



## ANNUAL UTILITY RIGHT-OF-WAY (ROW) REGISTRATION FORM

TO: Every Utility Occupying ROW within the City of Warrenville

FROM: City of Warrenville Community Development Department Public Works Division

Annual registration is required by utilities that occupy ROW in the City of Warrenville. The following information must be completed and/or provided to the Community Development Department for approval.

1. Application form (See attached Ord. #2406, 7-6-3)
2. Required insurance coverage and limits (See attached Ord. #2406, 7-6-8) provided by insurance company, valid for the current year.
3. A written traffic control plan demonstrating the protective measures and devices that will be employed consistent with the *Illinois Manual on Uniform Traffic Control Devices*, to prevent injury or damage to persons or property and to minimize disruptions to efficient pedestrian and vehicular traffic. (See attached Ord. # 2406, 7-6-4-C. 5. a.)
4. An emergency contingency plan which shall specify the nature of potential emergencies, including, without limitation, construction and hazardous materials emergencies, and the intended response by the applicant. The intended response shall include notification to the City and shall promote protection of the safety and convenience of the public. Compliance with ILCC regulations for emergency contingency plans constitutes compliance with this Section unless the City finds that additional information or assurances are needed. (See attached Ord. # 2406, 7-6-4-C. 5. b.)

Once all requirements have been met, a copy will be maintained on file at the City and available to view upon request. Thank you for your cooperation.

*Philip Kuchler*

Deputy Public Works Director



**CONSTRUCTION PERMIT APPLICATION-ROADWAY OR UTILITY**

Attn: Philip Kuchler, Deputy Public Works Director

<b>CITY OF WARRENVILLE RIGHT-OF-WAY PERMIT No. _____</b>			
NAME (APPLICANT)		WO#	
ADDRESS			
PHONE NO.	FAX NO.	24 HOUR PHONE NO.	
CONTACT PERSON	PHONE NO.	EMAIL	
<p><b>WORK AND LOCATION</b> –The Applicant is hereby permitted to do the following work in, upon, or along City Rights-of-Way in DuPage County, Illinois, described as follows: (Applicant <b>MUST ATTACH</b> the following items required by Section 7-5-4 of Warrenville City Code)</p> <p> <input type="radio"/> Location Map(s) Attached                      <input type="radio"/> Traffic Control Plan  <input type="radio"/> Work Drawing(s) Attached                      <input type="radio"/> Emergency Contingency Plan                 </p>			
<p><b>DESCRIPTION OF WORK</b> (attach additional pages as needed):</p> <p>_____</p> <p>_____</p>			
CONTRACTOR NAME		PROFESSIONAL CONSULTANT NAME (attach page for additional)	
ADDRESS		ADDRESS	
PHONE NUMBER	24 HOUR PHONE NUMBER	PHONE NUMBER	24 HOUR PHONE NUMBER
CONTACT PERSON, PHONE NUMBER AND EMAIL		CONTACT PERSON, PHONE NUMBER AND EMAIL	
ADDITIONAL EXPLANATORY INFORMATION/MATERIALS			
<p><b>REQUIRED SUPPLEMENTAL APPLICATION/S (MUST BE COMPLETED AS REQUIRED BY SECTION 7-5-4 OF WARRENVILLE CITY CODE)</b></p> <p> <input type="radio"/> A – New electric, power, communications, telecommunications, cable television service, video service or natural gas distribution system  <input type="radio"/> B – Natural gas system  <input type="radio"/> C – Petroleum Products Pipelines  <input type="radio"/> D – Small Wireless Facilities                 </p>			
<p><b>REQUIRED NOTIFICATIONS: Work taking place in rights-of-way within the City limits that are not City rights-of-way may require the Applicant to obtain permission(s) from one or more of the following organization(s): <u>*** FOR CITY USE ONLY ***</u></b></p> <p> <input type="radio"/> Cantera Owner’s Association (630.393.1975)                      <input type="radio"/> DuPage County Department of Transportation (DUDOT)  <input type="radio"/> Illinois Department of Transportation (IDOT)                      <input type="radio"/> Other _____                 </p>			
<p>NOTE: Some rights-of-way may be owned by the adjacent property owner; in those cases, the Applicant must obtain consent from that owner as well as obtaining this permit.</p>			
<p>It is understood that the work authorized under this permit shall be subject to the General Permit Terms, Conditions and Restrictions on page 2 of this form, and the work shall be commenced within six months of issuance of this Permit and diligently pursued to completion.</p>		<p><b>*** FOR CITY USE ONLY ***</b></p> <p> <input type="radio"/> This permit is hereby approved and issued this ____ day of _____, 20__.  <input type="radio"/> <u>No City permit is required.</u> Notification to other organizations may be required. Please see notification section.  <input type="radio"/> Permit is denied. Please see attached page(s) for explanation of denial.                 </p>	
<p>_____  <b>APPLICANT/APPLICANT’S AGENT</b>                      <b>DATE</b></p>		<p>_____  <b>DEPUTY PUBLIC WORKS DIRECTOR</b>                      <b>DATE</b></p>	
<p>_____  <b>CONTRACTOR</b>                      <b>DATE</b></p>		<p>_____  <b>PUBLIC WORKS DIRECTOR</b>                      <b>DATE</b></p>	

The following **MUST** be submitted with the application. Failure to complete the entire application AND supply the following may result in processing delays.

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| <ul style="list-style-type: none"><li><input type="radio"/> Copy of Applicant Insurance Attached</li><li><input type="radio"/> Copy of Contractor Insurance Attached</li><li><input type="radio"/> Copy of Proposed Security Fund Document Attached (If no Current Franchise agreement with City)</li></ul> | <p style="text-align: center;"><b>*** FOR CITY USE ONLY ***</b></p> <ul style="list-style-type: none"><li><input type="radio"/> Valid Applicant Certificate of Insurance on file _____</li><li><input type="radio"/> Valid Contractor Certificate of Insurance on file _____</li><li><input type="radio"/> Valid Security Fund Document on file _____</li></ul> |
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**GENERAL PERMIT TERMS, CONDITIONS AND RESTRICTIONS**

1. If this permit is approved, the Applicant will comply with all ordinances and requirements of the City of Warrenville related to this permit and pay all required fees.
2. The Applicant represents to the City that the Applicant is authorized by all parties in interest to proceed to perform the work, and the Applicant shall furnish all materials, do all work, pay all costs, and shall, in a timely manner, restore all damaged and affected portions of the right-of-way to a condition similar or equal to that existing before the commencement of the described work, including any seeding or sodding necessary, as required by the Warrenville City Code.
3. The Applicant affirms that the property lines shown on the attached sheet(s) are true and correct and binds and obligates the Applicant to perform the operation in accordance with the description and attached drawings and other materials.
4. The permit is effective only insofar as the City has jurisdiction and does not presume to release the Applicant from compliance with the provisions of any existing statutes or local regulations relating to the construction of such work.
5. The Applicant will provide the required defense, indemnification, and hold harmless of the City of Warrenville as required by Section 7-5-9 of the Warrenville City Code.
6. The Applicant will require the individual performing the work to contact J.U.L.I.E. (1-800-892-0123) for utility locating prior to beginning any work.
7. The Applicant is responsible for providing and maintaining adequate traffic control protection at the work site, which may include barricades, signage and fencing. No street or traffic lane may be closed without prior notification and approval of the Department of Public Works. All such work shall be in accordance with the written traffic control plan submitted with this permit application.
8. Tree trimming or removal must be approved by the Department of Public Works before any work begins and shall be in accordance with the Warrenville City Code.
9. No error or omission in either the permit application or any plans or other submittals, whether said application, plans or submittals have been approved by the City or not, shall relieve the Applicant from the requirement to construct the work in full conformance with all applicable laws, including, without limitation, Chapter 5 of Title 7 of the Warrenville City Code.
10. The Applicant hereby states, certifies and affirms that the information contained in this application, plans and submittals is true and correct to the best of the knowledge and belief of those signing this application for the Applicant. The Applicant also recognizes and agrees that any changes in the work must be submitted to the City for prior review and approval.

**Additional Conditions:**

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**A – SUPPLEMENTAL RIGHT OF WAY PERMIT APPLICATION**

New electric, power, communications, telecommunications, cable television service, video service or natural gas distribution system

**EVIDENCE OF REGULATORY COMPLIANCE:** The Applicant **MUST ATTACH** evidence that any “certificate of public convenience and necessity” or other regulatory authorization that the applicant is required to obtain, or that the applicant has elected to obtain, has been issued by the ILCC or other jurisdictional authority.

**B – SUPPLEMENTAL RIGHT OF WAY PERMIT APPLICATION**

Natural gas systems

**THE APPLICANT MUST PROVIDE THE FOLLOWING ADDITIONAL INFORMATION:**

PIPE SIZE: \_\_\_\_\_ CONSTRUCTION CLASS: \_\_\_\_\_ OPERATING PRESSURES: \_\_\_\_\_

PROPOSED DESIGN: Applicant must attach plans showing the proposed design of the natural gas system.

**C – SUPPLEMENTAL RIGHT OF WAY PERMIT APPLICATION**

Petroleum products pipeline

**THE APPLICANT MUST PROVIDE THE FOLLOWING ADDITIONAL INFORMATION:**

TYPE/S OF PETROLEUM PRODUCT: \_\_\_\_\_ PIPE SIZE: \_\_\_\_\_

APPLICABLE DESIGN STANDARD: \_\_\_\_\_ MAX WORKING PRESSURE: \_\_\_\_\_

**D – SUPPLEMENTAL RIGHT OF WAY PERMIT APPLICATION**

Small wireless facilities

<b>NAME OF WIRELESS SERVICE PROVIDER</b>	<b>NAME OF WIRELESS INFRASTRUCTURE PROVIDER (IF ANY)</b>
<b>CONTACT INFORMATION FOR WIRELESS SERVICE PROVIDER</b>	<b>CONTACT INFORMATION FOR WIRELESS INFRASTRUCTURE PROVIDER (IF ANY)</b>

**APPLICANT MUST ATTACH THE FOLLOWING ADDITIONAL INFORMATION AND COMPLETE THIS SUPPLEMENTAL APPLICATION:**

- A description and depiction of the wireless services provider’s existing small wireless facilities within the City
- Specifications and drawings prepared by a licensed professional structural engineer for each proposed small wireless facility, with a certification that each facility complies with the applicable size and location standards.
- A site-specific structural analysis for each location by a licensed professional structural engineer.

**ESTIMATED TOTAL NUMBER OF SMALL WIRELESS FACILITIES SOUGHT WITHIN THE CITY**

**PROVIDE THE LOCATION WHERE EACH PROPOSED SMALL WIRELESS FACILITY OR UTILITY POLE WOULD BE INSTALLED** (Attach photographs of each location and its surroundings, depicting the utility poles or structures on which the small wireless facility would be mounted or the location where a utility pole would be installed)

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**EQUIPMENT TYPE AND MODEL NUMBERS FOR ANTENNAS AND ALL OTHER WIRELESS EQUIPMENT** (attach additional pages as needed)

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**SCHEDULE FOR THE INSTALLATION AND COMPLETION OF EACH PROPOSED SMALL WIRELESS FACILITY, IF APPROVED** (attach additional pages as needed)

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**CERTIFICATION OF REGULATORY COMPLIANCE**

The Applicant hereby represents, certifies and affirms that the proposed small wireless facility complies with Subsection 15(d)(6) of the Illinois Small Wireless Facilities Deployment Act, 50 ILCS 835/1 *et seq.* and Chapter 5 of Title 7 of the Warrenville City Code.

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**APPLICANT/APPLICANT’S AGENT** **DATE**

**OWNER AND CO-OWNER CERTIFICATION**

I, \_\_\_\_\_, am the owner or co-owner of the utility pole or wireless support structure upon which the proposed small wireless facility would be mounted. I have approved and consented to the installation of the proposed small wireless facility.

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**OWNER/CO-OWNER** **DATE**