



PERMIT #
(OFFICE USE ONLY)

Five empty boxes for permit number entry.

RIGHT-OF-WAY PERMIT APPLICATION

A Right-of-Way Permit is required for any work to be performed in the Village of Gurnee public right-of-way. Such work includes but is not limited to utility installation, grading, driveway or sidewalk maintenance or replacement, curb and gutter, and irrigation systems.

Address of Work to be performed: _____

Type of Work Proposed:

- Check all that apply: Residential Commercial
- Driveway Apron: Concrete Asphalt Brick Pavers
- Culvert/Storm Sewer: Concrete Metal Pipe Other: _____

Other (describe): _____

Cost of Improvement: \$ _____

Property Owner's Name (print): _____

Property Owner's Street Address (print): _____

City: _____ State: _____ Zip: _____

Property Owner's Phone: _____

Contractor's Name (print): _____

Contractor's Street Address (print): _____

City: _____ State: _____ Zip: _____

Contractor's Phone: _____ Fax: _____



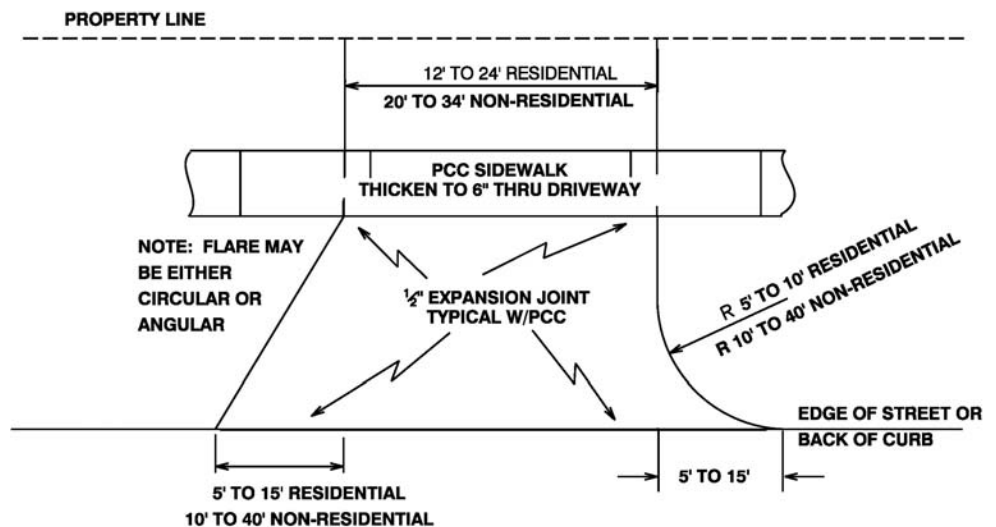
325 N. O'Plaine Road; Gurnee, IL 60031; phone 847.599.7550; fax: 847.623.9475 www.gurnee.il.us

Right-of-Way Permit Requirements

- ⇒ Complete this application. If the contractor is applying for the permit, sign as “Agent”.
- ⇒ Include a copy of the Legal Plat of Survey or a scale drawing showing the size and shape of improvements.
- ⇒ All paving contractors are required to have a **current** Certificate of Insurance and License/Permit Bond on file with the Community Development Department listing the Village of Gurnee as the certificate holder and additional insured indicating adequate coverage. (Under General liability: \$1 Million—each occurrence; general aggregate - \$2 Million; Workers compensation—\$500 Thousand and Permit Bond \$10,000)
- ⇒ A \$100 refundable cash bond is required at the time of building permit issuance if work is being performed by the “property owner” in Village right-of-way. Upon inspection and approval of work, the bond will be returned.
- ⇒ Include a copy of the signed work proposal from a contractor or provide a written scope of work.
- ⇒ Right-of-Way permits take 5-10 working days to process.
- ⇒ Right-of-Way permit fees are \$25 payable upon approval of the permit application.
- ⇒ A driveway detail is shown below.
- ⇒ **Two driveway inspections are required:** 1.) **Base work**—Prior to paving. 2.) **Final Inspection**—Upon completion of the driveway.
- ⇒ A minimum of **one** inspection is required for other work in the Right-of-Way, check with Engineering for details.

Call Engineering at (847) 599-7550 to schedule the applicable inspections.

A twenty-four (24) hour notification is required.



Construction Requirements:

Materials: Asphalt Drive: 8 inch aggregate base with 2" bituminous surface.
 Concrete Drive: 6 inch non-reinforced concrete, IDOT class SI mix, air entrained, no base course required.

Maximum Grade: 10% residential
 8% non-residential

Maximum Width @ Property Line: 24' residential
 34' non-residential

Submit Legal Plat of Survey or use this space for scale drawing showing the size and shape, provide dimensions.



Village of Gurnee
Community Development
325 N. O'Plaine Road
Gurnee IL 60031-2636

Phone: 847-599-7550
Fax: 847-623-9475

Applicant & Property Owner Signature Required

No error or omission in either the plans or application, whether said plans and application have been approved by the Community Development Division or not, shall permit the applicant to construct the work in any manner other than that provided for in the ordinances of this Village. The owner, having read the application for the Right-of-Way permit and having checked the plan hereon shown and fully understanding the intent thereof, declares that the statements made and the drawings shown are true to the best of his/her belief.

Placement of facilities in the Village of Gurnee right-of-way is by permit only. Upon written notice from the Village of Gurnee you may be required, at your own expense, to remove, relocate, or repair any facilities placed within the public right-of-way. In consideration of permission to use the public right-of-way the applicant does hereby agree to hold the Village of Gurnee, its agents, and employees harmless from any and all liabilities or costs arising out of the placement of facilities in the public right-of-way.

This application MUST be signed by the Property Owner indicated in this permit. If an Agent is applying, a contract signed by the owner MUST be included in this packet.

The Property Owner/Contractor understands and agrees to complete all work in accordance with Village Ordinances.

Property Owner Signature: _____

Print Name: _____ Date: _____

Agent Signature: _____

Print Name: _____ Date: _____

This permit shall expire 12 months from the approved date.

THE FOLLOWING SUPPLEMENTAL INFORMATION SHALL BE PROVIDED AT TIME OF SUBMISSION. FAILURE TO PROVIDE ANY OF THE FOLLOWING INFORMATION WILL DELAY THE REVIEW PROCESS:

- Signed Proposal/Written Scope of work being performed.**
- Plat of Survey /Scaled drawing**

Office Use Only

Approval
Engineering Official
Date

Fees	Cost
Right-of-Way	\$
Miscellaneous	
Bond Amount Required	\$
Total	\$