



CITY OF BATAVIA

RIGHT-OF-WAY (ROW) PERMIT APPLICATION

The City of Batavia requires a ROW permit for:

- Any work in the right-of-way including, but not limited to (those with an asterisk require an additional form for that specific type of work):
 - Curb and gutter removal and replacement
 - Driveway Apron Replacements *
 - Street Cuts
 - Planting Trees *
 - Service Walks *
 - All Sump Pump Connections (also requires a Building Permit for connection from house to ROW)
 - Utility Improvements / Repairs
 - Work where sidewalk will be removed and replaced

Please complete the checklist below and include the following items with the submittal package to:

City of Batavia
Building Division
100 North Island Avenue
Batavia, IL 60510
(630) 454-2750

Hours M-F 8am – 5pm, closed W 11am -12pm

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Plat of Survey highlighting the area in which the work will be conducted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. A Surety Bond must be provided for contractors only for either:
			a. \$10,000 or 1.5 times the estimate of cost of work, whichever is greater, being site specific by indicating the address of the job site OR
			b. \$75,000 to perform & complete work for a period of one calendar year from the effective date of the bond
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Insurance Certificates must be provided:
			a. Contractors need Certificates of Insurance listing the City of Batavia as Additional Insured
			b. Homeowners do not need to provide anything
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A copy of a IDOT and/or County ROW Permit, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Residential Driveway Apron Permit Application & \$47 recording fee, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Agreement for Non-Standard Pavement or Sidewalk & \$47 recording fee, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Parkway Tree Planting/Removal Permit Application, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Traffic Control Plan, if applicable

Applicant is responsible to call J.U.L.I.E. to obtain locations of underground utilities prior to excavating.

Please allow a minimum of one (1) week for permit review and issuance of either permit or comments from the date of submittal.

When designing and replacing existing materials please use the details that are attached to this permit application to comply with City standards. In addition there are samples of bonds and certificates of insurance filled out to comply with City requirements. If at any time there are questions regarding any of this information please contact the Building Division. Below is a list of available details:

- Driveway
- Curb
- Sidewalk
- Junction Box Connection
- Drainage Pipe / Trench
- Pavement Cross Section
- Commercial Driveway Approach
- Residential Driveway Approach



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Please contact the Building Division at least 48 hours in advance to schedule required inspections. Required inspections include:

- **Curb:**
 - Inspect proof roll of sub-base
 - Inspect stone, rebar and curb thickness
 - Inspect grades of the curb to provide positive drainage
 - Final inspection when restoration is completed
- **Driveway Apron:**
 - Inspect width at curb and walk
 - Inspect stone and thickness
 - Final inspection when restoration is completed
- **Junction Box / Sump Pump Connections:** (Both ROW & Building Permit)
 - Inspect connection point to junction box
 - Ensure that the connection is properly sealed and backfilled
 - Final inspection when restoration is completed
- **Sidewalk:**
 - Inspect sidewalk depth and thickness of stone
 - Inspect grade in conjunction with curb or overflow route
 - Final inspection when restoration is completed
- **Utility Improvements:**
 - Ensure that there is proper installation, including spring line or trench backfill
 - Ensure proper slope and grades
 - Inspect connection points
 - Inspect backfill and compaction
 - Inspect pavement and landscape
 - Verify proper testing has been completed (air, vacuum, mandrel, televised)
- **Utility Repairs:**
 - Ensure that a proper connection or repair has been made with trench backfill as necessary
 - Inspect backfill and compaction
 - Inspect roadway or pavement replacement meeting specifications
 - Final inspection when restoration is completed
- **Mailboxes:**
 - Inspect to make sure that installation complies with United States Postal Service code

NOTE: Not every application will require each inspection. Please contact John Kennedy in the Engineering Department regarding questions about inspections.

Please refer to Title 7 of the Batavia Municipal Code, Chapter 1: Streets and Sidewalks, Section 3: Driveways and Title 11 of the Batavia Municipal Code, Chapter 5: Required Improvements, Section 9: Sidewalks and Driveways for more information.



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Application Date: _____ P.I.N. #: _____

I, _____, do hereby apply for a permit for the following described work located at _____

Estimated Cost: \$ _____

Description of proposed work: _____

<input type="checkbox"/> Curb	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Mailbox
<input type="checkbox"/> Driveway apron	<input type="checkbox"/> Utility Improvement	<input type="checkbox"/> Parkway Tree
<input type="checkbox"/> Junction Box/Sump Pump	<input type="checkbox"/> Utility Repair	<input type="checkbox"/> Other _____

Estimated time from commencement of construction until restorations are complete _____

Construction will be completed in:

<input type="checkbox"/> Parkway Only	<input type="checkbox"/> ½ of Street	<input type="checkbox"/> Full Street
<input type="checkbox"/> Other – Describe location: _____		

Owner of the Property:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

General Contractor:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Applicant:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Contractor:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

IL License #: _____

Email: _____

I agree to comply with the City of Batavia Code governing excavations. I further agree to indemnify the City of Batavia and its employees for any loss, liability or damage that may result or accrue from or because of the conduct of the applicant, its employees and/or agents relating to the work covered by the permit. I also agree to conform to OSHA guidelines for work completed in open trenches and/or confined spaces.

Applicant Signature: _____

Date: _____



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FOR STAFF USE ONLY

Date Permit Received: _____ Received By: _____

Permit # _____

City Franchised Operator	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Bond Required	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Amount _____
Cash Deposit Required	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Amount _____
Approved	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	By _____ Date _____