

# RIGHT OF WAY/EXCAVATION PERMIT APPLICATION



STREET DEPARTMENT  
6212 GODFREY ROAD  
GODFREY, IL 62035  
(618) 466-1483  
FAX (618) 466-7986  
[publicworks@godfrevil.org](mailto:publicworks@godfrevil.org)

VILLAGE ENGINEER  
6810 GODFREY ROAD  
GODFREY, IL 62035  
(618) 466-4319  
FAX (618) 466-4519  
[rberan@godfrevil.org](mailto:rberan@godfrevil.org)

No person shall construct any facility on, over, above, along, upon, under, across, or within any Village right-of-way which (1) changes the location of the facility, (2) adds a new facility, (3) disrupts the right-of-way, or (4) materially increases the amount of area or space occupied by the facility on, over, above, along, under across or within the right-of-way, without first filing an application with the Village Engineer/Director of Public Works and obtaining a permit from the Village therefor

## CONTACT INFORMATION

|                                 |   |
|---------------------------------|---|
| <b>APPLICANT/CONTRACTOR</b>     | Company _____ Email _____<br>Name _____ Telephone _____<br>Address _____ Mobile _____<br>City _____ State _____ ZIP _____ Fax _____ |
| <b>FACILITY OWNER (UTILITY)</b> | Company _____ Email _____<br>Name _____ Telephone _____<br>Address _____ Mobile _____<br>City _____ State _____ ZIP _____ Fax _____ |
| <b>ENGINEER</b>                 | Company _____ Email _____<br>Name _____ Telephone _____<br>Address _____ Mobile _____<br>City _____ State _____ ZIP _____ Fax _____ |

## PROJECT INFORMATION

Tentative Start Date \_\_\_\_\_

Location of Work \_\_\_\_\_

Purpose/Nature of Work \_\_\_\_\_

Approximate Size of Excavation ( in Pavement) \_\_\_\_\_  
(use total size for multiple excavations)

Approximate Size of Excavation (Lawn) \_\_\_\_\_  
(use total size for multiple excavations)

**PLEASE ALLOW FIVE (5) BUSINESS DAYS FOR REVIEW AND APPROVAL OF APPLICATION  
SEE TERMS AND CONDITIONS OF PERMIT ON NEXT PAGE**

Applicant Signature \_\_\_\_\_

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

Permit is valid for six (6) months from approval date

Revised 12/1/22

| OFFICE USE ONLY    |                |
|--------------------|----------------|
| Fee: _____         | Deposit: _____ |
| Cash _____         | Check _____    |
| File No. _____     |                |
| Intake Clerk _____ |                |

**FEES**

|                 | <u>CONTRACTORS</u>                          | <u>RESIDENTS</u>                            |
|-----------------|---|---|
| STREETS/ALLEYS  | Up to 20 feet in length: \$ 40.00           | Up to 20 feet in length: \$ 40.00           |
|                 | Each additional 20 feet in length: \$ 40.00 | Each additional 20 feet in length: \$ 40.00 |
|                 | Security: \$ 3,000.00                       | Security: \$ 1,500.00                       |
| SIDEWALK / LAWN | Any size: \$ 20.00                          | Any size: \$ 20.00                          |
|                 | Security: \$ 250.00                         | Security: \$ 100.00                         |

**SECURITY & INSURANCE**

- The permittee shall provide the Security Fund to the Village in the form, at the permittee's election, of cash, a surety bond in a form acceptable to the Village, or an unconditional letter of credit in a form acceptable to the Village.
- Certificates of Insurance showing liability coverage in the amounts below shall be required and show the **Village of Godfrey as Additional Insured** and shall include a provision requiring that the carrier notify the Village in the event coverage will be terminated or cancelled during the policy period shown.  
 Personal Injury: \$ 5,000,000.00      Property Damage: \$ 5,000,000.00      Automobile: \$ 1,000,000.00      Liability: \$5,000,000

**REFILLING & RESTORATION OF EXCAVATIONS**

- Excavations in the street shall be made with clean, unfrozen CA-6, CA-10 aggregate, or flowable backfill. Aggregate shall be free of foreign substances and shall be placed in layers not exceeding six (6) inches in thickness and compacted with each layer.
- All sawcuts in pavement shall be full depth.
- Excavations in lawn shall not be filled using clean rock unless wrapped in geotextile fabric to prevent the migration of fines and causing settlement.
- Temporary restoration with bituminous mixture shall be acceptable provided that it will be restored properly as soon as practicable.
- Restoration of oil and chip pavement surfaces shall be made with hot mix asphalt pavement. During times of year when hot mix asphalt is unavailable, cold patch may be used as a temporary repair until the next available time hot mix asphalt can be available to complete the restoration.
- Excavations in asphalt or oil and chip pavements shall be widened by twenty-four (24) inches on all sides by way of full-depth saw cut prior to placement of hot mix asphalt.
- Concrete pavements shall be restored joint to joint or as indicated by engineer in the field.
- Concrete pavement shall be replaced to match the existing thickness and pinned or doweled on twelve (12) inch centers with one (1) inch diameter by eighteen (18) inches long dowels, embedded nine (9) inches at the mid-height of the existing pavement.

**TERMS AND CONDITIONS**

- The work outlined in this permit shall be started within 180 days of the date of issuance unless otherwise noted. If the work is not stated within 180 days, then the applicant shall re-apply for the permit.
- All excavations shall be protected at all times while not actively working.
- All work requiring lane closures shall install warning signs, protective devices, and/or flaggers following the Manual of Uniform Traffic Control Devices most current edition.
- Roads and streets shall be kept open to traffic at all times. Work shall be phased so that there is minimum interference with pedestrian and vehicular traffic.
- No material can be stored on the pavement overnight. Pavement must remain free and clear of mud, rock, and any other debris at all times.
- Following completion of all construction, all temporary materials shall be removed and the right of way restored to its original or better condition. This private property (landscaping, irrigation, dog fences, etc.) located within the right of way as well.
- By signing this permit application, the applicant agrees that for a period of three years from the date construction of a facility is completed, the permittee shall be responsible to remove and restore any backfilled area that has settled due to construction of the facility.



**Know what's below.  
Call before you dig.**

