



Right of Way Permit Application

Evanston Division of Transportation
2100 Ridge Avenue
Evanston, IL 60201
(847) 866-2922
(847) 448-8118 (Fax)
www.cityofevanston.org

Permit #: _____
Bond #: _____
Permit Fee: \$ _____
Approved by: _____
Start Date: _____ Expires: _____
Internal Acc. No: 2630.52126

Obstruction ___ **Excavation/Opening** ___ **Utility Agency** ___ **Driveway** ___

Contractor/Firm: _____ **Contact Name:** _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

SITE LOCATION: _____
 (Street, property address, or distance and direction from nearest public street intersection)

ON SITE/EMERGENCY CONTACT: Name: _____ **Number** _____

NATURE OF WORK: _____

DESCRIPTION: Please include a detailed description & scaled drawing or plans of the work for all permits including the identification of any structures to be installed, the size and depth of proposed excavation, any changes to existing materials, and the proposed traffic control. A plat of survey must also be submitted for driveway permits. Please indicate below the items to be disturbed and include this information on the drawing/plans of work.

ROW IMPACT	<input type="checkbox"/> Driveway <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parkway <input type="checkbox"/> Alley <input type="checkbox"/> Metered Parking
How many linear Feet?	Traffic Lane _____ Parking Lane _____ Sidewalk _____ Parkway _____ Alley _____
EXISTING SURFACES/ MATERIALS IMPACTED	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Brick Pavers <input type="checkbox"/> Curb and Gutter
UTILITIES	<input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Cable <input type="checkbox"/> Drainage/Culvert <input type="checkbox"/> Traffic Signals <input type="checkbox"/> Street lights
OTHER IMPACTS	<input type="checkbox"/> Landscaping <input type="checkbox"/> Trees <input type="checkbox"/> Irrigation <input type="checkbox"/> Signs <input type="checkbox"/> Fire Hydrants
METHOD OF INSTALLATION	<input type="checkbox"/> Open-Cut <input type="checkbox"/> Directional Bore <input type="checkbox"/> Aerial/Poles Attachment <input type="checkbox"/> Other linear feet of buried utilities: _____ Utility Owner: _____ Number of Openings _____

Dumpster ___ Container ___ Sidewalk Sign ___

Additional Info: _____

THE FOLLOWING ITEMS ARE TO BE SUBMITTED WITH THE APPLICATION

CERTIFICATE OF INSURANCE valid for permit period, \$1,000,000 naming the "City of Evanston" as additional insured
BOND as required by City Engineer.
PROJECT DESCRIPTION to include drawings/plans and schedule for all activities taking place in the public right-of-way.
TRAFFIC CONTROL PLAN for safe movement of pedestrians and vehicles.
Any changes to operations set forth in this application without the prior approval of the City Engineer, may result in citation and fine

Permit Acceptance and Liability Waiver (to be signed by authorized company representative or homeowner)

I request permission to excavate and/or occupy the public right-of-way in the City of Evanston in accordance with Section 7 of the City Code. For consideration of such permission, I agree to indemnify, hold harmless and defend the City of Evanston, its officers, agents and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with such excavation and occupancy. I further agree to do all work in accordance with the conditions, regulations and city standards provided with this application. **A copy of this permit shall be available for review at the job site at all times when work is occurring in the right-of-way.**

Signature: _____ **Date:** _____

Signature of authorized company representative or homeowner

**City of Evanston
Right of Way Permit
Fee Schedule
(As of March 1, 2007)**

Permit Extension Fee	\$ 50.00
Driveway	
Commercial	\$100.00
Residential	\$ 50.00
Street Opening	\$150.00 per opening
Sidewalk/Parkway Opening	\$ 50.00 per opening
Meter Bags	\$10/day/meter

Obstruction Fee

Permits for the obstruction of streets, alleys or sidewalks shall be paid in proportion to the street frontage occupied, at the rate of:

Every twenty-five feet (25') of frontage occupied, or fractional part thereof: \$25/month.

Permits for the closure of streets, alleys, or sidewalks/parkways shall be paid in accordance with the following schedule:

Sidewalk/Parkway	\$ 25.00/25 linear ft. (7 days or less)
Parking Lane	\$ 25.00/25 linear ft. (7 days or less)
Traffic Lane or Alley	\$ 25.00/25 linear ft. (7 days or less)
Sidewalk/Parkway	\$ 50.00/25 linear ft./month (more than 7 days)
Parking Lane	\$ 50.00/25 linear ft./month (more than 7 days)
Traffic Lane or Alley	\$ 50.00/25 linear ft./month (more than 7 days)

Dumpster / Container Fee is based on Obstruction Fee schedule for closures.

Sidewalk Sign Fee \$ 100/ year

PENALTIES: The penalty shall be \$500 per day if the permit expires and the obstruction remains; however, the Director of Public Works may extend the permit upon request by the applicant. The penalty shall be \$500 per day for obstructing the public way without a permit (except in cases of emergency); however, if all permit requirements are subsequently met and a permit is issued, the penalty may be reduced to an amount equal to the first month's permit fee using the schedule above.

Utility Agency

There is no fee for those utilities covered by Franchise Agreement.