



PERMISSIBLE ENCROACHMENTS in CITY OF WARRENVILLE PUBLIC RIGHTS of WAY

A ROW Permit and Covenant Agreement are required for the construction or installation of all privately constructed and installed:

- 1) Permissible landscape improvements.
- 2) Permissible ornamental mailbox installations.
- 3) Permissible private parking encroachments.
- 4) Permissible private driveways.

PERMITTED ENCROACHMENTS:

- 1) Standard private driveways and related culvert improvements constructed in accordance with all applicable City permit and design requirements in effect at the time of driveway construction or expansion.
- 2) Standard mailbox installations installed in accordance with the applicable design criteria established by the local United States Post Office and with the following safety standards. Standard mailbox installations shall (i) be constructed to promote breakaway, bending or otherwise yield in order to minimize damage and harm to motor vehicles and their occupants in the event of a collision or impact with the support and (ii) utilize one of the following support structures or such other similar structure as may be approved by the Community Development Director or his designee as comparably safe:
 - Wooden post (minimum of 4" x 4" and a maximum of 6" x 6").
 - Light gauge hollow cast iron, galvanized steel, or painted steel pipe (maximum of 3" diameter).
- 3) Any existing awning, marquee, advertising sign, or similar overhanging structure supported from a building immediately adjacent to the limits of the platted street where there is a sidewalk extending to the building line and which does not impair the free and safe flow of traffic on the highway. The permissive retention of overhanging signs is not to be constructed outside the right-of-way line and not confined by adjacent buildings. The sign encroachment must be in existence as of March 31, 2009 to be treated as a permitted sign encroachment hereunder.

- 4) Encroachment Prohibited: It shall be unlawful for any person to erect or cause to be erected, to retain, or cause to be retained, any encroachment except a permitted encroachment or permissible encroachment within the limits of the public right of way.

A Landscape License and Covenant Agreement shall be required for all private Permissible Landscape Improvements located in the City of Warrentville Right of Way. (Title 7 Chapter 2 of the City Code)

SUBMITTAL DOCUMENTS:

- 1) Completed permit application. If application is submitted by someone other than the property owner, **signed authorization by the property owner must be provided at time of application.**
- 2) Completed [Revocable ROW Permit & Covenant Agreement](#) and/or [Landscape License and Covenant Agreement](#);
- 3) Plat of Survey (3 sets) with location of mailbox, landscaping, irrigation, or other structure designated with dimensions noted;
- 4) Picture, drawing, or description of mailbox, tree, fence, or other structure.

REGULATIONS:

- 1) It is the responsibility of the homeowner/contractor to arrange to have all underground utilities located before any digging. The number for J.U.L.I.E. is 1.800.892.0123. J.U.L.I.E. requires 48 hours notice prior to digging
- 2) The ROW Permit & Covenant Agreement fee is thirty-five (\$35.00) dollars. This fee must be paid before permit issue. No work shall begin without a permit. If work begins without a permit, permit fees may be doubled.
- 3) It takes approximately one to two weeks to process permit applications and issue permit. You will be called when permit is ready for pick-up.
- 4) Once the ROW permit/covenant agreement is executed and approved by both the applicant and the property owner, the City will record this Agreement, at the expense of the owner, against the property in the Office of the DuPage County Recorder of Deeds.
- 5) It is the responsibility of the homeowner/contractor on completion of the installation to call and arrange a final inspection with the Building Department. A minimum 24-hour notice is required when scheduling any inspection. The number to call is 630.393.9050.

Overhanging objects, including tree branches, and street signs shall be permitted within this triangle only if all parts thereof are higher than seven feet above the level of the railroad or the pavement of the street or driveway where the stopped motorist is located. Signs shall be permitted only if the sign clearance is seven feet or greater or the sign height is two feet or less.

Things to consider when hiring and working with contractor(s)...

When hiring a contractor it is a good idea to get a written estimate that includes the specific work to be performed, the time frame involved, and your cost.

When making a payment request a detailed receipt of the work and materials you are paying for. It is also a good idea to request a waiver of lien in consideration for final and full payment. A final waiver of lien waives and releases the contractor's right to claim a lien for labor, services, or materials, furnished for the project.

Issuance of a permit does not exempt you from the rules and regulations of your Home Owners Association (HOA). If your HOA requires you to have their approval prior to filing for a permit and you have not done so, please contact them immediately before commencing work on this project.

[Application for Construction or Use \(Building Permit Application\)](#)

- This pamphlet is to be used as a guide only.

There may be certain specific special requirements not indicated in this pamphlet. -