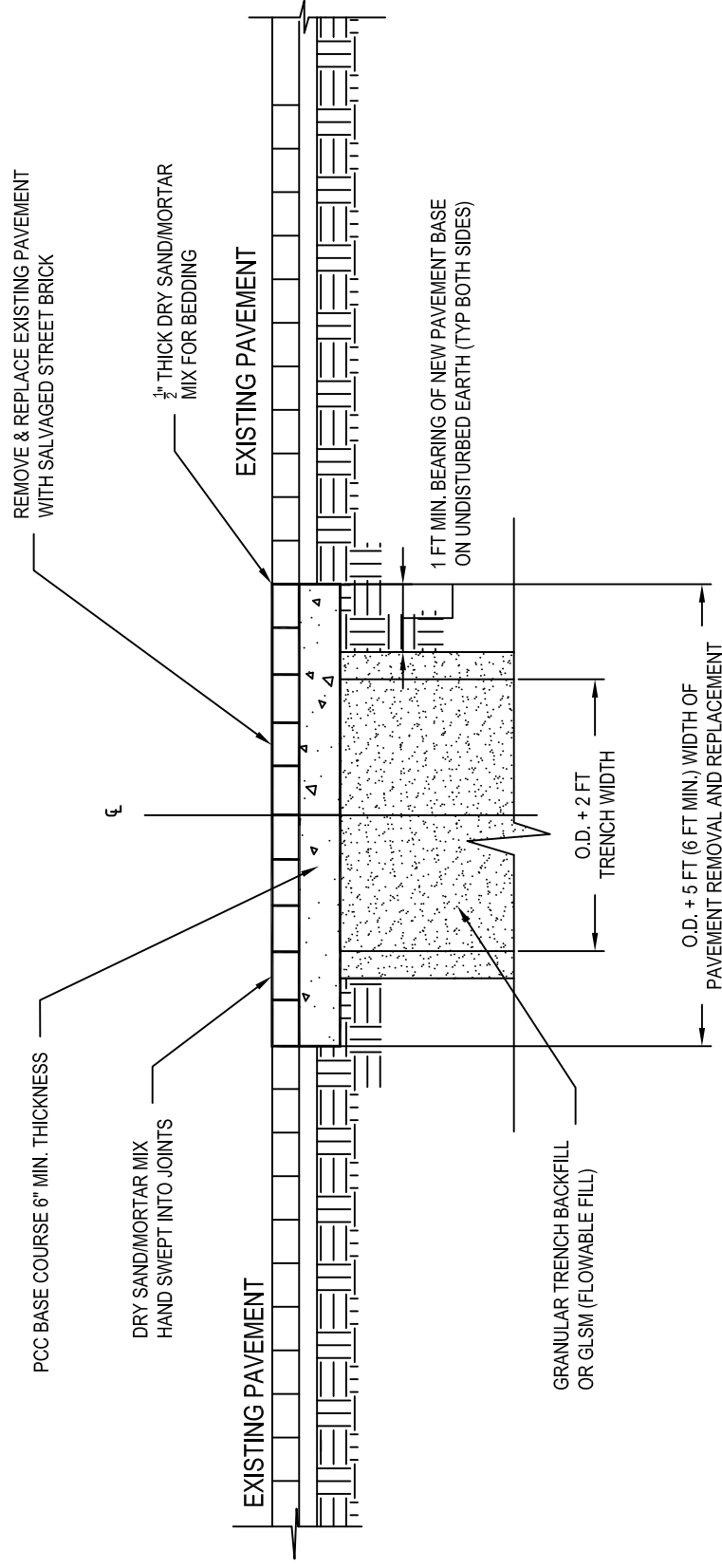
CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
PCC & BITUMINOUS STREET UTILITY CUT  
DETAIL UTL-01

DATE:  
01/01/2022  
DRAWN BY:  
CTH  
REVISED:  
JANUARY 2021



## BITUMINOUS CONCRETE STREET PAVEMENT UTILITY PAVEMENT CUT - ALTERNATIVE DETAIL

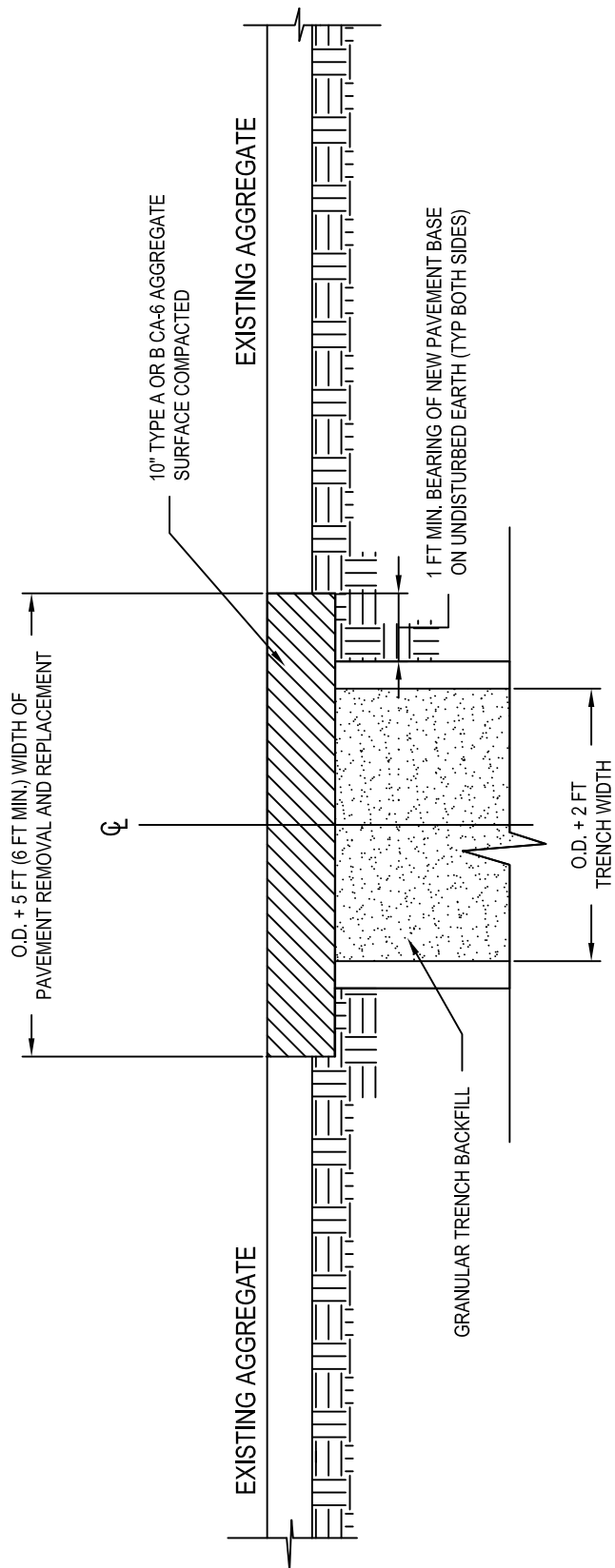


**RIGHT-OF-WAY STANDARD DRAWING**  
**BRICK PAVEMENT STREET UTILITY CUT**  
**DETAIL UTL-03**

**CITY OF URBANA**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING DIVISION**

DATE: 01/01/2022  
 DRAWN BY: CTH  
 REVISED: JANUARY 2021

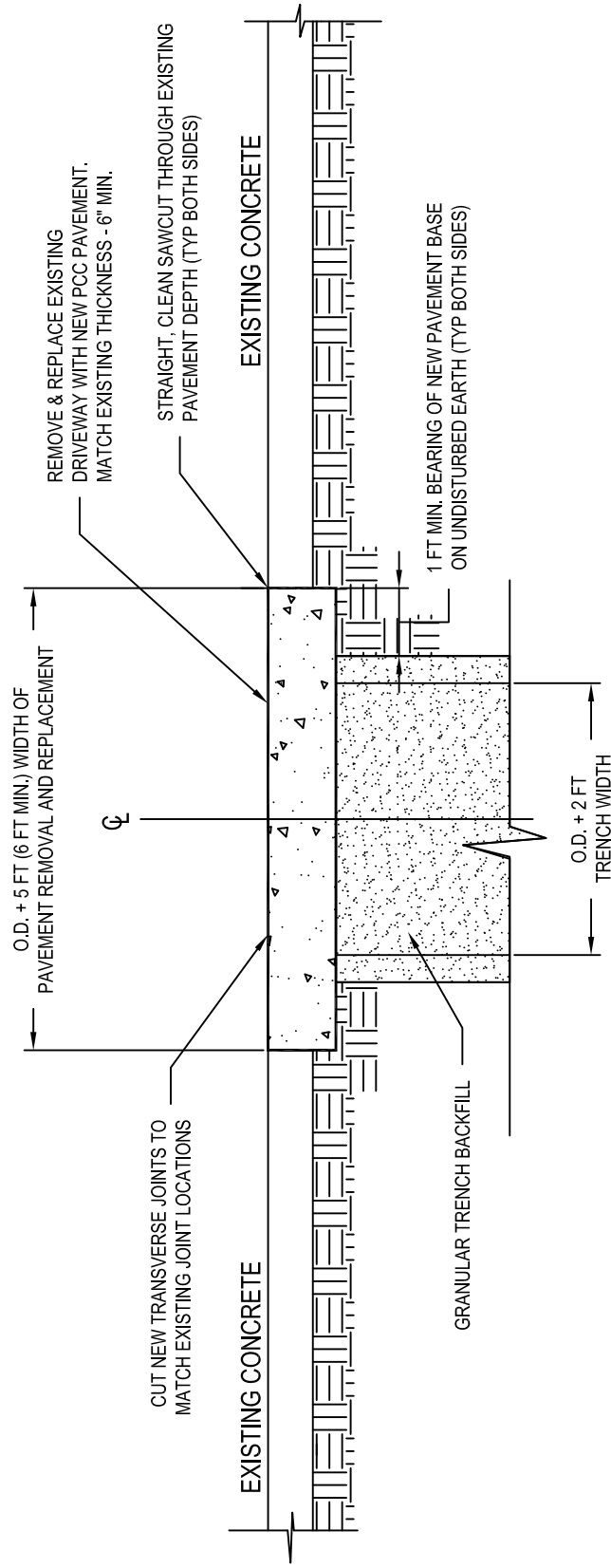




CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
AGGREGATE SURFACE UTILITY CUT  
DETAIL UTL-04

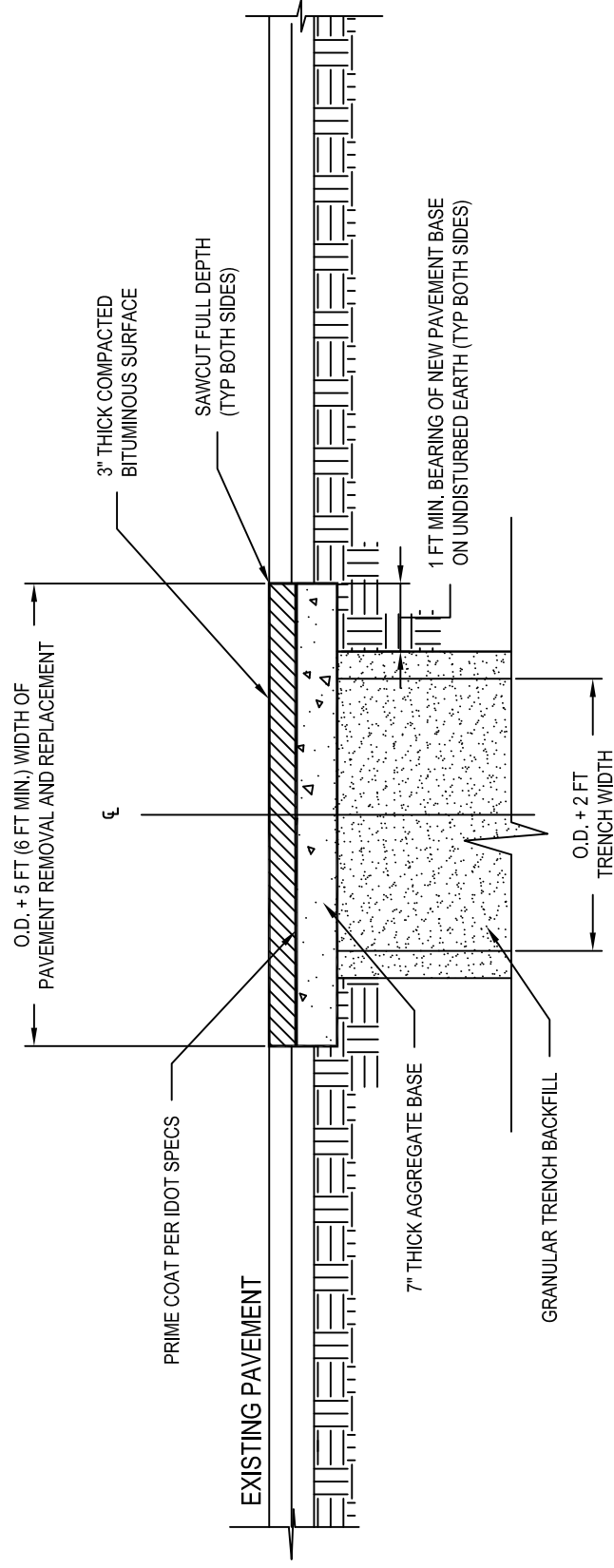
DATE: 01/01/2022  
DRAWN BY: CTH  
REVISED: JANUARY 2021



CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
PCC DRIVEWAY UTILITY CUT  
DETAIL UTL-05

DATE:  
01/01/2022  
DRAWN BY:  
CTH  
REVISED:  
JANUARY 2021



CITY OF URBANA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

RIGHT-OF-WAY STANDARD DRAWING  
BITUMINOUS DRIVEWAY PAVEMENT UTILITY CUT  
DETAIL UTL-06

DATE:  
01/01/2022  
DRAWN BY:  
CTH  
REVISED:  
JANUARY 2021

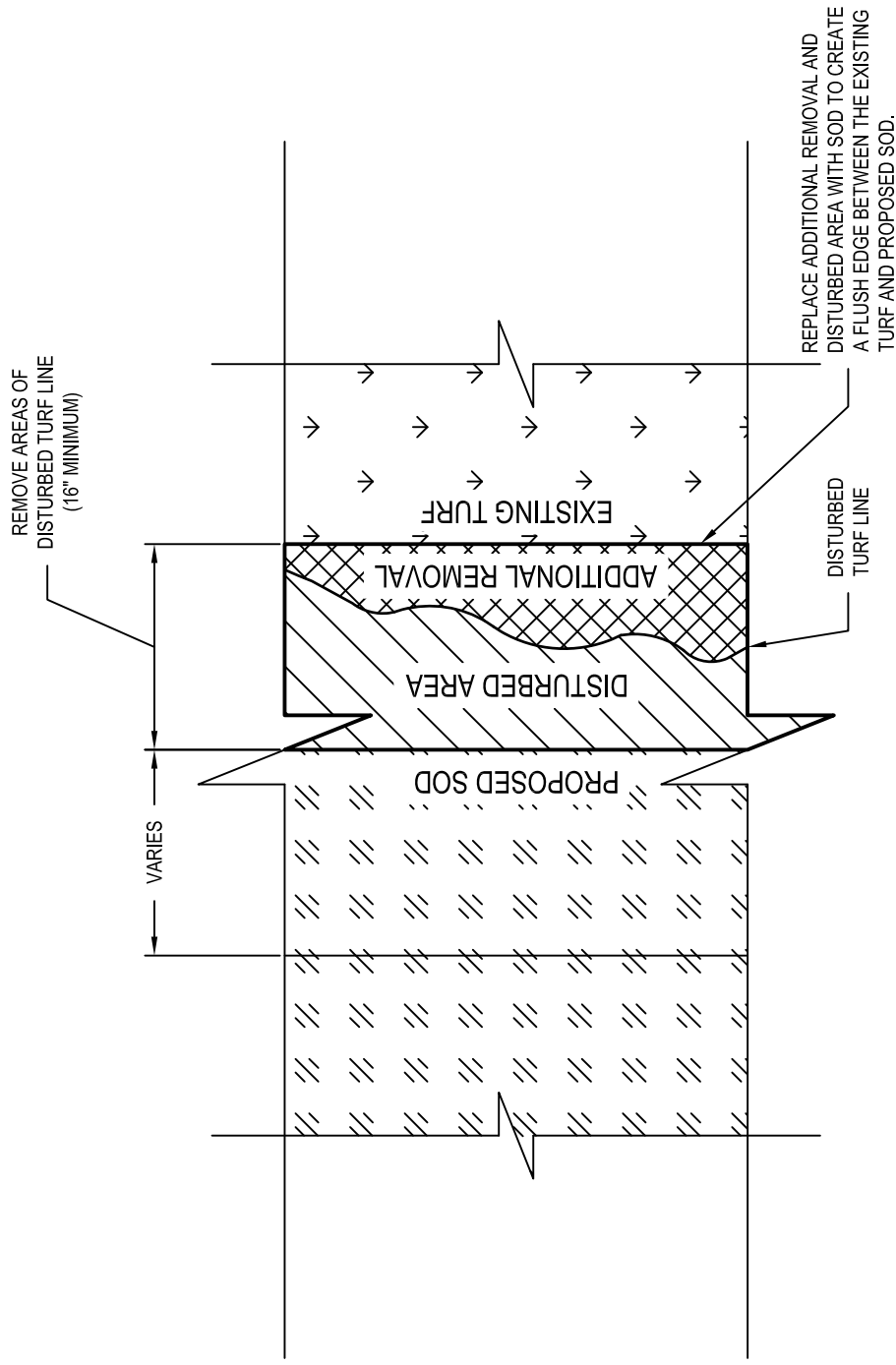
# LANDSCAPING

## **LANDSCAPE REQUIREMENTS**

Upon completion of the construction the contractor shall restore the work site to a condition equal to or better than the existing condition or at the direction of the Utility and Right-of-Way Technician, within ten days after completion of the work, according to section 20-507 of the Code of Ordinances.

When directed by the City Engineer, the CONTRACTOR shall place temporary seeding, erosion control blanket(s), or sod when work is completed outside of seeding times (April 1 to June 15 and August 1 to November 1).

All methods shall meet the requirements of the IDOT Standard Specifications for Road and Bridge Construction latest edition. Temporary Seeding section 1081.15 (g), Erosion Control Blanket section 251.04, and Sod section 252.



### SODDING DETAIL

# APPENDIX A

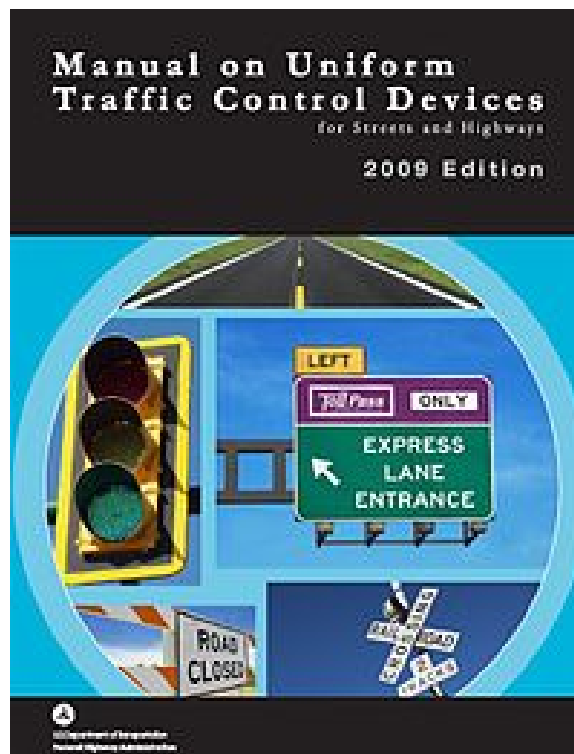
## TRAFFIC CONTROL STANDARDS

Please consult current edition of the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration for traffic control details and standards.

A copy of the manual can be downloaded from:

[https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf\\_index.htm](https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm)

Contractor shall submit a traffic control plan for the proposed construction work in City Right-Of-Way. Traffic control plan will be subject to City review and approval prior to beginning any work.



**APPENDIX B**  
**SUPPLEMENTAL HIGHWAY AUTHORITY AGREEMENT TEMPLATE**

**After recording return to:**

**City of Urbana Legal Division**  
**400 S. Vine Street**  
**Urbana, IL 61801**

**SUPPLEMENTAL AGREEMENT**

This Supplemental Agreement (“Supplemental Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ as owner or operator of underground storage tank(s) (“Owner/Operator”), and the City of Urbana, Illinois (“Highway Authority”), as follows:

1. This Supplemental Agreement is not binding upon the Highway Authority until it is executed by the undersigned representative of the Highway Authority and prior to execution, this Supplemental Agreement constitutes an offer by Owner/Operator.
2. Owner/Operator stipulates:
  - a. Owner/Operator is pursuing a corrective action of a Site and of the right-of-way adjacent to the boundary of the Site located at \_\_\_\_\_, Urbana, Illinois (the “Site”).
  - b. Attached as Exhibit A is a site map that shows the area of estimated contaminant-impacted soil and groundwater at the time of this Supplemental Agreement in the right-of-way above Tier 1 residential levels under 35 Ill. Admin. Code Part 742. Also attached as Exhibit A is a table that shows the concentration of contaminants of

concern, hereinafter “Contaminants,” in the soil and groundwater within the area described in Exhibit A and that shows the applicable Tier 1 soil remediation objectives for residential property and Tier 1 objectives for groundwater of the Illinois Pollution Control Board that are exceeded. The right-of-way, and only the right-of-way, as described in Exhibit B, hereinafter the “Right-of-Way,” adjacent to the Site is subject to this Supplemental Agreement. As the drawings in the Exhibits are not plats, the boundary of the Right-of-Way in the Exhibits may be an approximation of the actual Right-of-Way lines. In the event that either the Highway Authority or Owner/Operator determines that the area of estimated contaminant impacted soil and groundwater has expanded or materially changed, the Parties shall amend Exhibit A of this Agreement to reflect the estimated contaminant impacted soil and groundwater. Also, in the event the Highway Authority expands the right-of-way by acquiring all or part of the Site property or a property adjacent to the Site property which is or may be contaminated, the Parties shall amend Exhibit A and Exhibit B of this Agreement to reflect the estimated contaminant impacted soil and groundwater and describe and depict the right-of-ways.

c. The Illinois Emergency Management Agency has assigned incident number \_\_\_\_\_ to this release at the Site.

d. Owner/Operator intends to request risk-based, site specific soil and/or groundwater remediation objectives from Illinois Environmental Protection Agency (“IEPA”) under 35 Ill. Admin. Code Part 742.

e. Under these rules, use of risk-based, site-specific remediation objectives in the Right-of-Way may require the use of a Highway Authority Agreement as defined in 35 Ill. Admin. Code Section 742.1020.



3. The Highway Authority stipulates:

The Highway Authority holds a fee simple interest or a dedication for highway purposes in the Right-of-Way, or the Right-of-Way is a platted street, and the Highway Authority has jurisdiction of the Right-of-Way. As such, the Highway Authority exercises sole control over the use of groundwater beneath the Right-of-Way and over access to the soil beneath the Right-of-Way because a permit is required for said access.

4. The parties stipulate that:

a. They have agreed to enter into a Highway Authority Agreement regarding the Right-of-Way in the form attached as Exhibit C, and this Supplemental Agreement is intended to supplement the parties' rights and obligations provided for in the Highway Authority Agreement.

b. This Supplemental Agreement shall be null and void should the IEPA not approve the Highway Authority Agreement or should the Highway Authority Agreement not be referenced in the "No Further Remediation" letter for incident number \_\_\_\_\_.

5. Except for ordinary maintenance consistent with that performed by the Highway Authority on other Highway Authority highways, the Highway Authority does not agree to perform maintenance of the Right-of-Way, nor does it agree that the Right-of-Way will always remain a Highway Authority highway or that it will maintain the Right-of-Way as an engineered barrier. If the "No Further Remediation" letter dictates extraordinary maintenance of the Right-of-Way, the Owner/Operator shall pay the extraordinary costs of said maintenance.

6. Provided that the Highway Authority notifies Owner/Operator within thirty (30) working days of receiving a claim, and further provides Owner/Operator with an

opportunity to defend said claim, the Owner/Operator agrees to indemnify and hold harmless the Highway Authority, and other highway authorities, if any, maintaining the highway Right-of-Way by an agreement with the Highway Authority, and the Highway Authority's agents, contractors or employees for all obligations asserted against or costs incurred by them, including attorney's fees and court costs, associated with the release of Contaminants from the Site by the Owner/Operator.

7. As an additional consideration, Owner/Operator agrees to reimburse the Highway Authority for the reasonable costs it may incur in protecting human health and the environment, including, but not limited to, identifying, investigating, handling, storing and disposing of contaminated soil and groundwater in the Right-of-Way as a result of the release of Contaminants at this Site by the Owner/Operator.

8. This Supplemental Agreement shall be binding upon all successors in interest to the Owner/Operator and to the Highway Authority. A successor in interest of the Highway Authority would include a highway authority to which the Highway Authority would transfer jurisdiction of the highway.

9. This Supplemental Agreement shall continue in effect from the date of this Supplemental Agreement until the Right-of-Way is demonstrated to be suitable for unrestricted use and there is no longer a need for a Highway Authority Agreement for incident number 900883, and the IEPA has, upon written request to the IEPA by the Owner/Operator and notice to the Highway Authority, amended the notice in the chain of title of the Site to reflect unencumbered future use of that highway Right-of-Way.

10. This Supplemental Agreement is in settlement of claims the Highway Authority may have arising from the release of Contaminants into the Right-of-Way associated with incident number\_\_\_\_\_.

11. The Highway Authority Agreement and this Supplemental Agreement do not limit the Highway Authority's ability to manage, construct, reconstruct, improve, repair, expand, maintain and operate (collectively "Work") a highway upon its property, or to construct, maintain and operate subsurface utility mains, pipes and structures, including, but not limited to, such structures necessary for water and sewer systems and utilities and storm water drainage systems, or to allow others to use the highway Right-of-Way by permit. To the extent necessary for its Work, the Highway Authority reserves the right and the right of those using its property under permit to remove contaminated soil and/or groundwater above Tier 1 residential remediation objectives from its Right-of-Way and to dispose of them as they deem appropriate not inconsistent with applicable environmental regulations so as to avoid causing a further release of the Contaminants and to protect human health and the environment.

Prior to taking any such action, the Highway Authority will first give Owner/Operator no less than sixty (60) working days' written notice prior to a letting for Work, unless there is an immediate threat to the health or safety of any individual or to the public, that it intends to perform Work in the Right-of-Way which may involve removing and disposing of contaminated soil or groundwater to the extent necessary for its Work. During this period, which may be extended by agreement of the parties, the Highway Authority and Owner/Operator will engage in a good-faith, collaborative process to arrive at a consensus approach to managing the impacted soil or groundwater

in the Right-of-Way in an attempt to reconcile Owner/Operator's preference for performing as much of this work as possible with the Highway Authority's engineering and other constraints in doing so. Work performed by Owner/Operator would be performed under a permit from the Highway Authority. The final decision for management will be in the discretion of the Highway Authority.

Failure to give notice is not a violation of this Supplemental Agreement. The removal and disposal shall be based upon the site investigation (which may be modified by field conditions during excavation), which Owner/Operator may review or may perform at no cost to the Highway Authority, if requested to do so by the Highway Authority. If practicable, as determined by the Highway Authority, the Highway Authority may request Owner/Operator to remove and dispose of the contaminated soil or groundwater necessary for the Highway Authority's work in advance of that work.

The Owner/Operator shall reimburse the reasonable costs incurred by the Highway Authority to perform a site investigation of the Right-of-Way, to monitor the removal, to transport and dispose of any Contaminant-impacted soil or groundwater from the Right-of-Way, and to administer and enforce this Agreement; provided, however, that if Owner/Operator has not been given notice and an opportunity to engage in the consensus process allowing it to perform that investigation and that disposal within the process described in the preceding paragraphs and there was no immediate threat to health or safety, reimbursement shall be limited to actual costs not to exceed \$10,000.00. There is a rebuttable presumption that the Contaminants found in the highway Right-of-Way arose from the release of Contaminants from the Site. Should Owner/Operator not reimburse the reasonable costs under the conditions set forth herein, the Highway

Authority Agreement and this Supplemental Agreement shall be null and void, at the Highway Authority's option, upon written notice to Owner/Operator by the Highway Authority that those costs have not been reimbursed. Owner/Operator may resolve the issue within forty-five (45) working days by making payment, or may seek to enjoin that result.

12. Written notice required by this Supplemental Agreement shall be mailed to the following: if to Owner/Operator: \_\_\_\_\_,  
\_\_\_\_\_

and if to Highway Authority: City of Urbana Director of Public Works, 706 South Glover Avenue, Urbana, IL 61802.

13. Provided that the Highway Authority provides Owner/Operator with notice within thirty (30) working days of receiving a claim, and further provides Owner/Operator with an opportunity to defend said claim, Owner/Operator hereby releases the Highway Authority from liability for breach of the Highway Authority Agreement by others under permit and indemnifies the Highway Authority against claims that may arise from others under permit causing a breach of the Highway Authority Agreement. Owner/Operator also agrees that its personnel, if any, at the Site who are aware of the Highway Authority Agreement will notify anyone they know is excavating in the Right-of-Way about the Highway Authority Agreement.

14. The Highway Authority and the Owner/Operator may enforce this agreement in any court of competent jurisdiction by any appropriate action at law or in equity, including any action to secure the performance of the representations, promises, covenants, agreements and obligations contained herein.

15. The Highway Authority Agreement and this Supplemental Agreement are entered into by the Highway Authority in recognition of laws passed by the General Assembly and regulations adopted by the Pollution Control Board that encourage a tiered-approach to remediating environmental contamination. The Highway Authority Agreement and this Supplemental Agreement are entered into by the Highway Authority in the spirit of those laws and under its rights and obligations as property owner. Should any provisions of the Highway Authority Agreement or this Supplemental Agreement be struck down as beyond the authority of the Highway Authority, this Supplemental Agreement shall be null and void.

IN WITNESS WHEREOF, the Highway Authority has caused this Supplemental Agreement to be signed by its \_\_\_\_\_, a duly authorized representative, and be binding upon it, its successors and assigns.

[Highway Authority]

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

(Printed) \_\_\_\_\_

Its: \_\_\_\_\_

IN WITNESS WHEREOF, Owner/Operator, \_\_\_\_\_, has caused this Agreement to be signed by its duly authorized representative, and be binding upon it, its successors and assigns.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

(Printed) \_\_\_\_\_

Its: \_\_\_\_\_

## **APPENDIX C**

### **SPECIAL USE OF RIGHT-OF-WAY**

If a property owner requests permission to use public right-of-way to install a lawn sprinkling system, decorative landscaping, decorative driveway, rain garden, bioswale or any other use of the right-of-way; the property owner must complete the **City of Urbana Revocable License for Utilization of the Right-of-Way**.

The Public Works Director or his/her designee will review the application and determine whether permission will be granted. The Public Works Director may revoke permission at any time. Owners of abutting property will be fully responsible to repair or replace any such improvements so identified within the right-of-way.



# APPENDIX C

## SPECIAL USE OF RIGHT-OF-WAY

The Public Works Department has the following policy regarding the construction of bioswales or rain gardens in City ROW:

**City Review and Approval.** The City Engineer or their designee shall review and approve all bioswales or rain gardens proposed to be constructed in City right-of-way (ROW). The City Engineer or their designee shall require the property owner to submit documentation so that the following items can be reviewed and approved:

- Construction details for bioswale or rain garden including plan view, cross sections, vegetation plan, vegetation specifications, inlet details, and outlet details. An example rain garden construction drawing is attached for your reference.
- Utility locations and depths in the City ROW where the rain garden or bioswale is proposed to be located. Contractor or resident would be responsible for contacting the Joint Utility Locating Information for Excavator (JULIE) at 811 to locate the underground utilities impacted by the proposed bioswale or rain garden. Contractor or resident may be responsible for potholing (hand digging) utilities to determine if they would be impacted by the proposed bioswale or rain garden. Utilities depths typically range from 6-inches to 42-inches that could impact the bioswale or rain garden construction.
- If the City Engineer or their designee identifies that the proposed bioswale or rain garden could create an adverse impact on street drainage the contractor or resident may be required to complete an infiltration test. Rain Garden infiltration testing shall be in accordance with procedure described in the publication “Rain Gardens: A How to Manual for Homeowners” authored by Roger Bannerman and available at the Wisconsin Department of Natural Resources website  
<http://dnr.wi.gov/runoff/rg/index.htm#How>.

The City Engineer or their designee may also direct the Engineering Division to perform hydraulic & hydraulic modeling and work with the property owner or contractor to mitigate the drainage impacts of the proposed rain garden.

**Require a Utility and ROW permit.** Property owner would be required to obtain a Utility and ROW permit. The City would waive the required fee (currently \$80) for the bioswale or rain garden project. Contractors working on the bioswale or rain garden within the ROW shall provide a bond and insurance certificate per Sections 20-70 and 20-71 of Urbana’s Code of Ordinances.

# APPENDIX C

## SPECIAL USE OF RIGHT-OF-WAY

**Require a Revocable License for Utilization of the Right-of-Way.** A revocable license for utilization of the right-of-way agreement shall be required. The license agreement shall require the property owner to maintain vegetation within defined standards and would hold the City and other utilities harmless for any damages to the bioswale or rain garden for any work required for repair, rehabilitation, or replacement of the above ground and underground utilities, sidewalk, streetlights, or street pavement. A copy of the license agreement is attached.

**Maintenance and Construction:** The property owner shall be responsible for all of the construction and maintenance costs of the bioswale or rain garden in perpetuity.

_____	
<i>DATE</i>	
_____	
_____	
_____	
<i>ADDRESS</i>	

**CITY OF URBANA**  
**REVOCABLE LICENSE FOR UTILIZATION OF THE RIGHT-OF-WAY**

The undersigned, as owner(s) of the real property described as follows: Lot # \_\_\_\_\_ in \_\_\_\_\_ being a Subdivision of Part of Sections \_\_\_\_\_, Township \_\_\_\_\_ North, Range 9, East of the Third Principal Meridian, in Champaign County, Illinois, in the City of Urbana (Permanent Parcel # \_\_\_\_\_), commonly known as \_\_\_\_\_ (*Address*), Urbana, Illinois, hereby request permission to utilize existing public right-of-way abutting the subject property for the following purpose(s):

- \_\_\_\_\_ 1. To install a rain garden.
- \_\_\_\_\_ 2. To install a bioswale.
- \_\_\_\_\_ 3. Other (*please specify*). \_\_\_\_\_

This license can be revoked at anytime, with or without cause by the Director of Public Works.

As a condition of the City of Urbana giving permission to utilize the public right-of-way abutting the Subject Property for the aforesaid purpose(s), the undersigned owner agrees as follows:

- (a) Upon written direction from the Director of Public Works, the owner agrees to promptly remove any property or equipment, including pipes, hardscape, or vegetation installed by owner, and to refurbish the permitted area to its original condition or pay the costs for the City to refurbish the area to its original condition if any or all of the included conditions are not achieved and or maintained. This shall include replacing any curb cuts installed for rain gardens or bioswales.
- (b) To assume the full cost of any repair or replacement of improvements installed therein should the same be destroyed, damaged or removed during the installation, maintenance or repair of utilities in such public right-of-way by the City of Urbana, University of Illinois, Ameren, AT&T, Illinois American Water, Comcast Cable, their successors and assigns, or any other utility or private party which is entitled by easement, license, or otherwise, to utilize such right-of-way, whether such rights now exist or are hereafter granted, all of which shall have rights therein superior to those of the undersigned owner(s). If the undersigned owner(s) does not wish to repair or restore

the improvements installed in the public right-of-way, within a reasonable time, such owner(s) shall restore all areas disturbed by such improvements with sod.

(c) To provide a landscape maintenance plan approved by the City Arborist for the permitted landscape that provides routine inspection/removal of extraneous plant material during the growing season. This includes removing all naturally occurring seedlings of any species not approved in original design.

(d) To maintain the original design intent of the landscape and not allow plantings to encroach beyond the approved boundaries nor impair sidewalk or street visibility for perpetuity.

(e) To provide at least a three foot buffer area from a neighboring property that is maintained at eight inches or less in height, unless the landscape is a joint endeavor between adjacent properties.

(f) To not obstruct the use of fire hydrants or place any material in front or within five feet of either side of a fire hydrant.

(g) To not obstruct the visibility of any directional signage. Any plantings shall not exceed two feet in height, unless approved by the City Arborist, and shall under no circumstances encroach into the sight distance triangle required, pursuant to Chapter 20, Article VI, of the *Urbana Code of Ordinances*, as now or hereafter amended.

(h) To not allow plant material to grow onto any street light, signs, poles or other city/utility structure.

(i) To protect, indemnify, defend, and hold harmless the City of Urbana against any and all claims, costs, actions, losses, demands, injuries and expenses of whatever nature ("Claims"), including, but not limited to attorneys' fees, on account of any injuries to persons or property resulting directly or indirectly from acts or omissions by the undersigned owner, its contractors, subcontractors, or agents or employees in conjunction with the use of the public right-of-way abutting the Subject Property for the aforesaid purpose(s).

Owner acknowledges that utilization of the public right-of-way as indicated above, involves risks that activities that occur in the public right-of-way exposes such property to the increase likelihood of harm but owner never-the-less accepts such risks.

This license shall be binding on the undersigned owner(s), their successors.

---

**OWNER'S SIGNATURE**

---

**OWNER'S NAME TYPED or PRINTED**

---

**OWNER'S SIGNATURE**

---

**OWNER'S NAME TYPED or PRINTED**

**Owner(s) of record:**

STATE OF ILLINOIS       }  
  }  
COUNTY OF CHAMPAIGN }

*Seal*

I, \_\_\_\_\_, a Notary Public in and for said County, in the State aforesaid, do hereby certify that \_\_\_\_\_ is/are personally known to me to be the same person(s) whose name(s) was/here subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she/they signed, sealed, and delivered said instrument as his/her/their free and voluntary act for the uses and purposes therein set further.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*NOTARY PUBLIC*

*My Commission Expires:* \_\_\_\_\_

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

DATE: \_\_\_\_\_

Original: *Champaign County Recorder of Deeds Office*

Cc:      *City Clerk  
Operations Division  
Engineering Division  
File*

*Revised: 01/2021*

<div data-bbox="334 222 422 254" data-label="Text"> <p>DATE</p> </div>
<div data-bbox="306 606 449 638" data-label="Text"> <p>ADDRESS</p> </div>

**CITY OF URBANA**  
**REVOCABLE LICENSE FOR UTILIZATION OF THE RIGHT-OF-WAY**

The undersigned, as owner(s) of the real property described as follows: Lot # \_\_\_\_\_ in \_\_\_\_\_ being a Subdivision of Part of Sections \_\_\_\_\_, Township \_\_\_\_\_ North, Range 9, East of the Third Principal Meridian, in Champaign County, Illinois, in the City of Urbana (Permanent Parcel # \_\_\_\_\_), commonly known as \_\_\_\_\_ (Address), Urbana, Illinois, hereby request permission to utilize existing public right-of-way abutting the subject property for the following purpose(s):

- \_\_\_\_\_ 1. To install a lawn sprinkler system.
- \_\_\_\_\_ 2. To install decorative landscaping, provided that any plantings shall not exceed two feet in height and shall under no circumstances encroach into the sight distance triangle required, pursuant to Chapter 20, Article VI, of the *Urbana Code of Ordinances*, as now or hereafter amended. A diagram illustrating such triangle is attached hereto. (See below regarding obligation to keep such trimmed.)
- \_\_\_\_\_ 3. To install a decorative driveway approach or service walkway.
- \_\_\_\_\_ 4. Other (please specify). \_\_\_\_\_

This license can be revoked at any time, with or without cause by the Director of Public Works.

As a condition of the City of Urbana giving permission to utilize the public right-of-way abutting the Subject Property for the aforesaid purpose(s), the undersigned owner agrees as follows:

- (a) Upon written direction from the Director of Public Works, the owner agrees to promptly remove any property or equipment, including wires and pipes installed by owner, and repair any disturbed right-of-way within a reasonable time including resodding. The cost for the removal of such equipment and property should be at the sole cost of the owner.
- (b) To assume the full cost of any repair or replacement of improvements installed therein should the same be destroyed, damaged or removed during the installation, maintenance or repair of utilities in such public right-of-way by the City of Urbana, University of Illinois, AmerenIP,

AT&T, McLeod, Comcast Cable, their successors and assigns, or any other utility or private party which is entitled by easement, license, or otherwise, to utilize such right-of-way, whether such rights now exist or are hereafter granted, all of which shall have rights therein superior to those of the undersigned owner(s). If the undersigned owner(s) does not wish to repair or restore the improvements installed in the public right-of-way, within a reasonable time, such owner(s) shall restore all areas disturbed by such improvements with sod.

(c) If ordered by the Director of Public Works, owner shall properly undertake actions necessary to bring all vegetation into compliance with such order.

(d) To protect, indemnify, defend, and hold harmless the City of Urbana against any and all claims, costs, actions, losses, demands, injuries and expenses of whatever nature ("Claims"), including, but not limited to attorneys' fees, on account of any injuries to persons or property resulting directly or indirectly from acts or omissions by the undersigned owner, its contractors, subcontractors, or agents or employees in conjunction with the use of the public right-of-way abutting the Subject Property for the aforesaid purpose(s).

Owner acknowledges that utilization of the public right-of-way as indicated above, involves risks that activities that occur in the public right-of-way exposes such property to the increase likelihood of harm but owner never-the-less accepts such risks.

This license shall be binding on the undersigned owner(s), their successors.

\_\_\_\_\_  
*OWNER'S SIGNATURE*

\_\_\_\_\_  
*OWNER'S NAME TYPED or PRINTED*

\_\_\_\_\_  
*OWNER'S SIGNATURE*

\_\_\_\_\_  
*OWNER'S NAME TYPED or PRINTED*

**Owner(s) of record:**

**STATE OF ILLINOIS        }**  
                                     **}**  
**COUNTY OF CHAMPAIGN }**

*Seal*

I, \_\_\_\_\_, a Notary Public in and for said County, in the State aforesaid, do hereby certify that \_\_\_\_\_ is/are personally known to me to be the same person(s) whose name(s) was/here subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she/they signed, sealed, and delivered said instrument as his/her/their free and voluntary act for the uses and purposes therein set further.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*NOTARY PUBLIC*

*My Commission Expires:*\_\_\_\_\_

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

DATE:\_\_\_\_\_

Original: *Champaign County Recorder of Deeds Office*

Cc:      *City Clerk  
Operations Division  
Engineering Division  
Community Development Department  
File*

*Revised: 01/2021*



# **APPENDIX D**

## **SIDEWALK CAFÉ LICENSES**

To apply for permission to use the public right-of-way for a sidewalk café, the owner of the café must complete the following:

- Complete the City of Urbana Sidewalk Café License Application.
- Complete the City of Urbana BW Liquor License Application, if applicable.
- Submit a Certificate of Insurance with the City of Urbana listed as additional insured, as described in the Agreement for License.
- Submit payment for the sidewalk café license and, if applicable, the initial fee for the BW Liquor License.
- Submit a detailed drawing of the sidewalk café. If a sandwich board will be used for advertising, please include a detailed drawing of the sandwich board.
- Return the completed application(s), certificate of insurance, payment, agreement for license, and drawings to the City of Urbana Comptroller's Office at 400 South Vine Street, Urbana, Illinois 61801.

Copies of the Sidewalk Café License, BW Liquor License and the Agreement for License will be sent if the application for a sidewalk café is approved.



# CITY OF URBANA SIDEWALK CAFE LICENSE APPLICATION

Please fill in all requested information. In addition, attach a scale drawing of the existing sidewalk area extending to the street curb line and adjacent private property detailing the proposed location, size and number of tables and chairs or any items to be part of the cafe. The drawing should detail the location of trees, fire hydrants, utility poles, street light poles, parking meters, bus shelters, trash receptacles and any other sidewalk obstructions or other permanent street fixtures, either existing or proposed, within the pedestrian area. The depiction of buildings should include any doors leading from the eating establishment or abutting buildings. The drawing should clearly detail the number of feet and location of unobstructed space permitting free passage of pedestrian traffic around and through the outdoor cafe. This scale drawing will be incorporated as an attachment to the actual license agreement.

(PLEASE PRINT OR TYPE WHEN COMPLETING THIS APPLICATION)

<b>Establishment Name:</b>				<b>Telephone (     )</b>	
<b>Establishment Address:</b>				<b>Urbana, Illinois 6180__</b>	
<b>Corporate Name:</b>				<b>Telephone (     )</b>	
<b>Corporate Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Health District Permit #</b>					
<b>Hours of Operation:</b>		<b>Indoor:</b>			
		<b>Outdoor:</b>			
<b>Seating Capacity:</b>		<b>Indoor:</b>			
		<b>Outdoor:</b>			
<b>Store Manager:</b>				<b>Telephone:</b>	
Print Name					
<b>Signature of Owner or Manager</b>				<b>Application Date</b>	
<b>FINANCE</b>		<b>DEPARTMENT</b>		<b>REVIEW</b>	
<b>Initial Fee: \$</b>		<b>Business Number:</b>			
<b>Next Renewal Date:</b>		<b>License Number:</b>			
<b>Renewal Fee: \$</b>		<b>Processed By:</b>		<b>Date:</b>	
<b>PUBLIC WORKS</b>		<b>DEPARTMENT</b>		<b>REVIEW</b>	
<b>Received By:</b>				<b>Date:</b>	
<b>Reviewed By:</b>				<b>Date:</b>	
<b>Approved By:</b>				<b>Date:</b>	
<b>[ ] SITE PLAN APPROVED AS SUBMITTED</b>		<b>[ ] SITE PLAN RETURNED</b>		<b>[ ] SITE PLAN AMENDED AND APPROVED</b>	
By:                      Date:		FOR REVISION Date:		By:                      Date:	

\$43.00 Initial Fee for BW Liquor License  
\$27.00 Renewal Fee for BW Liquor License  
\$45.00 Initial Fee for Sidewalk Café License  
\$22.50 Fee for Sidewalk Café

Return the completed application to:  
City of Urbana Comptroller  
400 S. Vine St.  
Urbana, Illinois 61802  
217-384-2368

**CITY OF URBANA  
BW LIQUOR LICENSE APPLICATION  
(SIDEWALK CAFÉ OPTION)**



**For Office Use Only**

**Date Application Received** \_\_\_\_\_

**Business #** \_\_\_\_\_

**Liquor License #** \_\_\_\_\_

**July 1 – June 30,** \_\_\_\_\_

**Class and Number of Current Liquor License** \_\_\_\_\_

**Name of Licensee** \_\_\_\_\_

**Address of Sidewalk Café for BW License** \_\_\_\_\_

\_\_\_\_\_

**Phone Number of Manager (\_\_\_\_\_)** \_\_\_\_\_

**Attach to this application:**

1. Copy of valid Sidewalk Café Permit (issued by the Director of Urbana Public Works)
2. Check for: **\$40.00** – new application      **\$25.00** – renewal application
3. Evidence of dram shop liability insurance covering the sidewalk café premises to be utilized.

\_\_\_\_\_  
Signature of President of Corporation

\_\_\_\_\_  
Date

# APPENDIX E



## City of Urbana Application for Space in Modular News Rack at the Courthouse Block

**Name of Publisher:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Publication Name:** \_\_\_\_\_

**Frequency of Publication:**

Daily ☐      2 x Week ☐      3 x Week ☐      4 x Week ☐      5 x Week ☐

6 x Week ☐      Weekly ☐      Bi-Weekly ☐      Monthly ☐      Annually ☐

Other ☐ \_\_\_\_\_

**Date of First Publication in Urbana:** \_\_\_\_\_

**Is there a charge for the Publication?** Yes ☐      No ☐

*Within five (5) business days of receipt of an application for a permit under Section 20-48 of the Urbana Code of Ordinances, the Public Works Director shall grant the application and issue the permit provided (1) that the information contained in the Subsection E.1., where applicable, is complied with, and (2) that conditions contained in that Subsection are not complied with, the Director shall, within five (5) business days of receipt of the application for a permit, deny the application, and state the reasons in writing for such denial.*

**Forms are to be submitted to:**

Urbana Public Works Department  
706 South Glover Avenue  
Urbana, IL 61802

Fax: 217.384.2400