



FOR CITY USE ONLY		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date _____
Permit # _____		
Bond # _____	Amount \$ _____	
By _____		

## RIGHT OF WAY PERMIT APPLICATION FOR UTILITY WORK

(Type or Print Clearly)

**Applicant Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

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

(Street, City, State, Zip)

**Person, firm or contractor other than applicant performing the work:**

Company Name \_\_\_\_\_

Phone Number \_\_\_\_\_

**Construction Contact Person/Title:** \_\_\_\_\_

Fax #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Worksite Address:** \_\_\_\_\_

**Install:** Gas line  Electric line  Sewer line  Water line  Storm drain  Communication line  Test holes   
Other  (explain) \_\_\_\_\_

**Description of Work for Gas, Sewer, Water or Storm Drain:** Install new  Renew  Repair  Retire  Relocate   
Main  \_\_\_\_\_ (ft.) Service lateral  \_\_\_\_\_ (ft.) Valve  Cathodic protection  Manhole   
Cleanout  Water Meter  Other  (explain) \_\_\_\_\_

**Description of Work for Electric or Communication Facilities:** (list quantity & size)  
Conduit \_\_\_\_\_ (ft.) Conduit size \_\_\_\_\_ (in.) # of Conduits \_\_\_\_\_ Coaxial cable \_\_\_\_\_ (ft.)  
Fiber optic cable \_\_\_\_\_ (ft.) Electric cable/conductor \_\_\_\_\_ (ft.) Communications cable \_\_\_\_\_ (ft.)  
Depth of cover \_\_\_\_\_ (in. - 24" min.) Other (explain) \_\_\_\_\_

**Install Pole, Guy, Aerial Cable/Conductor:**  
# of poles: New \_\_\_\_\_ Renewed \_\_\_\_\_ Removed \_\_\_\_\_  
# of guywires/anchors: New \_\_\_\_\_ Renewed \_\_\_\_\_ Removed \_\_\_\_\_  
Aerial cable/conductor (ft.): New \_\_\_\_\_ Renewed \_\_\_\_\_ Removed \_\_\_\_\_

**Install Cabinets, Vaults, Manholes, Junction Boxes, Pedestals, Transformers, Switches, Meters, etc.:**  
# of cabinets \_\_\_\_\_ # of junction boxes \_\_\_\_\_ # of pedestals \_\_\_\_\_ Meters \_\_\_\_\_  
# of transformers \_\_\_\_\_ # of switches \_\_\_\_\_ # of witness markers \_\_\_\_\_  
# of vaults \_\_\_\_\_ # of manholes \_\_\_\_\_ # of standby power supplies \_\_\_\_\_

Installation must comply with the City's landscaping and site location policy.

**Dirt Utility Cut(s) list cut size, length x width:**

Quantity \_\_\_\_\_ Cut \_\_\_\_\_ X \_\_\_\_\_      Quantity \_\_\_\_\_ Cut \_\_\_\_\_ X \_\_\_\_\_      Quantity \_\_\_\_\_ Cut \_\_\_\_\_ X \_\_\_\_\_

**Method of Construction:**

Open pavement cut  Direct buried  Jack & bore  Horizontal directional drilling (HDD)  Aerial

A permit will NOT be issued unless accompanied by a proper site plan of proposed work. Site plan shall show all requested work on the application, including property lines, or city right of way, edge of pavement, curb & gutter, sidewalk, driveways, closest cross street, city trees and north arrow, existing sewer and water lines, referencing them to the edge of pavement. All work shall be done in accordance with this application or as amended and approved by the City.

A surety bond as required by the City Code:  is attached hereto **OR**  is on file with the City's Public Works Department.

Work for this permit will commence on \_\_\_\_\_ and will be completed by \_\_\_\_\_.

Estimated duration of principal installation, maintenance, or repair within the ROW: \_\_\_\_\_.

Anticipated time from beginning of work through complete restoration: \_\_\_\_\_.



# GENOA

## STREET AND MAJOR UTILITY CONSTRUCTION PERMIT APPLICATION

(Type or Print Clearly)

<b>Construction Date(s):</b>	<b>From:</b>	<b>To:</b>
<b>General Contractor:</b>		
<b>Check if applicant:</b> <input type="checkbox"/>		
<b>Address:</b>		
<b>Phone:</b>		
<b>Fax:</b>		
<b>E-mail:</b>		
<b>Worksite Address:</b>		
<b>Project/Work ID#:</b> <b>Capital/Developmental Plan/Permit #:</b>		
<b>Excavation/Utility Cut Description(s):</b> (list cut size, length x width for each pavement type)  <b>NOTE:</b> If all cuts are in dirt, please use ROW Permit form only.	Quantity: ____ Asphalt: ____ x ____ Concrete: ____ x ____ Brick: ____ x ____ Quantity: ____ Asphalt: ____ x ____ Concrete: ____ x ____ Brick: ____ x ____ Quantity: ____ Asphalt: ____ x ____ Concrete: ____ x ____ Brick: ____ x ____ Quantity: ____ Asphalt: ____ x ____ Concrete: ____ x ____ Brick: ____ x ____	
<b>Method:</b> (select all that apply)	Open Cut	HDD Bore
		Other _____
<b>Restoration Type:</b> (select all that apply)	Single Cut	Multiple Cuts
		Full Street Repave
<b>Reason for work:</b>		
<b>Is the work being performed for the City of Genoa</b>	No                      Yes: Department/COS Project Name/ID# _____	
<b>Primary &amp; Secondary Contact:</b> (contractor performing the work)	Name: Work Phone: Cell Phone: After Hours: E-mail:	Name: Work Phone: Cell Phone: After Hours: E-mail:

The Permittee, its agents, employees, officers and assignees assume all responsibility and liability for any injury to persons or damage to public or private property, caused directly or indirectly, by the performance of permitted work under this permit. Furthermore, the Permittee, its agents, employees, officers or assignees agree to save and hold harmless the City of Genoa, its agents, employees, and officers from any and all claims, demands, actions, judgments, executions, damages or proceedings for any and all personal injury and injuries to property, real or personal, public or private caused by or arising out of, directly or indirectly, from the performance of permitted work.

**I certify that the application information is accurate and that all work will be performed in accordance with Title 7, Chapter 9, of Genoa's City Code.**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Permit Applicant or Authorized Agent)

The applicant hereby agrees that:

- The non-refundable fee of \$100.00 must be submitted with application.
- Application must be submitted at least fourteen (14) business days in advance of scheduled work.
- All work will be performed in accordance with the Laws, Zoning Ordinances, City Code of the City of Genoa, Illinois, the attached detailed plan, and as directed by the Public Works Director or designated representative.
- The work shall be carried out in accordance with Title 7 Chapter 9, of Genoa's City Code - Construction of Utilities in Right-of-way to have in possession a copy of this document does not relieve the permittee from the responsibility of having knowledge of and adhering to the requirements described therein.
- Applicants to whom permits are issued at all times indemnify and save harmless the City of Genoa from responsibility and damage to, or liability arising from, the exercise of privileges granted in such permit either during construction or at any time in the future.
- Permits are issued for street openings at specified locations. If additional openings are necessary to complete the work at this site, the permittee must notify the Public Works Director or designated representative immediately.
- Limitations of working hours may be stipulated when necessary.
- Traffic is not to be rerouted without special permission of the Public Works Director or designated representative.
- Traffic is to be protected by adequate lights, barricades, and construction signs at all times in accordance with MUTCD standards.
- All backfilling of trenches is to be made in layers not to exceed six (6) inches loose depth and compacted to a density rate of 95%.
- Compaction by water will not be permitted.
- Where entrances are disturbed, they must be restored to their original condition or to a condition satisfactory to the Public Works Director or designated representative.
- The absence of an inspector does not in any way relieve the permittee of his responsibility to perform the work in accordance with the provisions of this permit.
- The permittee is responsible for ensuring that all utility markings are removed within 20 days after the completion of work. If the utility marks are not removed by the time specified herein, the City will consider the marks as graffiti. The City, in accordance with existing City ordinances, may remove graffiti, and the costs associated with such removal will be the responsibility of the permittee. The City shall have the right to suspend further permits to contractor or permittee until the utility marks are removed.
- The permittee, its agents, employees, officers, and assignees assume all responsibility and liability for any injury to persons to damage to public or private property caused directly or indirectly by the performance of work performed under this permit.
- The City of Genoa reserves full municipal control over the subject of this permit.
- Permittee agrees to notify the Department of Public Works when the work herein referred to is completed.
- A copy of this permit must be maintained on the site at all times.
- All signs, equipment, and material will be moved from the City of Genoa's right-of-way prior to the end of the lane closure time indicated. No lane closure signing to include other traffic disruptive work is to be initiated prior to the specified times. Lane closures will not be permitted on Saturdays, Sundays, state recognized holidays or other days deemed by Public Works to be the same as holidays (i.e. Easter). Lane closures will be prohibited from noon (Friday as the case may be) until noon the following day (Tuesday as the case may be) in accordance with IDOT requirements for work zones.

In an effort to coordinate work and ensure safe travel, all work within the City of Genoa's right of way shall be reported to the Public Works Department a minimum of seven (7) calendar days prior to the start of work. E-mail notices shall be sent to: Janice Melton, Email: [jmelton@genoa-il.com](mailto:jmelton@genoa-il.com) Please include information regarding company name, location of work, duration of work, extent of work, contact name and contact telephone number. Permit will not be issued until after the seven (7) day notice of exact work dates are received. If unable to perform work on the approved dates please notify the Public Works Department immediately requesting approval for new dates. Failure to report scheduled work as indicated above, prior to the start of any work in the right of way, will be deemed unauthorized work in the right of way and will result in a stop work order. The City may remove unauthorized work and restore the street to its original condition at the expense of the contractor.

**Return completed application to:**

**City Hall, 333 E. First Street, Genoa, Illinois 60135 Attn: Public Works or email to [jmelton@genoa-il.com](mailto:jmelton@genoa-il.com)**