



**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 Street Openings Will Be PROHIBITED between November 15 th – March 15 th * * = 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. Start Date: Completion Date:
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TYPE OF UTILITY/EXCAVATION (Check all that apply) <input type="checkbox"/> Water <input type="checkbox"/> Landscaping <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Driveway Apron <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Sidewalk <input type="checkbox"/> Electrical <input type="checkbox"/> Curb <input type="checkbox"/> Traffic <input type="checkbox"/> Telephone <input type="checkbox"/> Gas <input type="checkbox"/> Cable TV	PURPOSE OF CONSTRUCTION (Check all that apply) <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> Disconnection <input type="checkbox"/> Other _____	TYPE OF CONSTRUCTION (Check all that apply) <input type="checkbox"/> Trench <input type="checkbox"/> Directional Bore <input type="checkbox"/> Hole <input type="checkbox"/> Curb/Sidewalk/Driveway Apron/Parkway Landscaping/Grading
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EXCAVATION SIZE(S) <input type="checkbox"/> Length (Min. 48"): _____; _____; _____ <input type="checkbox"/> Width (Min. 48"): _____; _____; _____ <input type="checkbox"/> Depth: _____; _____; _____ *PAVEMENT CUTS MUST NOT OVERCUT AT CORNERS OF OPENING	RIGHT-OF-WAY EXCAVATION LOCATION(S) <input type="checkbox"/> Driving Lane <input type="checkbox"/> Parking Lane <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parkway
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VILLAGE PARKWAY TREES
(Check all that apply)
<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 permit 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: _____	<input type="checkbox"/> Passed <input type="checkbox"/> 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 Fill/Trench 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 1ST.**
- 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. Soil 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.