

County of Winnebago

HIGHWAY DEPARTMENT

424 North Springfield Avenue
 Rockford, Illinois 61101-5097
 Phone (815) 319-4000
 Fax (815) 319-4001
 Highway@wincoil.us



Joseph A. Vanderwerff, Sr. P.E.
 County Engineer

Utility Permit

Permit # _____

Company Name:		Date:	
Address:	City:	State:	Zip Code:
Contact Person:	Job Title:		
Phone Number:	Cell Number:		
Work Description: Attach map(s) or sketch(s) with application.			
Location:			
County Section Number:		Utility Account Number:	
Number & Name of County Highway :			
Work Duration		Work Shift Hours	
Starting Date:	From:		
Completion Date:	To:		
Traffic Control & Protection			
Agency Name:	Contact Person:		
Phone Number:	Cell Number:		

Approval Stamp

 Signature of Applicant

Title: _____

Date: _____

Application Fee:	\$500.00
Highway Fee:	
Traffic Control Fee:	
Total:	

Check the box: Utility Company or Consultant of Utility Company or Contractor
 If consultant; specify for whom you are working.

WINNEBAGO COUNTY HIGHWAY DEPARTMENT PERMIT REQUIREMENT

1. The applicant represent all parties in interest and shall furnish material, do all work, pay all cost, and shall in a reasonable length of time, restore the damaged portions of the highway. Restoration to a condition similar or equal to that existing before the commencement of the described work, including any seeding or sodding.
2. The proposed work shall be located and constructed to the satisfaction of the County Engineer or his/her duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the County Engineer.
3. All boring and/or receiving pits shall be a minimum of 5 feet from the edge of pavement or back of curb in urban areas.
4. All underground installations shall have at least 3 feet of cover to avoid conflict with sign installations.
5. The work performed by applicant is for the bona fide purpose expressed and not for the purpose of, nor will it result in, the parking or servicing of vehicles on the highway right-of-way. Signs located on or overhanging the right-of-way shall be prohibited.
6. Care shall be taken to avoid existing underground installations within the highway right-of-way, especially cross road culverts.
7. The applicant, his/her successors or assigns, agrees to hold harmless the County of Winnebago and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
8. The applicant shall not trim, cut or in any way disturb any trees or shrubbery along the highway without the approval of the County Engineer or his/her duly authorized representative.
9. The County reserves the right to make such changes, additions, repairs and relocations within its statutory limits to the facilities constructed under this permit, or their appurtenances on the right-of-way as may at any time be considered necessary to permit the relocation, reconstruction, widening or maintaining of the highway and/or to provide proper protection to life and property on or adjacent to the County right-of-way. However, in the event this permit is granted to construct, locate, operate and maintain utility facilities on the County right-of-way, the applicant, upon written request by the County Engineer, shall perform such alteration or change of location of the facilities, without expense to the County. Should the applicant fail to make satisfactory arrangements to comply with this request within a reasonable time, the County reserves the right to make such alterations or change of location or remove the work, and the applicant agrees to pay for the cost incurred.
10. This permit is effective only insofar as the County has jurisdiction and does not presume to release the applicant from compliance with the provisions of any existing statutes or local regulation relating to the construction of such work.
11. The construction of access driveways is subject to the regulations listed in the "Policy on Permits for Access Driveways to State Highways". If, in the future, the land use of property served by an access driveway described and constructed in accordance with this permit change so as to require a higher driveway type as defined in that policy, the owner shall apply for a new permit and bear the regulations listed in that policy. Utility installation shall be subject to the "Policy of the Accommodation of Utilities on Right-of-Way" of the Illinois Department of Transportation.
12. The applicant affirms that the property lines shown on the attached sheet (s) are true and correct and binds and obligates him/her self to perform the operation in accordance with the description and attached sketch and to abide by the policy regulations.
13. Failure to adhere to the above requirement will result in future permits being held until satisfactory remedial action has been preformed by the applicant.
14. The Winnebago County Highway Department shall be notified a minimum of five working days in advance of work in the County right-of-way and prior to a request for a final inspection.
15. The contractor shall keep the pavement free of all dust, dirt and construction debris. The contractor shall implement and maintain dust control measures.
16. All unpaved, disturbed areas in the County right-of-way shall be properly graded, restore with a minimum of four inches of top soil and seeded with seeding class 1 per the requirements of the Illinois Department of Transportation "Standard Specifications for Road and Bridge Construction".
17. Property corners shall be carefully protected until a professional land surveyor references them. The contractor at his/her cost shall replace property monuments and other structures disturbed or damaged during construction.
18. The contractor shall be responsible for protecting utility property from construction operations. The contractor shall contact J.U.L.I.E. for utility locations. The J.U.L.I.E. phone number is 1-800-892-0123. They need a minimum of 48 hours advance notice.
19. In case of laying water supply storm sewer and/or sanitary sewers along or across each other, relevant provisions of Section 8 of the Drainage Manual shall be followed.
20. The contractor shall keep all the traffic lanes open to traffic and provide complete traffic control and protection in accordance with 701 and Article 107.09 of the Standard Specification for Road and Bridge Construction, latest edition, adopted by the Illinois Department of Transportation. If the work is to create any obstruction to the traffic on any traffic lane or needs to close a lane or a road for any period of time, the Winnebago County Highway Department shall be informed a minimum of five days in advance with a work schedule so that Winnebago County can issue a press release for the information to the general public. A traffic control and protection and detour plan in accordance with the relevant provisions of IDOT Standard Specifications shall be submitted for approval.