

New Right-of-Way Excavation and Restoration Permitting Requirements

On September 1, 2017, the Village of Winnetka will begin implementing new permitting and inspection requirements specific to construction operations within the public right-of-way. Currently upon completion of the work within the right-of-way, the permittee notifies the Village, and the final roadway patch work is then performed by the Village. The new procedure requires the permittee to construct the permanent roadway patches and curb repairs. The goal of these changes is to reduce the amount of disturbance in the right-of-way, to improve safety to motorists and pedestrians utilizing these areas, and to formalize the procedures and responsibilities for required restoration.

The Village has prepared a separate right-of-way excavation/restoration permit application which includes detailed information on approved materials, inspection requirements, and critical timelines for work within the right-of-way. All new projects submitted on or after September 1, 2017, involving work within the right-of-way must adhere to the new permitting requirements. The contractor will be responsible for backfilling the opening using the approved list of materials, scheduling of the required inspections and installing of the permanent roadway surface patch **within 72 hours from the time of excavation. The extended use of steel plates for excavations in the RIGHT-OF-WAY will no longer be permissible.** Failure by the permittee to meet these requirements will result in the issuance of a stop work order and a financial penalty.

Additional information, including the right-of-way excavation/restoration permit application and instruction sheets, is available under the Community Development Department section of the Village website- www.winnetka.org. Questions regarding the new requirements should be directed to Jim Bernahl, Assistant Public Works Director at 847-716-3261 or jbernahl@winnetka.org.



VILLAGE OF WINNETKA
DEPARTMENT OF PUBLIC WORKS
RIGHT-OF-WAY EXCAVATION/RESTORATION PERMIT OVERVIEW

Application for permit to perform excavation in public right-of-way MUST BE SUBMITTED 30 DAYS PRIOR TO COMMENCEMENT OF WORK.

Notice of Scheduled Start Date for excavation in right-of-way must be provided at least 3 DAYS (72 hours) PRIOR TO COMMENCEMENT OF WORK in the public right-of-way. Notification and scheduling of all inspections shall be made with *Community Development* at (847)716-3520 (8:30am-5:00pm, M-F)

Inspections must be scheduled a minimum of 24 hours in advance for each required inspection at (847) 716-3520. For the purposes of this permit, inspections will be required for the following events:

- Utility Connection/Disconnection/Repair Inspection: Village representative to observe and approve the required aggregate bedding, and placement and compaction of the backfill material, prior to the placement of the flowable fill. Material Tickets will be required prior to approval.
- Flowable Fill/Trench Backfill Inspection: Village representative to inspect placement of flowable fill. Flowable fill must cure a minimum of 48 hours prior to the placement of the pavement patch material. Material Tickets will be required prior to approval.
- Excavation/Pre-Pour Inspection: For the removal and replacement of all public curb/gutter, sidewalk, and/or driveway apron, the Village must inspect prior to placement of concrete and/or hot mix asphalt.
- Pavement Patch Placement Inspection: The pavement patch must be inspected prior to placement of the pavement material.
- Final Pavement Patch Inspection: The pavement patch must be inspected after placement of the pavement materials.

Forestry and Tree Protection- Contact the Village Forester at (847)716-3535 prior to commencing any work adjacent to tree root zones. Tree removals require a separate *Tree Removal Permit* application.

Steel plate cover within 24 hours - ALL pavement openings must be properly backfilled and secured with steel plates adequately anchored and sealed with asphalt along all edges within 24 hours of completing utility work. Steel plates must not remain in place longer than 72 hours.

72-hour maximum period – Steel plates must be removed, and pavement openings, curb and gutter restoration and sidewalk restoration must be permanently patched or replaced within 72 hours of commencement of work. Other parkway restoration, including vegetated or landscaped areas must be stabilized and restored to a safe and passable condition within 72 hours of completion of specified work. Placement of sod may be delayed until seasonal conditions permit, with Village Approval.

Seasonal limitations- Public street openings will be PROHIBITED between November 15th- March 15th.

All Public street openings and all related construction within the public right-of-way must be fully and permanently restored with required pavement patch, sidewalk, curb/gutter, and/or landscaping, in compliance with the attached specifications, by December 1st.

Friday and weekend work limitations- Excavations within the Village Right-of-Way are not permitted on Saturday or Sunday, or after 12:00 p.m. on Fridays. except under emergency circumstances, as approved by an Authorized Village of Winnetka Representative. In case of **after hour emergency related excavations**, the Contractor must immediately contact the Village's 24-hour Emergency Phone Number at 847-501-2531.

Penalty for Non-compliance - All work to be performed within the Village Right-of-Way shall comply with all criteria set forth in this document. Failure to comply with any portion of this permit shall result in the issuance of a full site "STOP WORK" order which shall remain in effect until such time that a non-refundable fee of \$5,000 is remitted to the Village of Winnetka.

VILLAGE OF WINNETKA SPECIFICATIONS FOR RIGHT-OF-WAY EXCAVATION AND RESTORATION

The "Standard Specifications for Road & Bridge Construction" prepared by the Illinois Department of Transportation and the following special provisions govern the procedures and the construction practices for street excavation and restoration.

RESPONSIBILITY

No utility or private contractor shall perform any street excavation without a permit from the Department of Public Works. In the event the permit or any of the permit specifications are not clear, the Public Works office should be contacted. The Applicant shall assume all liability for any damage to existing utilities in, along or upon the Village Right-of Way. It is the Applicant's responsibility to have all utilities located prior to commencing work. The permit holder shall be *SOLEY* responsible for any accident/damage resulting from the Applicant's work or the repair thereof. Any damage to adjacent pavement, driveway, sidewalk and/or curb and gutter or other infrastructure to remain, by the Contractor shall be replaced by the Contractor, at the Contractor's sole expense.

TRAFFIC SAFETY

All construction operations shall be conducted in a manner to insure minimum hindrance to traffic using the roadway.

Unless specifically allowed by the Village: no street detours, lane closures or shoulder usages are authorized.

The Applicant shall furnish, erect, maintain and remove all barricades, lights, etc. as well as provide, when necessary, flag persons for the protection and safe accommodation of traffic on the roadway affected by this work.

The traffic controls utilized shall be in accordance with the State of Illinois Manual of Uniform Traffic Control Devices and the appropriate Illinois Department of Transportation State Standard Specifications, which are the minimum requirements. The Village Engineer may require additional traffic control devices as he/she deems necessary.

The pavement or sidewalk shall not be blocked by loading, backfilling or hauling equipment. When excavations are made in the pavement, not more than one lane of pavement shall be closed to traffic.

In cleaning operations, the Applicant shall take care NOT to deposit dirt or foreign material in the pavement or gutters or to block/plug drainage catch basins. If such care is not taken, the Applicant will be back-charged for cleaning, sweeping, etc. at the direction of the Superintendent. Excavated materials may not be stored within the public right-of-way areas.

PAVEMENT EXCAVATION

Excavations made in the pavement shall be completed and backfilled in one day unless: (a) steel plates, adequately anchored and sealed with asphalt along all edges, are placed over the excavation, which may not remain in place longer than 72 hours or (b) a properly controlled traffic diversion is authorized by the Village Engineer. Advance excavation of trenches or other pavement openings **WILL NOT BE PERMITTED**. No excavations will be permitted between November 15th and March 15th unless otherwise authorized by the Village of Winnetka's Director of Public Works. All pavement excavations must be fully restored and approved by the Village of Winnetka prior to December 1st.

All edges of pavement openings shall be cut square and perpendicular with a concrete saw to a depth of not less than 2" or to full depth of pavement to be replaced, whichever is greater. Openings shall have a minimum dimension of 48" to facilitate proper compaction of bituminous materials by a vibratory roller. The finish roller shall be a tandem drum roller in the 5-10 ton weight range. The excavation **MUST NOT BE OVERCUT AT THE CORNERS OF THE OPENING**. Openings in Portland Cement Concrete pavements shall be made at existing construction joints.

For Portland Cement Concrete bases of a bituminous resurfaced pavement, the opening must be saw-cut to the full depth of the PCC base. All deteriorated concrete or concrete cracked during permit work shall be removed to a point where solid concrete exists. Further pavement saw cutting may be necessary in this case to prevent damage to pavement areas beyond the proposed opening.

The Applicant shall haul away and properly dispose of all excavated material. Walls of trenches shall be adequately braced to prevent cave-ins. Such cave-ins, should they occur, will require additional pavement removal to a point where undisturbed sub-base exists. Compliance with all proper safety regulations and procedures shall be the *SOLE* responsibility of the Contractor.

Tunneling shall be defined as the use of any means, other than an auger, to remove soil or other material from underneath any existing pavement curb or sidewalk and SHALL NOT BE PERMITTED. Auguring shall be permitted provided that the diameter of the augured opening shall not be more than 2" greater than the diameter of the pipe to be placed therein.

No construction materials of any kind shall be stored in the Public Right-of Way.

Whenever a pavement opening in a Portland Cement Concrete pavement is made less than 3' from a pavement edge, construction joint, crack, etc. the pavement opening will be enlarged to meet the edge, joint or crack so that the entire area will be repaired with one patch.

BACKFILL

Backfill over conduit may be made with fine aggregate (FA-1, 2 or 3), for potable water main/services, or coarse aggregate (CA-13 or CA-7), (crushed virgin limestone) for sewer main/services, to a point at least 24" above potable water related facilities; or 12" above sewer related facilities. The remaining backfill material to the sub grade elevation shall be controlled low strength material (CLSM) Mix1, otherwise known as flowable backfill, unless directed otherwise by the Director of Public Works for the Village of Winnetka or designated representative. .

All backfill material shall be placed in layers not to exceed 8" loose and be mechanically compacted in place. The Contractor must ensure that all pipes have been properly bed and haunched, as the granular materials are placed in the trench. The permittee shall notify the Village of Winnetka Permit Coordinator and Public Works Department 24hrs in advance of each required inspection, as noted on the Permit Application. No backfilling shall be done except under the auspices of the Director of Public Works or his designated representative.

HOT MIX ASPHALT (HMA) PAVEMENT REPLACEMENT

Permanent pavement replacement is the responsibility of the Applicant. Permanent flexible pavement replacement shall include the provision of a neat, straight saw-cut butt joint; the furnishing and proper placement and compaction of variable thickness Hot Mix Asphalt (HMA) SURFACE COURSE, MIX C, N50. HMA pavement patching shall be placed in lifts not to exceed 3" compacted thickness, each. All hot-mix asphalt mixtures shall conform to the applicable portions of the current requirements of the "Standard Specifications for Road and Bridge Construction", latest edition, of the Illinois Department of Transportation. All such mixtures shall be manufactured in Illinois-based plants within the tolerance limits of the mixing formula provided by the Illinois Department of Transportation to the given plant for the given mixture except as provided for herein. For HMA Surface Course materials, the use of uncrushed gravel will not be allowed in making the bituminous mixture.

For HMA Driveway Apron Removal and Replacement, the minimum thickness of HMA SURFACE COURSE, MIX C, N50 shall be 2", placed and compacted over a minimum of 6" of AGGREGATE BASE COURSE (CA-6 Virgin crushed limestone), if necessary and as directed by the Village.

RAP may be used in the surface mixtures, in compliance with IOOT standards and specifications. Hot-mix asphalt mixtures shall be placed in a workmanlike manner under weather conditions favorable to achievement of a quality pavement.

PCC PAVEMENT, PCC DRIVEWAY APRON, SIDEWALK AND CURB/GUTTER REMOVAL AND REPLACEMENT

Permanent rigid pavement replacement shall be made by the Applicant in accordance with the applicable portions of Section 304 of the Standard Specifications of the Illinois Department of Transportation. Replacement of full width Portland Cement Concrete openings shall be done one-half at a time allowing the first half to adequately cure prior to placing the remaining half.

Openings in Portland Cement Concrete (PCC) pavement, driveway aprons, sidewalk and curb/gutter shall be made along existing construction joints unless authorized by the Village Engineer. All edges of the opening shall be saw-cut with a concrete saw. This work shall be done in a manner that a straight and perpendicular joint will be secure. All saw cutting should be the full depth of the pavement, driveway and sidewalk or curb to be removed.

When removing pavement, curb and gutter, shoulder, and/or other structures, the use of any type of concrete breakers, which might damage underground public or private utilities, will not be permitted. Under no circumstances will the use of a frost ball be permitted.

The Contractor is prohibited from breaking up concrete by dropping it on the pavement or in any other manner, which in the opinion of the Engineer may damage existing or proposed pavements or other roadway appurtenances.

Sub-base granular material beneath PCC pavement, PCC driveway apron, sidewalk and curb/gutter to be replaced shall be a minimum of 4" CA-6 (crushed virgin limestone) and placed in 8" layers (loose) and mechanically compacted in place.

The Applicant has the responsibility of replacing PCC pavement, PCC driveway apron, sidewalk and curb/gutter in accordance with Village specifications. Portland Cement Concrete for street pavement patching and driveways shall conform to IOOT Class PV; Portland Cement Concrete for combination curb and gutter, and sidewalks shall conform to IDOT Class SI, and both shall have the parameters meeting Section 1020 of the Standard Specifications, and as noted below:

PORTLAND CEMENT CONCRETE MIX DESIGN

Portland Cement Type 1:	5.2 bags
CA-7 or CA-11 (IOOT) Crushed Limestone:	1900 + 50 lbs.
Sand: FA-1 or FA-2 (IOOT):	1200 + 50 lbs.
Water: Amount Required to Produce:	2" Min to 4" Max. Slump
Air-Entrainment:	5to8%
Mortar Factor: Cement	0.78 to 0.88
Factor: Compressive	6.55 cwt/cubic yard
Strength: Curing Time:	3500 psi at 14 days
Sidewalk Thickness: PCC	72 hrs with securely anchored polyethylene
Driveway Aprons:	5" minimum, 6" min. for portions across driveways
Curb/Gutter Flag Thickness:	6"
Pavement:	9"
	9" (min.)

PCC PAVEMENT PATCHING shall only utilize High Early Strength Concrete. High-Early strength Portland Cement Concrete shall conform to this section where applicable and the applicable portions of Section 420 of the "Standard Specifications for Road and Bridge Construction", latest edition. All high-early strength Portland cement shall be air-entrained.

Curb/gutter shall have 2-6# epoxy coated reinforcing dowel bars, 24" long, placed and grouted at all construction joints.

All patches shall consist of furnishing and placement of epoxy coated dowels to tie into the adjacent existing pavement, in accordance with the Village of Winnetka Pavement Patch Details, attached.

The Applicant and/or his Contractor shall be responsible for adequately protecting the new concrete and for proper and safe pedestrian and/or vehicle traffic control.

The Applicant shall properly furnish, erect, maintain and remove all barricades, lights, etc. for the safe handling of pedestrian and/or vehicle traffic for all openings made within the permit area during all work performed by him. Such traffic control and safety devices shall meet the approval of the Village Engineer and Superintendent of Public Works.

PROTECTIVE COAT

All exposed concrete installed under this permit (curb & gutter, sidewalk, driveway & pavement areas) shall receive a protective surface treatment consisting of two (2) coats of boiled linseed oil and petroleum spirits mixture, formulated and applied according to Article 420.18 of the Standard Specifications. If an application of sand is required by the Engineer for blotter material. The application of both coats shall be witnessed by the Engineer. The Engineer shall be notified 24 hours in advance prior to application.

LANDSCAPING, SEEDING AND SODDING

All excavations made in sodded parkways, or other grassy areas, shall be replaced with sod surface. The top 4" of excavation shall be replaced with topsoil and the entire disturbed area sodded. Topsoil shall be pulverized black dirt, meeting standards of Sections 211, 1081 and related sections of the "Standard Specifications for Road and Bridge Construction", latest edition. Dirt shall be relatively free of debris, roots, stones, and the like. The minimum thickness of prepared topsoil shall be 4". The placement of sod shall be performed in accordance with Section 252 and related sections of the "Standard Specifications for Road and Bridge Construction", latest edition, except that the minimum thickness of sod shall be 4". The sod shall meet the requirements of Article 1081.03 for Salt Tolerant Sod. The Applicant shall be responsible for watering and maintenance of the restored area until the area is established.

TREE AND SHRUB PROTECTION

All trees and shrubs shall be protected and cared for during the construction of this permit in accordance with the applicable Articles of Section 201 of the Illinois Department of Transportation, Standard Specifications, with the following revisions: If construction is to occur within the root zone of existing plant material, root pruning will be required where directed by the Village Forester, and shall be done so in the presence of the Village Forester or qualified Arborist (hired by the Contractor), prior to digging. The root zone shall be considered as the area around a plant or tree extending at least as far from the base as the longest horizontal branches. Root pruning shall be performed with an approved mechanical root pruning saw which cuts the horizontal limits of earth excavation

Every effort should be made by the Contractor when working near trees and shrubs to preserve same from harm. No trees or shrubs shall be removed unless authorized in the field by the Village Forester. The Contractor shall provide the Village Forester notification ten (10) working days prior to the removal of any tree or shrub. The Contractor shall be responsible for damage to or loss of any tree or shrub not specifically designated to be removed.

The Contractor shall take special care not to disturb any trees within the construction area. Construction procedures and equipment use shall be such that a minimum of root disturbance is achieved.

To prevent damage to public trees and prevent contamination of bituminous materials, the Contractor, when so directed by the Village Forester, shall cut any limbs overhanging the street which may interfere with construction operations in accordance with the requirements of Section 201 of the "Standard Specifications for Road and Bridge Construction", latest edition, insofar as they apply. This work shall be done using the "drop-crotch" method of pruning so as to minimize impacts to the trees.

Damage to trees limbs shall be held to a minimum. Shrubs and trees limbs shall be tied back wherever necessary to prevent their loss or damage. Wherever damage by construction equipment to limbs and branches are unavoidable, they should be pruned before starting work in accordance with Articles 201.06 of the Standard Specifications.

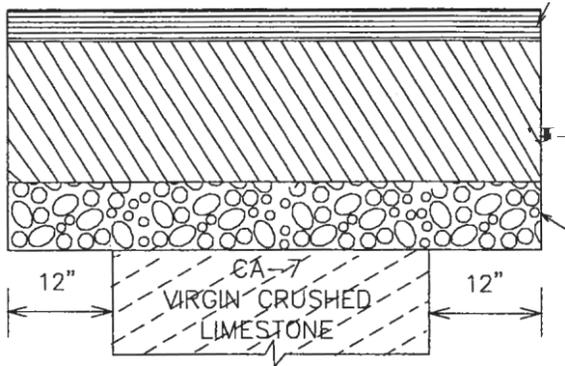
Small trees (less than 4 inches in diameter) and shrubs not indicated for removal which are removed or severely damaged during construction shall be replaced in kind and size by the Contractor, at the Contractor's sole expense. All planting shall be done in accordance with Section 1081 of the Standard Specifications.

Damages at the rate of two hundred dollars (\$250.00) per inch of trunk diameter shall be charges against the Contractor for unauthorized removal or destruction of any tree four (4) inches in diameter or larger.

PERMITS

The Applicant shall obtain any and all necessary Village, State, Utility, etc. permits for work performed and remit to the applicable agencies all required fees, deposits, etc. which may be required.

A. FLEXIBLE PAVEMENT

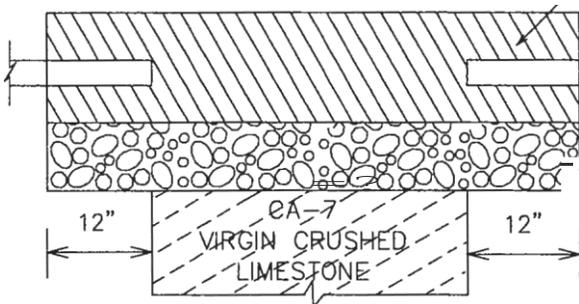


1" (MIN) HOT MIX ASPHALT SURFACE COURSE (PLACED ON SECOND DAY, OR AS DIRECTED BY ENGINEERING DEPARTMENT) CONFORM TO !DOT HMA MIX SELECTION TABLE

M" (MIN) HOT MIX ASPHALT OR MATCH EXISTING THICKNESS, WHICHEVER IS GREATER

4" (MIN) SUBBASE GRANULAR MATERIAL

B. RIGID PAVEMENT

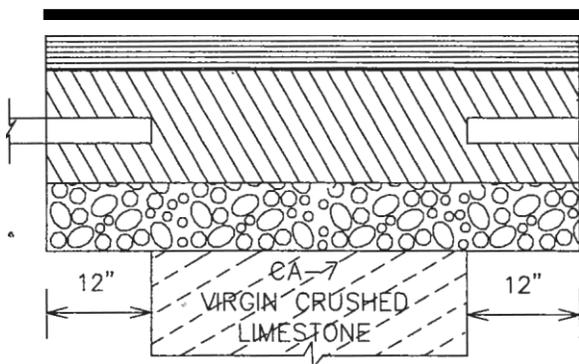


9" (MIN) PORTLAND CEMENT CONCRETE OR MATCH EXIST. THICKNESS,WHICHEVER IS GREATER

No.6 EPOXY COATED DOWEL BARS, MIN. 24" LONG GROUTED IN PLACE AT 24" C.C.

4" (MIN) SUBBASE GRANULAR MATERIAL

C. COMPOSITE PAVEMENT



2" (MIN) HOT MIX ASPHALT SURFACE COURSE, CONFORM TO !DOT HMA MIX SELECTION TABLE

8" (MIN) PORTLAND CEMENT CONCRETE OR MATCH EXIST. THICKNESS,WHICHEVER IS GREATER

No.6 EPOXY COATED DOWEL BARS, MIN. 24" LONG GROUTED IN PLACE AT 24" C.C.

4" (MIN) SUBBASE GRANULAR MATERIAL

NOTE:

1. ALL PAVEMENT PATCHES SHALL BE SAWCUT FULL-DEPTH A MINIMUM OF ONE FOOT BEYOND THE LIMITS OF THE FAILED PAVEMENT IN ALL DIRECTIONS.
2. PORTLAND CEMENT CONCRETE SHALL CONFORM TO !DOT CLASS PP MIN. 3.500 PSI (6.1 BAG MIX) AT 14 DAYS, WITH 5 % TO 7 % AIR ENTRAINMENT.(NO FLY ASH ALLOWED)

DATE: 1-25-17

NOT TO SCALE
**PAVEMENT
PATCH
DETAIL**



**VILLAGE OF WINNETKA
DEPARTMENT OF PUBLIC WORKS
RIGHT-OF-WAY EXCAVATION/RESTORATION PERMIT**

APPLICANT (PROPERTY OWNER)- PLEASE PRINT		
Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Day Phone: _____	PM Phone: _____	Email: _____

EXCAVATION/UNDERGROUND CONTRACTOR PLEASE PRINT		
Company Name: _____		Contact Person Name: _____
Address: _____		
City: _____	State: _____	Zip: _____
Office Phone: _____	Office Email: _____	Contact Person Mobile #: _____

WORK LOCATION (Address/Intersection) _____	WORK SCHEDULE <small>Street Openings Will Be PROHIBITED between November 15., – March 15" • * = Unless Otherwise Approved by Public Works Department- Weather Dependent Work within the Public R.O.W. in all Business Districts will require a specific schedule be submitted for review and approval by the Village of Winnetka.</small> Start Date: _____ Completion Date: _____
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TYPE OF UTILITY/EXCAVATION <small>(Check all that apply)</small>	PURPOSE OF CONSTRUCTION <small>(Check all that apply)</small>	TYPE OF CONSTRUCTION <small>(Check all that apply)</small>
<input type="checkbox"/> Water <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Electrical <input type="checkbox"/> Traffic <input type="checkbox"/> Gas	<input type="checkbox"/> Landscaping <input type="checkbox"/> Driveway Apron <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curb <input type="checkbox"/> Telephone <input type="checkbox"/> CableTV	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> Disconnection <input type="checkbox"/> Other _____
<input type="checkbox"/> Trench <input type="checkbox"/> Directional Bore <input type="checkbox"/> Hole <input type="checkbox"/> Curb/Sidewalk/Driveway Apron/Parkway <input type="checkbox"/> Landscaping/Grading		

EXCAVATION SIZE(S)	RIGHT-OF-WAY EXCAVATION LOCATION(S)
<input type="checkbox"/> Length (Min. 48"): _____ <input type="checkbox"/> Width (Min. 48"): _____ <input type="checkbox"/> Depth: _____ <small>*PAVEMENT CUTS MUST NOT OVERCUT AT CORNERS OF OPENING</small>	<input type="checkbox"/> Driving Lane <input type="checkbox"/> Parking Lane <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parkway

VILLAGE PARKWAY TREES <small>(Check all that apply)</small>
<input type="checkbox"/> Excavation Adjacent to Root Zone (Work will need Approval from Village Forester: Contact the Village Forester at 847-716-3535 <input type="checkbox"/> Trees to be Removed (Separate Tree Removal Permit will be Required: Contact the Village Forester at 847-716-3535

I (the Contractor/Applicant), state that I have read and understand and accept the following conditions:

- Excavations within the Village Right-of-Way are not permitted after 12:00 p.m. on Fridays or on Saturdays and Sundays except under emergency circumstances and as approved by an Authorized Village of Winnetka Representative. In case of after hour emergency related excavations Contractors must immediately contact the Village's 24-hour Emergency Phone Number at 847-501-2531.
- Commencement of the work set forth under this permit application constitutes acceptance of the pennit as Issued.
- The undersigned agrees to perform the above designated work under his/her license and in accordance with the provisions of the ordinances of the Village of Winnetka and the rules and specifications of the Public Works Department for such work.
- The undersigned agrees to follow and observe all noted and referenced Requirements and Conditions, as set forth on the back of this Right-of-Way Excavation/Restoration Permit in addition to the attached Specifications for Right-of-Way Excavation and Restoration.

APPLICANT/AUTHORIZED AGENT SIGNATURE - If Authorized Agent, I certify that I am acting as Authorized Agent on behalf of named Applicant		
Signature _____	Printed Name & Title _____	Date _____
CONTRACTOR'S SIGNATURE		
Signature _____	Printed Name & Title _____	Date _____

FOR VILLAGE OF WINNETKA OFFICE USE ONLY	
Permit Approved By: _____	Date: _____
Inspected By: _____	Date: _____
Inspection Results: _____	D Passed O Failed
Village Forester Approval (if applicable): _____	Date: _____

RIGHT-OF-WAY EXCAVATION/RESTORATION PERMIT REQUIREMENTS AND CONDITIONS

1. **On Site Permit Possession:** The Contractor/Applicant must have a copy of the approved permit at the work site and available for inspection by any representative of the Village of Winnetka. Failure to have a valid permit on site may constitute immediate work suspension in the Right-of-Way (ROW).
2. **Specifications:** All work performed under this permit must be done in accordance with the plans, specifications, and all statements filed with and approved by the Village of Winnetka and must comply with the Village's current requirements, specifications and ordinances. The Permittee/Applicant shall be responsible for all material, labor and equipment associated with this permit including: all excavation, proper placement and compaction of required backfill materials and both the temporary and final restoration of the public ROW including all pavement patching, parkway top soil and sod damaged during the execution of this permit to a condition equal to or better than the existing conditions prior to commencement of the described work.
3. **Notification of Start and Completion of Work and Inspections:** The permittee must notify the Village of Winnetka Community Development Department at least 72 hours prior to starting any work within the public ROW and at least 24 hours to schedule EACH required inspection. Inspections will be required for: **Utility Connection/Disconnection/Repair** - which shall include the observation and approval of the required aggregate bedding in place and the placement of aggregate trench backfill – prior to the placement of flowable fill. **Flowable FiiVTrench Backfill** - flowable fill must cure a minimum of 48 hours prior to the placement of the pavement patch material. **Pavement Patch Placement** - both pre and post placement and **Excavation/Pre-Pour** of all public curb/gutter/sidewalk/driveway apron. All material tickets must be provided at the time of the inspection. All notifications and inspection requests must be made to the Community Development Department at (847)716-3520. Potable Water related connection/repair/disconnection inspections must be confirmed with the Water & Electric Department at (847)716-3551
4. **Utility Locates (JULIE):** The Permittee/Contractor will be responsible for coordinating all construction excavation activities with JULIE 1-800-892-0123
5. **Pavement Excavation Restoration (Temporary):** Pavement excavations, trenches and holes must be properly backfilled and plated with steel plate(s) adequately anchored and sealed with asphalt along all edges within 24 hours of the utility excavation work. Advance excavation of trenches/openings **WILL NOT BE PERMITTED**. All excavation openings must be safely covered by the end of each work day. Steel plates are not permitted longer than 72 hours.
6. **Restriction of Construction During Winter Season:** Without authorization from the Director of Public Works, construction activities located within the Public ROW will be prohibited between November 15th-March 15th. These dates may vary due to current weather conditions and should be verified with the Village of Winnetka Public Works Department prior to commencing any work within the Public ROW at (847)716-3568. **ALL PAVEMENT EXCAVATIONS MUST BE FULLY RESTORED AND APPROVED BY THE VILLAGE OF WINNETKA BY DECEMBER 1 ;**
7. **Safety:** The Permittee/Contractor agrees to perform all work in the Village of Winnetka ROW in compliance and accordance with the current safety procedures and recommendations of the National Transportation Safety Board (NTSB). Private Contractors and Excavation crews must IMMEDIATELY notify emergency services (Call 911) and the Gas Company (North Shore Gas) should they sever, nick or otherwise damage/impair a gas service and gasses or other hazardous substances are released while excavating in the Village ROW. The North Shore Gas Company's emergency phone number is 1-800-228-6734.

The Permittee/Contractor agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition to both vehicular and pedestrian traffic until all the work has been completed. All work site conditions shall also comply with the Manual of Uniform Traffic Control Devices (MUTCD) with the provision and maintenance of all necessary traffic control including but not limited to signage, barricades and flaggers. All work shall be done during the Village's prescribed work hours unless expressly authorized by the Director of Public Works and in accordance with related Village ordinances.
8. **Indemnification:** The Permittee/Contractor shall hold harmless and indemnify and keep indemnified the Village of Winnetka, its Officers, Board Members, Agents and Employees from all claims, suits and judgements to which the Village of Winnetka, its Officers, Board Members, Agents or Employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property including property of the Village of Winnetka whether due to the negligence of the Permittee/Contractor or the joint negligence of the Permittee/Contractor and the Village of Winnetka, arising out of the work under this permit or in connection with work not authorized by this permit or resulting from failure to comply with the terms of this permit or arising out of the continued existence of the work product which is the subject of this permit.
9. **Parkway Trees/Shrubs:** The Permittee/Contractor shall not trim, cut or in any way disturb any landscaping (trees or shrubbery) within the Village ROW without the approval of the Village Forester or a duly authorized representative. Contact the Village Forester prior to the commencement of work at (847)716-3535.
10. **Restoration and Repair of Pavement/Parkway/ROW:** The Permittee/Contractor will be responsible for the complete restoration of the pavement and ROW to a condition equal to or better than its condition before work began and to repair any damage to the road or ROW which is the result of the work performed whenever it occurs or appears. All restoration must be performed in compliance with the attached Village details and specifications. All street openings and parkway construction must be restored to a safe condition within 72 hours upon completion of the permitted work
11. **Soll Erosion and Sedimentation Control:** The Permittee/Contractor must comply with the requirements set forth in the Village of Winnetka Engineering Guidelines and implement all applicable measures and Best Management Practices controlling soil erosion and sedimentation including but not limited to Inlet Protection.
12. **Limitation of Permit:** This permit does not relieve the Permittee/Contractor from meeting other applicable laws and regulations of other agencies. The Permittee/Contractor is solely responsible for obtaining all additional permits or releases which may be required in connection with the proposed work from other governmental agencies, public utilities, private entities and individuals including property owners. Permission may be required from adjoining property owners should the work be performed outside the Village ROW.
13. **Revocation or Violation of Permit:** This permit may be suspended, revoked at will and/or immediately become null and void if the Permittee/Contractor violates the terms of this permit. The Permittee/Contractor shall surrender the permit and the Village may require alteration, relocation and/or removal of all facilities for which this permit was granted; all at the Permittee's/Contractor's sole expense.
14. **Non-Compliance Fee:** Non-compliance with any portion of this permit will result in the issuance of a full site "STOP WORK" Order and a fee of **\$5,000** that must be paid to the Village of Winnetka prior to the release of the "STOP WORK" order and resuming any and all work.
15. **Assignability:** This permit may not be assigned without the prior approval of the Village of Winnetka. If approval is granted the assignor shall remain liable and the assignee shall be bound by all the terms and conditions of this permit.