

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

October 1, 2022

To all Utilities

RE: City of West Chicago Utility Permit Requirements

To Whom It May Concern,

In accordance with City Code, the City of West Chicago requires submission of a utility permit application for all construction, installation, and disturbance within City right-of-way and dedicated easements.

Permits are necessary to assure that all utility facilities are constructed in the proper location with adequate spacing and built in accordance with applicable City and State standards and specifications, and such that the utility is installed in a safe manner, existing infrastructure is protected, and landscaping and right-of-way are properly restored.

If you are requesting to work within City right-of-way or any easement, an engineered construction plan set must be prepared and submitted for review. The objective is to optimize available space within public rights-of-way and public utility easements to assure compliance with City policies, to coordinate with other utility companies, agencies, accommodate City projects, and reduce risk and inconvenience to the public. Emergency work and some types of maintenance work are excluded from these requirements; however a permit application must be submitted to the City for all work regardless of the nature.

A permit application must be accompanied with a cover letter/sheet that provides the following information:

- Request for a utility permit
- Name of the utility company that the request is for, along with all contractors and subcontractors who will be performing the work
- The address or location of the work.
- A work order number / job number associated with this work.
- The type of work that's being performed (XX FT of cable installation, boring, open cut, etc.)
- Contact information (name, email, phone number, and mailing address) of permit applicant

Please be advised that following review and approval of the Engineering Plan all utility permits are subject to development securities (Letter for Credit) and permit/legal fees as applicable which will be calculated on a case by case basis in accordance with City Code. Additionally a preconstruction meeting shall be required prior to commencement of work.

City of West Chicago Utility Permit Requirements pursuant to Chapter 15, Article III, Section 15-16, are as follows:

Engineering Plan Set Requirements

- A. The City requires a full size Engineering Plan Set, as drawn to a scale of 1" = 20' by an Illinois Licensed Professional Engineer, showing all existing and

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proposed improvements as surveyed by an Illinois Registered Land Surveyor. The Engineering plans shall be signed and sealed by an Illinois Professional Engineer. All elevations shall be tied into the City's control elevation datum, which are listed on the City's web site. The City will require four (3) copies of the plan set for review purposes.

- B. On all plan sheets, pipe diameters, material, slope, rim and invert elevations of all City owned utilities (i.e., culverts, manholes, structures, sanitary sewer, storm sewer, water main, etc.) must be identified, specifically those utilities that cross the *"proposed utility"*. Please conduct field inspections and verify locations of all existing utility mainlines and appurtenances (i.e., water main, valve vaults, fire hydrants, sanitary sewer, storm sewer, manholes, catch basins, inlets, street lights, electrical cable, etc.) accordingly. Said utilities and appurtenances must be shown on the engineer plan sheets.
- C. Clearly identify and label all existing and proposed rights-of-way and public utility easements with dimensions.
- D. On all plan sheets, please clearly identify the limits of construction and/or the location and dimensions of any excavations required for construction purposed including directional bore push and receiving pits. Locations requiring shoring and sheeting shall also be clearly shown on the drawing.
- E. Provide a traffic control plan for all proposed work. The traffic control plan must comply with IDOT specifications.
- F. **Distances, Clearances and Offsets** – Clearly identify installation locations and offset distances on the engineering plans.
 - I. Horizontal
 - 1. Maintain a minimum of five-foot horizontal clearance from all existing underground utilities. The locations for the existing utilities should allow this clearance.
 - II. Vertical
 - 1. At any location where the "proposed utility" crosses a City owned and maintained utility, the pipeline shall be installed a minimum eighteen (18) inches below or (36) inches above said City utility.
- G. **Profile Views**
 - I. Provide a profile views showing the existing and *"proposed utility"*. All utilities and appurtenances within the right-way shall be field verified and shown accordingly on the engineering plans. All City utility crossings shall be shown in a profile view.

H. Cross Sections

I. For any location where the "*proposed utility*" is to cross a City owned and maintained utility, please provide a cross sectional detail showing ground/grade elevation, utility elevation, and the "*proposed utility*" elevation for each crossing.

II.

I. **Details** – the following details shall be included in the engineering plan set.

I. Please provide a "Trench In Soil" detail depicting that any non-paved area disturbed will be restored with a minimum six (6) inches of topsoil and sod, or seed with mat.

II. Please provide a "Trench In Pavement" detail depicting that any paved area disturbed will be restored with a full depth in kind replacement. If asphalt, replacement shall be with two (2) inches of surface course being replaced a minimum one (1) foot wider than the trench excavation over a full depth binder and base course replacement, per IDOT standards. If concrete, replacement shall be full depth with reinforcement and steel bars, per IDOT standards.

III. Traffic Control - Please include the following IDOT Standards to the permit set.

1. Standard 701501-06 -Urban Lane Closure 2L, 2W, Undivided

2. Standard 701502-09 -Urban Lane Closure 2L, 2W with Bidirectional Left Turn Lane

3. Standard 701901-08 Traffic Control Devices

IV. Additional Details - Please provide details with dimensions for all other appurtenances to be installed as part of the permitted work.

V. Please provide a detail for all handholes that are proposed to be installed and include a handhole splice grounding detail.

VI. Please provide a detail(s) for any and all proposed concrete pad(s) for equipment

J. **Construction Notes** – the following notes shall be shown on each plan sheet.

I. Traffic Control - All work conducted within the City's right-of-way shall be governed by all applicable articles of the "Standard Specifications of Road and Bridge Construction in Illinois, adopted April 1, 2016", and the current edition of the "Illinois Manual on Uniform Traffic Control Devices for

Streets and Highways".

- II. At any location where the "*proposed utility*" crosses a City owned and maintained utility, the pipeline shall be installed a minimum of thirty-six (36) inches above the City utility or a minimum eighteen (18) inches below said City utility. The "*proposed utility*" shall be installed a minimum five (5) feet from any City owned and maintained utility.
- III. All disturbed areas are to be restored within 30 days from the start of work.
- IV. Disturbed non-paved surfaces shall be restored with a minimum six (6) inches of topsoil, and sod or seed. Grass blend shall be salt and drought tolerant. Matting for soil and moisture retention shall be used in all seeding applications.
- V. Streets shall not be closed to two way traffic.
- VI. All excavations within paved surfaces or within two (2) feet of the back of curb or sidewalk, whether they are existing or proposed, shall to be filled with compacted granular trench backfill according to IDOT specifications.
- VII. All conduits and fiber optic cables shall be installed by directional bore method.

Underground Requirements

- A. Open cutting of City streets for utility crossings is strictly prohibited.
- B. For all road crossings, please provide a separate casing or carrier pipe for the proposed conduit. The casing pipe shall extend a minimum of five (5) feet beyond the edge of paved surfaces.
- C. All conduits and fiber optic cables shall be installed by directional bore method.

DuPage County SWP

Depending on the amount of area that is to be disturbed, a DuPage County Stormwater Permit may be required.

Use of City Water

Per City Code and Ordinance, operation of any fire hydrant or water valve is strictly prohibited. Please contact the Community Development Department regarding permitting and access for water if needed.

As-Built Drawings

As-built drawings shall be submitted after completion of the utility work. These drawings shall be prepared and sealed by an Illinois Licensed Professional Engineer and show the as constructed "as-built" details of all proposed work.

Fees

Fees as set forth by City Code shall be calculated following approval of the Engineering Plan Set.

Preconstruction Meeting

A preconstruction shall be held with the City prior to the start of any construction activities.

Correspondence

If submitting utility permit requests via email, please send the request to all of the following:

Dave Shah, P.E., Assistant Director of Public Works (DShah@westchicago.org)
Greg Ivanauski, Project Development Engineer (gregi@thomas-engineering.com)
Douglas Masters, Senior Project Manager (doug@thomas-engineering.com)

If utilizing the USPS, please address the utility permit request to:

Mehul T. Patel, P.E., CDM, Director of Public Works
City of West Chicago
Engineering – Permit Section
475 Main Street
West Chicago, IL 60185

If you have any questions, require additional information, or would like to request a meeting, please feel free to contact the Engineering Department at (630) 293-2255.