

CITY OF SPRINGFIELD - DEPARTMENT OF PUBLIC WORKS
APPLICATION FOR PUBLIC RIGHT OF WAY PERMITS

Return completed applications to public.works@springfield.il.us

Date: _____

Project Address: _____

Between Streets: _____

Company/Applicant: _____

Contact Name: _____

Telephone Number: _____

Mailing Address: _____
(Street) (City/State) (Zip)

Email Address: _____

Description of Work: _____

For Official Use Only
Permit Fee: _____
Permit #: _____
Check #: _____
Insured: Yes/No/ n/a
Bonded: Yes/No/ n/a

Is Liability Insurance on file with the City? Yes/No Policy #: _____ (Exp. Date) _____
If no, must provide liability insurance in accordance with City Ordinance Section 99.12(b)(1)

Type of Permit (Select all that apply)

- ROW Obstruction** *(Permit fee based on number of meters obstructed)*

Proposed Start Date: ___/___/___ **Proposed Completion Date:** ___/___/___

Provide location description for each of the below ROW features that will be obstructed. If any of the features listed below will not be obstructed by the applicant, indicate "Not Obstructed" in the space.

Boulevard/Turf/Parkway: _____

Sidewalk: _____

Street Lanes: _____

From Where to Where: _____

Who is Providing Traffic Control? _____

Available Online **PRINT IDOT STANDARDS FOR TEMPORARY TRAFFIC CONTROL**

List any proposed Detour Routes: _____

***Note: All temporary traffic control must be in accordance with MUTCD and IDOT Standards. All TTC equipment must meet current standards for size, shape, features, and reflectivity. By applying for a permit which requires Temporary Traffic Control, I hereby certify that I am familiar with and qualified to perform Temporary Traffic Control, or that I will utilize an experienced Traffic Control Company that is familiar and qualified to perform Temporary Traffic Control Setup and Removal in accordance will all applicable safety regulations and traffic standards.**

Location of Metered Spaces Obstructed: _____

Total Number of Metered Spaces: _____

Number of Days: _____

- Street/ROW Opening** *(Permit fee \$10 per opening plus street repair by City - per area and street type)*

Is work being done by contractor for a City project? Yes/No *If Yes, no permit fee.*

(Yes) Provide City Employee Contact Name _____
Email copy of permit to City Employee above to verify work being done for City.

Associated Building Permit Number (if applicable) _____

Number of Openings: _____

Sidewalk Area (full panels only): _____ City Repair? Yes/No

Street Area: _____ HMA/PCC/Brick/Other City Repair? Yes/No

Curb Length: _____ Type of Curb: _____ City Repair? Yes/No

Call Public Works 217.789.2255 for inspection after pavement restoration (if not done by City).

For Sewer questions contact 789-2244

Available Online **PRINT OPEN CUT PERMIT REQUIRED INFORMATION SKETCH**

Available Online **PRINT CONDITIONS OF STREET OPENING PERMIT**

Available Online **PRINT PAVEMENT RESTORATION DETAILS**

Purpose for Permit (Select all that apply)

Curb Cut/Driveway (Permit fee \$5 plus street repair by City - per area and street type)

Is this for a Residential Driveway? Yes/No

Available Online IF YES, PRINT TYPICAL RESIDENTIAL DRIVEWAY DETAIL

Is this for a Commercial Driveway? Yes/No

(If Yes) Provide Building and Zoning Permit No. _____

Available Online IF YES, PRINT TYPICAL COMMERCIAL DRIVEWAY DETAIL

Will portions of the street or sidewalk be removed and replaced? Yes/No

(If Yes) Enter project information in the "Street/ROW Opening" section above

Sewer Disconnect

Building and Zoning Demolition Permit Number: _____

Utility Permit

Utility Permit No.: _____

Sanitary Sewer Lateral Repair/Installation

Building and Zoning Permit Number (new construction only): _____

SCWRD Sewer Tap Permit No. _____

Has Sewer Department been contacted? Yes/No

For Sewer questions contact 789-2244

Storm Sewer Lateral Repair/Installation

Building and Zoning Permit No. (if applicable*): _____

Stormsewer Connection Permit No. (if applicable*) _____

Call Public Works 217.789.2255 for inspection after connection and prior to backfill.

*Note: Must have at least one of these permits.

Sidewalk Construction

Building and Zoning Permit No. (if applicable*): _____

ALL PUBLIC SIDEWALK MUST MEET ILLINOIS ACCESSIBILITY CODE REQUIREMENTS

Call Public Works 217.789.2255 for inspection after sidewalk completion.

Available Online PRINT SIDEWALK DETAILS

Tree Removal or Trimming

Arborist Permit Number: _____

I hereby certify that all work shall be completed per the conditions of this permit, any additional restrictions the Office of Public Works may place on the permit through the approval process, as well as all applicable State and City Codes.

I/We understand that no street or sidewalk obstruction, or blocking of parking spaces will be initiated until approved by the Superintendent of Streets and the City Traffic Engineer, and proper fees paid. No such obstruction or parking blockage shall extend beyond the time approved herein unless additional written approval is obtained, and fees paid. Excavations: a separate Excavation Permit must be obtained from the Office of Public Works before initiating work anywhere within the Public Right-of-Way.

The contractor (or permittee) shall indemnify and save harmless the City of Springfield, Illinois, its officers and employees against all loss, damage, or expense that it or they shall sustain as a result of any suits, actions, or claims of any character brought on account of injury to or death of any person or persons, including all Persons performing any work under this contract (or permit) which may arise in any way in connection with the work to be performed under this contract (or permit) including but not limited to, suits, actions or claims arising under "An act providing for the protection and safety of persons in and about the construction, repairing, alteration or removal of buildings, bridges, viaducts and other structures, and to provide for the enforcement thereof," approved June 3, 1907, as amended: the contractor (or permittee) shall also indemnify and save harmless the City of Springfield, Illinois, its officers and employees from all suits, actions or claims of any actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable material in constructing the work; or because of any act or provision, neglect, or misconduct or said contractor; because of any claims of amounts recovered for any infringements of patent, trademark, or copyright; or any from any claims or amounts arising or recovered under the " Workman' s Compensation Act," or any other law, ordinance, order or decree, and so much of the money due from the City of Springfield, Illinois to the contractor under and by virtue of his contract as shall be considered necessary by the City of Springfield, Illinois for such purposes, may be retained for the use of the City of Springfield, Illinois, or in case no money is due, his surety shall be held until such suit, actions or claims have been settled and suitable evidence to the effect is furnished the City of Springfield, Illinois.

Signature of Applicant: _____

Date: ___/___/_____

Printed Name: _____