

Village of South Elgin  
Community Development Department

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

**PUBLIC RIGHT-OF-WAY APPLICATION**

**PROPERTY INFORMATION**

Address: \_\_\_\_\_ **South Elgin, IL 60177**

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**OTHER CONTACT INFORMATION** (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**OTHER CONTACT INFORMATION** (If applicable)

Contact Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**ADDITIONAL INFORMATION**

Estimated Value of Work: \_\_\_\_\_ Applicant (check):  Property Owner  Contractor  Tenant  
 Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances, including the Engineering Design and Inspection Policy Manual. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. I acknowledge, warrant and represent that I am authorized to submit this Application and complete the work authorized by this Application on behalf of the Property Owner. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

**For Office Use Only**

Submittal Checklist:  Application Complete  Submittal Checklist  Submittal Worksheet

Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Approved By: \_\_\_\_\_

# PUBLIC RIGHT-OF-WAY WORKSHEET

## DESCRIPTION

Bond Requirements Calculation based on the following unit prices:

Culvert: \$ \_\_\_\_\_  
Street Patch: \$ \_\_\_\_\_  
Excavation / Fill: \$ \_\_\_\_\_  
Parkway Tree: \$ \_\_\_\_\_  
Sidewalk: \$ \_\_\_\_\_  
Landscaping: \$ \_\_\_\_\_  
Driveway Approach: \$ \_\_\_\_\_  
Curb & Gutter: \$ \_\_\_\_\_  
Subtotal: \$ \_\_\_\_\_  
120% multiplier \$ \_\_\_\_\_  
Bond Amount (minimum \$10,000\*) \$ \_\_\_\_\_

\* Bond amount must be at least \$10,000, increasing depending on the costs associated with the work.

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUBMITTAL CHECKLIST

- Complete Application & Worksheet
- Provide detailed plans.
- Provide a list of materials to be used.
- Submit insurance certificate
- Provide cash bond.
- Provide a timeline for the project.

## ADDITIONAL CONTRACTOR INFORMATION (If applicable)

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Village of South Elgin**  
**Public Right of Way Permit Fact Sheet**



**MINIMUM REQUIREMENTS:**

1. No person, firm or corporation shall hereafter construct, build, establish or maintain any pavement or improvement, across or upon any portion of public right-of-way without first having obtained a written permit to do so from the Village. (See Village Code § 50.04)
2. The subdivider, contractor, builder or resident shall indemnify the village and its consulting engineers against any personal injury claims or other claims resulting from the performance of any work in connection with the installation of public improvements. All contractors working on public improvements shall be required to obtain and maintain comprehensive general liability and other insurance as prescribed below (and as approved by the village) which will provide protection from any of the aforesaid claims which may arise out of or result from the performance of work by anyone directly or indirectly employed by the contractor, or by anyone for whose acts the contractor may be liable:
  - a. Workers compensation and employer's liability insurance in an amount not less than limits required by statute.
  - b. Comprehensive general liability insurance including coverage in the amount of \$500,000 per accident for property damage and \$1,000,000 per person and \$3,000,000 aggregate per accident for bodily injury, sickness or disease, or death of any person.
  - c. Comprehensive automobile liability insurance covering all automobiles, trucks, trailers and any other motorized equipment owned or leased by the contractor.
3. A contractor shall not commence work until he has had a preconstruction meeting with the village and has filed with the village a certificate of insurance in a form approved by the Village Attorney showing complete coverage of all insurance required, signed by the insurance companies or their authorized agents. Each certificate shall provide that coverage shall not be terminated or reduced without 30 days advance written notice to the village and its engineers. The contractor shall name the village and its engineers as additional insureds on the comprehensive general liability and automobile liability insurance policies. (See Village Code § 153.071 and § 50.04)
4. The installer is responsible for following manufacturer's specifications.

***Requirements listed are general requirements only; additional code requirements may apply to your project.***

**PERMIT FEE:**

1. \$100, which includes the required final inspection.
2. Consultants Fees, TBD.
3. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. A pre-construction meeting with Public Works is required prior to commencing work. All required inspections will be defined at this meeting.
2. A final inspection is required upon completion of work to verify compliance with plans and specifications covered by the Bond. Failure to schedule an inspection will result in penalties.

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign and date application.
2. Provide detailed plans/ project description.
3. Provide a list of materials to be used.
4. Submit insurance certificate (see above)
5. Provide cash bond.
6. Provide a timeline for the project.
7. If applicable, sign the special mailbox waiver.

The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.

# VILLAGE OF SOUTH ELGIN

*Village President*  
Steven Ward

*Village Clerk*  
Margo Gray

*Village Administrator*  
Steven J. Super

10 N. Water St. · South Elgin, Illinois 60177  
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847-741-3894 · Fax: 847-741-3959

*Village Trustees*

Jennifer Barconi  
Lisa Guess  
Michael Kolodziej  
Scott Richmond  
Robert Saucedo  
John Sweet

## WAIVER AND RELEASE OF LIABILITY

The undersigned, for and in consideration of the Village of South Elgin, an Illinois municipal corporation, permitting the undersigned to erect a structure for mail purposes only ("Mailbox"), in, over or upon the Village right-of-way or easement, has remised, released and forever discharged, and does for the undersigned's heirs, executors and administrators (collectively, the "Undersigned Parties"), remise, release and forever discharges the Village of South Elgin, its elected and appointed officials, officers, employees, contactors, subcontractors, agents and assigns (collectively, the "Village Parties"), from all claims, causes of action, lawsuits, damages, judgments, demands and liabilities whatsoever arising out of the installation and use of said Mailbox or the Village Parties' use and maintenance of its rights-of-way, easements, or other property.

In addition, the undersigned, on behalf of himself and the Undersigned Parties, expressly waives any right to make any claim or demand or bring any cause of action against the Village Parties arising out of the installation and use of said Mailbox or the Village Parties' use and maintenance of its rights-of way, easements or other property.

The undersigned states that he has read and understands that this is a Waiver and Release of Liability, and that the undersigned intends to be legally bound by the same.

### PROPERTY OWNER

Name: \_\_\_\_\_

Address of Mailbox: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public