



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

UTILITY AND RIGHT OF WAY PERMIT

For Office Use Only

Permit Fee \$83.00

Permit #: _____

Check #: _____

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**

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.

ADDITIONAL COMMENTS
