



Application for Public Right of Way Permits

Return completed applications to public.works@springfield.il.us

Date: _____
Project Address: _____
Between Streets: _____
Company/Applicant: _____
Contact Name: _____
Telephone #: _____
Email: _____

Address (Street/City/State/Zip): _____

Detailed Description of Work: *If more space is needed, please attach an additional sheet.*

FOR OFFICIAL USE ONLY			
Permit Fee:	_____		
Permit #:	_____		
Check #:	_____		
Insured:	Yes	No	NA
Bonded:	Yes	No	NA

Is Liability Insurance attached? Yes No Policy #: _____ Expires: _____

If no, you must provide liability insurance in accordance with City Ordinance Section 99.12(b)(1) and listing City of Springfield as additionally insured.

TYPE OF PERMIT (SELECT ALL THAT APPLY)

RIGHT OF WAY (ROW) OBSTRUCTION *(Permit fee based on number of meters obstructed)*

Start Date: _____ Time: _____ Completion Date: _____ Time: _____

Provide location description for each of the below ROW features that will be obstructed. If any of the features listed below will not be obstructed by the applicant, indicate "Not Obstructed" in the space.

Boulevard/Turf/Parkway: _____

Sidewalk: _____

Street Lanes: _____

From Where to Where: _____

Who is Providing Traffic Control? _____

*See terms and conditions regarding temporary traffic controls at the end of this application. Print **IDOT Standards for Temporary Traffic Control**. [Available online.](#)*

List Any Proposed Detour Routes: _____

Location of Metered Spaces Obstructed: _____

Metered Spaces (Provide Meter ID #): _____

Number of Days: _____

STREET/ROW OPENING (Permit fee \$10 per opening plus street repair by City - per area and street type)

Is work being done by contractor for a City project? Yes No *If Yes, no permit fee.*

If yes, provide City Employee Contact Name: _____

Email copy of permit to City Employee above to verify work being done for City.

Associated Building Permit # (if applicable): _____

Number of Openings: _____

Sidewalk Area (full panels only): _____ City Repair? Yes No

Street Area: _____ HMA/PCC/Brick/Other: _____ City Repair? Yes No

Curb Length: _____ Type of Curb: _____ City Repair? Yes No

Call Public Works 217.789.2255 for inspection after pavement restoration (if not done by City).

For Sewer questions, contact 217.789.2244.

*Print **Open Cut Permit Required Information Sketch**. Available online.*

*Print **Conditions Of Street Opening Permit**. Available online.*

*Print **Pavement Restoration Details**. Available online.*

PURPOSE OF PERMIT (SELECT ALL THAT APPLY)

CURB CUT/DRIVEWAY (Permit fee \$5 plus street repair by City - per area and street type)

Is this for a Residential Driveway? Yes No

*If Yes, print **Typical Residential Driveway Detail**. Available online.*

Is this for a Commercial Driveway? Yes No If Yes, Building & Zoning Permit #: _____

*If Yes, print **Typical Commercial Driveway Detail**. Available online.*

Will portions of the street or sidewalk be removed and replaced? Yes No

*If Yes, enter project information in the **Street/ROW Opening** section.*

SEWER DISCONNECT (Attach CWLP and Ameren paperwork to application)

Property Owner Name(s): _____

Property Owner Address: _____

Proposed Start Date: _____ Proposed Completion Date: _____

Call Public Works 217.789.2255 for inspection after disconnection and prior to backfill.

UTILITY PERMIT

Utility Permit #: _____

SANITARY SEWER LATERAL REPAIR/INSTALLATION

Building & Zoning Permit # (new construction only): _____

SCWRD Sewer Tap Permit #: _____

Has Sewer Department been contacted? Yes No

For Sewer questions, contact 217.789-2244.

STORM SEWER LATERAL REPAIR/INSTALLATION

Building & Zoning Permit # (if applicable*): _____

Stormsewer Connection Permit # (if applicable*): _____

Call Public Works 217.789.2255 for inspection after connection and prior to backfill.

**Note: Must have at least one of these permits.*

SIDEWALK CONSTRUCTION

Building & Zoning Permit # (if applicable): _____

All public sidewalk must meet Illinois Accessibility Code requirements.

Call Public Works 217.789.2255 for inspection after sidewalk completion.

Print Sidewalk Details. Available online.

TREE REMOVAL OR TRIMMING

Arborist Permit #: _____



Note: All temporary traffic control must be in accordance with MUTCD and IDOT Standards. All TTC equipment must meet current standards for size, shape, features, and reflectivity. By applying for a permit which requires Temporary Traffic Control, I hereby certify that I am familiar with and qualified to perform Temporary Traffic Control, or that I will utilize an experienced Traffic Control Company that is familiar and qualified to perform Temporary Traffic Control Setup and Removal in accordance with all applicable safety regulations and traffic standards.

I/We understand that no street or sidewalk obstruction, or blocking of parking spaces will be initiated until approved by the Superintendent of Streets and the City Traffic Engineer, and proper fees paid. No such obstruction or parking blockage shall extend beyond the time approved herein unless additional written approval is obtained, and fees paid. Excavations: a separate Excavation Permit must be obtained from the Office of Public Works before initiating work anywhere within the Public Right of-Way.

The contractor (or permittee) shall indemnify and save harmless the City of Springfield, Illinois, its officers and employees against all loss , damage, or expense that it or they shall sustain as a result of any suits, actions, or claims of any character brought on account of injury to or death of any person or persons, including all Persons performing any work under this contract (or permit) which may arise in any way in connection with the work to be performed under this contract (or permit) including but not limited to, suits, actions or claims arising under “An act providing for the protection and safety of persons in and about the construction, repairing, alteration or removal of buildings, bridges, viaducts and other structures, and to provide for the enforcement thereof, “ approved June 3, 1907, as amended: the contractor (or permittee) shall also indemnify and save harmless the City of Springfield, Illinois, its officers and employees from all suits, actions or claims of any actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable material in constructing the work; or because of any act or provision, neglect, or misconduct or said contractor; because of any claims of amounts recovered for any infringements of patent, trademark, or copyright; or any from any claims or amounts arising or recovered under the “Workman’s Compensation Act,” or any other law, ordinance, order or decree, and so much of the money due from the City of Springfield, Illinois to the contractor under and by virtue of his contract as shall be considered necessary by the City of Springfield, Illinois for such purposes, may be retained for the use of the City of Springfield, Illinois, or in case no money is due, his surety shall be held until such suit, actions or claims have been settled and suitable evidence to the effect is furnished the City of Springfield , Illinois. I hereby certify that all work shall be completed per the conditions of this permit, any additional restrictions the Office of Public Works may place on the permit through the approval process, as well as all applicable State and City Codes.

Printed Name: _____ Date: _____

Signature of Applicant: _____