

APPLICATION FOR ENGINEERING PERMIT

VILLAGE OF LIBERTYVILLE

Public Works Department

325 N. Milwaukee Avenue, Suite 203
Libertyville, IL 60048

Phone: (847) 918-2100
www.libertyville.com

Fax: (847) 918-9439
Email: engineering@libertyville.com

Project Site Address

Work Description:

Would you like to be contacted via email? Yes No

Provide email address below for more efficient communication.

Name	Street Address City Zip	Contact Information
Property Owner		Phone:
		Fax:
		Email:
Contractor		Phone:
		Fax:
		Email:
Applicant		Phone:
		Fax:
		Email:

WORK ITEMS: (Check all that apply)

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Excavation and/or Fill <input type="checkbox"/> Grading/Surface Drainage <input type="checkbox"/> Storm Sewer/Sump Pump Service <input type="checkbox"/> Sanitary Sewer/Service <input type="checkbox"/> Water Main/Service <input type="checkbox"/> Access Drives & Aprons/ Parking Lot <input type="checkbox"/> Street Pavement <input type="checkbox"/> Curb & Gutter <input type="checkbox"/> Sidewalks/Walkways/Bikepaths <input type="checkbox"/> Stormwater Detention/Modification <input type="checkbox"/> Street/Area Lighting | <ul style="list-style-type: none"> <input type="checkbox"/> Landscaping/Berming/Plantings <input type="checkbox"/> Tree Removal <input type="checkbox"/> Traffic Control/Signage/Markings <input type="checkbox"/> Irrigation System <input type="checkbox"/> Erosion Control <input type="checkbox"/> Flood Plain Management <input type="checkbox"/> Recreation Facilities/Park Enhancements <input type="checkbox"/> Impervious Surface Changes <input type="checkbox"/> Other _____ _____ <input type="checkbox"/> Work in the Public Right Of Way |
|--|--|

Owner's Representative Legal Statement

All information provided herein is true and correct, and all provisions of the "Engineering Permit Conditions" and all ordinances of the Village of Libertyville shall be complied with. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to submit this application as his/her agent.

This Box For Office Use Only

Print Name of Applicant		Property Owner
		Occupant
		General Contractor
		Other
Signature of Applicant		Date

OFFICE USE ONLY:	APPROVED BY:	APPROVAL DATE:	PERMIT NO:
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ENGINEERING PERMIT CONDITIONS

1. Permit approval and authorization for the proposed work shall be considered granted only through the issuance of a Permit Authorization and Receipt statement. Copies of these permitting documents must be kept with the applicant's copy of the completed Engineering Permit Application at the jobsite. These documents, in combination, will constitute the authorized permit. If, upon request by Village personnel, the permit holder is not able to produce a copy of the Permit Authorization and Receipt statement for viewing at the jobsite, Village personnel are authorized to immediately suspend all work at the job site until such time as proper permit documentation is provided.
2. The permit application, by itself, does not constitute authorization by the Village to proceed with any portion of the work described herein. A Permit Authorization and Receipt statement must be obtained from the Village prior to undertaking any work affecting site grading/drainage or within the limits of a public right of way, utility/drainage easement, or Village owned property.
3. The work authorized by the Engineering Permit must be completed within 365 calendar days after the date of approval. If the work is not completed within this time period, the permit shall expire at the end of the 365th day and all work previously authorized by the permit shall be stopped.
4. The Applicant represents all parties in interest and shall furnish material, do all work, pay all costs, and shall in a reasonable length of time restore the damaged portions of the street pavement and right-of-way to a condition similar or equal to that existing before the commencement of the described work, including any seeding or sodding as necessary.
5. The proposed work shall be located and constructed to the satisfaction of the Village Engineer or his duly authorized representative. No revisions or additions shall be made to the proposed work without the Applicant having first obtained the written permission of the Village Engineer.
6. The Applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. Traffic controls and work site protection shall be in accordance with the applicable requirements of Chapter 6 (Traffic Controls for Highway Construction and Maintenance Operations) of the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, and with the traffic control plan, if one is required. All signs, barricades, flaggers, etc., required for traffic control shall be furnished by the Applicant.
Village Construction Hours: 7am-6pm (Monday-Friday), 8am-6pm (Saturday), and 12noon-6pm (Sunday).
Note: Except in case of emergency or as otherwise authorized by the Public Works Dept., any work impacting public facilities shall be done on a weekday (Monday to Friday, excluding holidays) between 7:00am and 3:30pm.
7. The work performed by the Applicant under this permit is for the bona fide purpose(s) expressed, and not for the purpose of, nor will it result in, the parking or servicing of vehicles on or within the Village right-of-way. Private signage located in or overhanging the right-of-way shall be prohibited.
8. The Applicant, his successors or assigns, agrees to hold harmless the Village of Libertyville 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.
9. The Applicant shall not trim, cut, or in any way disturb any trees or shrubbery along the street pavement or within the right-of-way without the approval of the Village Engineer or his duly authorized representative.
10. The Village 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 street pavement and/or to provide proper protection to life and property on or adjacent to the Village right-of-way. However, in the event this permit is granted to construct, locate, operate, and maintain utility facilities on the Village right-of-way, the Applicant, upon written request by the Village Engineer, shall perform such alterations or change of location of the facilities, without expense to the Village. Should the Applicant fail to make satisfactory arrangements to comply with this request within a reasonable time, the Village 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.

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11. This permit is effective only with respect to those portions of the work over which the Village has control and/or jurisdiction. The Applicant remains solely responsible for obtaining all required approvals or permits from other jurisdictions, utilities or other entities having ownership interest or jurisdictional authority over the area in which the work is to be performed and is further responsible for compliance with the provisions of any existing statutes or local regulations or codes relating to the construction of such work.
12. The Applicant affirms that the property lines shown on the exhibit(s) attached to the permit application are true and correct and agrees to be bound and obligated to construct the proposed improvements in accordance with the description (and attached sketch), and to abide by all applicable Village regulations.
13. The construction of access driveways is subject to the regulations listed in the "Policy on Permits for Access Driveways to Village Streets." If, in the future, the land use of property served by an access driveway described and constructed in accordance with this permit changes so as to require a higher driveway type as defined in the referenced policy, the owner shall be obligated to upgrade the access driveway as required. Utility installations shall be subject to the policies, provisions and franchise rights granted for construction, relocation or replacement of utility installations.
14. No non-standard installation within the Public Right of Way may be constructed or installed without the Applicant having first obtained approval through the permitting process set forth herein. Non-standard installations shall include but not be limited to, a driveway apron consisting of brick or precast concrete paving units, or having any non-standard finish; any private walkway; electric dog fences; lawn sprinkler lines, fittings, valves, spray heads or other additions pertaining thereto. As a condition of the approval of non-standard installations within the Public Right of Way the Applicant must first provide to the Village of Libertyville a Letter of Waiver in a form supplied by the Village. The [Letter of Waiver](#) must be signed by the Property Owner for any non-standard installations within the Public Right of Way.
15. As a condition of the issuance of a permit for any work or installation, any contractor to be engaged in such work or installation pursuant to such permit must first provide to the Village Engineering Division a certificate of insurance naming the **Village of Libertyville** as certificate holder.

In addition, when the scope includes work in the public right of way, "The Village of Libertyville and its boards, commissions, committees, authorities, employees, agencies, officers, voluntary associations, and other units operating under the jurisdiction and within the appointment of its budget" shall be listed as an additional insured.

The certificate of insurance shall be from an insurance company approved by the Village. The certificate of insurance may cover all work done in the Village for the term of the policy, i.e. a separate certificate is not required for each project. The amount of insurance coverage required shall be as follows:

Total Project Costs	\$0 - \$40,000	\$40,001 and over
Bodily Injury - Occurrence	\$500,000	\$500,000
Bodily Injury – Aggregate	\$500,000	\$1,000,000
Property Damage	\$500,000	\$500,000
(including explosion (X))		
Excess Liability		\$1,000,000 BI & PD
Worker's Compensation Insurance	Statutory	Statutory

16. **At the time of permit issuance, the party or firm directly responsible for the performance of the work shall submit a Performance (Cash) Bond in the amount requested. It is recommended that this Performance Bond be provided by the contractor performing the work. The Performance Bond shall warrant any and all work taking place within the Village right-of-way, within an existing Village easement, and/or relating to any Village owned utility line. These funds may be used to offset any expenses incurred by the Village where site conditions are found to be a hazard to area residents and the general public. This provision shall include the repair of any damage to Village-owned facilities, pavement restoration, and street sweeping.**

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- 17 To obtain the release of a posted Performance Bond deposit, the applicant must inform the Village that all work authorized by the permit has been completed per applicable Village standards. The Applicant may contact the Engineering Division via [email](#) or by phone at (847) 918-2100 to schedule a Performance Bond release inspection.
- 18 Within ten (10) working days of the inspection request, Village Inspectors shall perform the inspection, and the individual requesting the inspection shall be notified of any outstanding issues relating to the work covered by the Performance Bond. If no such issues exist, notice shall be forwarded to the Village Finance Department authorizing the reimbursement of the funds to the party on record as having deposited the Performance Bond. A check for the amount to be reimbursed, whether a partial or full release, shall be made available for pick-up or delivery via mail within 30 calendar days.

On-Site Conditions of Engineering Permits

- 19 Contact JULIE (Joint Utility Locating Information for Excavators) (811 or 1-800-892-0123) and comply with the Digstart date before any digging commences. This requirement is a law of the State of Illinois.
- 20 If construction is to occur within the root zone of existing plant material, root pruning and special plant care will be required.
- 21 Erosion and Sediment Control Deficiency. When the Engineer is notified or determines that erosion and/or sediment control deficiencies exist, the contractor shall correct the deficiencies immediately. If the contractor fails to correct the deficiencies, the Village will issue a Stop Work Order.
- 22 During non working hours, parking of any equipment within the right of way shall be prohibited.
- 23 No open excavations, broken pavement or partially filled excavations shall remain overnight.
- 24 Prior to opening the road to traffic, the entire right of way adjacent to pavement patching operations shall be cleared of all construction materials.
- 25 The Contractor shall at all a times conduct the work in such a manner as to ensure the least obstruction to vehicular and pedestrian traffic. The convenience of the general public and of residents along the roadway shall be provided for in an adequate and satisfactory manner.
- 26 The Contractor shall be solely responsible for the proper and safe protection of the site at all times while the contract is in force. The Contractor shall provide, erect and maintain sufficient barricades, flagging, temporary fencing, lighting and related devices at all areas where work is in progress, and wherever else required by the Engineer.
- 27 All open cut trenches shall be protected against collapse for the protection of life, existing infrastructure, or adjacent structures as required by State or Federal Laws governing the protection of life or property. The minimum protection shall conform to the recommendations of the Occupational Safety and Health Administration Standards (OSHA) for construction. Trench protection shall consist of approved shoring and bracing, or where working conditions permit, a Trench Box approved by OSHA may be used.

Other Permit Requirements

In any case where a permit is required according to the Lake County Watershed Development Ordinance (WDO), such permit shall be issued under the terms and conditions of the WDO and those of the Village of Libertyville Site Development Permit.

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Engineering Permit Submittal Requirements and Guidelines

When submitting an application for an Engineering Permit, please confirm that the following guidelines are observed. This insures that your application will be reviewed and processed without any avoidable delays, and that all required inspections will be completed.

- A. Provide complete Contractor and Owner information for the property where the proposed work is to be performed.
- B. Identify all project elements applicable to the work to be performed. The section labeled "Work Items" on the application is provided to help clarify the scope of the work being permitted.
- C. Provide the following items with the completed permit application form:
 - **Sketch of the proposed improvements**
It is typically preferred that the sketch be prepared by drawing / marking on a current copy of the Plat of Survey for the property where the work is to take place.
 - **At least (2) photos of the area(s) to be affected in the public right of way**
Photos should be sent via [email](#). Alternatively, photos can be submitted on a CD or as prints delivered to our office. Please do not fax photographs.
- D. A copy of the **Contractor's Certificate of Insurance** shall be submitted, in accordance with condition number 15 above, prior to the approval and issuance of the permit. The Owner and Contractor should review all pages of these Conditions thoroughly.
- E. Provide a brief written description of the proposed improvements in the space provided on the permit application form.
- F. Provide a description and sketch of all non-standard installations, along with a signed copy of the Letter of Waiver Form required by condition number 14, above.
- G. The Contractor or Owner shall **date and sign the permit** form and submit the completed form and appropriate supporting materials to the Engineering Division office via [email](#). Alternatively, print submittals can be delivered to our office located at **325 N. Milwaukee Avenue, Suite 203**.
- H. All required inspections shall be scheduled with the Engineering Division office by calling **(847) 918-2100** or **(847) 918-2020** no less than 24 hours prior to performance of the permitted work.
- I. Inspection requirements are typically noted in the permit conditions. A list of the most commonly required inspections include the following:
 - Initial erosion control installation inspection (e.g. silt fence)
 - Storm sewer, water main or sanitary sewer service connection to Village owned utility lines.
 - Downspout extension inspection
 - Pre-pour inspection of prepared public sidewalk or driveway apron base course.
 - Pre-pour inspection of prepared curb and gutter base course, reinforcing, and tie bar locations.
 - Lawn sprinkler inspection (for installation within the public right of way)
 - Pre-paving inspection of pavement patch saw-cutting, tie bar (for PCC pavement) and backfill placement.
 - Inspection of temporary and final pavement surface placement. Replacement pavement shall match existing pavement cross-section, unless otherwise directed by the Engineer.
 - Parkway restoration inspection following placement of topsoil materials and seeding or sod, as required.
 - Performance bond release / final inspection following completion of all improvements and restoration.