



**APPLICATION/PERMIT FOR UTILITY WORK WITHIN RIGHT-OF-WAYS**

Permit Applicability (17-12-4): No person shall construction any facility on, over, above, along, upon, under, across or within any City of Carbondale 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 of space occupied by the facility on, over, above, along, under, across or within the right-of-way without first filing an application with the City of Carbondale’s Director of Public Works and obtaining a permit from the City of Carbondale therefor, except as otherwise provided by Title 17, Chapter 12 of the Carbondale Revised Code (CRC).

*Each separate construction/installation location requires an individual application. Applications shall be submitted to the Director of Public Works a minimum of 30 days prior to the desired or needed approval dates. Review time is dependent on project length, complexity, and completeness of application.*

Project Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

General Description & Location of Work: \_\_\_\_\_

**Utility Company Contact Information**

**Applicant Info. (Same as Utility Co?  Yes)**

Company: _____	Company: _____
Name: _____	Name: _____
Title: _____	Title: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Phone No.: _____	Phone No.: _____
Mobile No.: _____	Mobile No.: _____
Fax No.: _____	Fax No.: _____
Email: _____	Email: _____

Applicant’s Role:  Utility Co. Employee  Consultant/Engineer  Contractor  End User  Other

**Type of Utility Construction (Please check all that apply):**

<u>Utility Type</u>	<u>Type of Work to be performed</u>						
Data / IT (Fiber Companies)	<input type="checkbox"/> UG	<input type="checkbox"/> Aerial	<input type="checkbox"/> Trunk Line	<input type="checkbox"/> Service	<input type="checkbox"/> Pull boxes	<input type="checkbox"/> Poles or guys	
Telephone (Frontier)	<input type="checkbox"/> UG	<input type="checkbox"/> Aerial	<input type="checkbox"/> Trunk Line	<input type="checkbox"/> Service	<input type="checkbox"/> Pull boxes	<input type="checkbox"/> Poles or guys	
Cable (MediaCom/Galaxy)	<input type="checkbox"/> UG	<input type="checkbox"/> Aerial	<input type="checkbox"/> Trunk Line	<input type="checkbox"/> Service	<input type="checkbox"/> Pull boxes	<input type="checkbox"/> Poles or guys	
Electric (Ameren/Egyptian)	<input type="checkbox"/> UG	<input type="checkbox"/> Aerial	<input type="checkbox"/> Distribution	<input type="checkbox"/> Services	<input type="checkbox"/> Transformer	<input type="checkbox"/> Poles or guys	
Natural Gas (Ameren)	<input type="checkbox"/> UG	<input type="checkbox"/> Mains	<input type="checkbox"/> Service	<input type="checkbox"/> Regulator			
Water Lines	<input type="checkbox"/> UG	<input type="checkbox"/> Mains	<input type="checkbox"/> Service	<input type="checkbox"/> Hydrants	<input type="checkbox"/> Meters		
Sewer Lines	<input type="checkbox"/> UG	<input type="checkbox"/> Gravity Sewer	<input type="checkbox"/> Force Main	<input type="checkbox"/> Laterals	<input type="checkbox"/> Manholes	<input type="checkbox"/> Cleanout	
Other (please explain)	_____						

Nature of Construction:  Open Trench  Directional Bore  Cable Plow  Other (explain below)

**Required Information & Attachments:**

	<u>Check applicable box</u>		<u>City Use Only</u>
Written Traffic Control Plan	<input type="checkbox"/> Attached	<input type="checkbox"/> On-file with the City	Acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contingency Plan	<input type="checkbox"/> Attached	<input type="checkbox"/> On-file with the City	Acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance	<input type="checkbox"/> Attached	<input type="checkbox"/> On-file with the City	Acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Security Fund	<input type="checkbox"/> Attached	<input type="checkbox"/> On-file with the City	Acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Plans/Drawings (see requirements)	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable	
Application Fee (\$150 + \$0.10/foot)	<input type="checkbox"/> Enclosed	<input type="checkbox"/> City to Invoice (permit will not be approved until paid)	
Total length of utility line(s): _____	(Lineal feet within the right-of-way)		
Other Documents (please list): _____			

The undersigned hereby agrees to adhere to all applicable requirements of Title 17, Chapter 12 “Construction of Utility Facilities within the City rights-of-way” of the Carbondale Revised Code (CRC); and understands that submission of an application does not guarantee approval of the project or use of right-of-ways. There are some right-of-way corridors in the City where installation of underground utilities is not allowed or possible and will not be permitted; in these instances private easements will need to be obtained at the sole cost and effort of the Utility Company.

It is further understood and agreed that upon completion of the work, all streets, alleys, and ditches, etc., shall be restored to a condition as good as or better than its original state and to the satisfaction of the CITY OF CARBONDALE.

The Utility Company shall indemnify, and save harmless the CITY OF CARBONDALE, its officers and employees, from all suits, actions, claims or costs of any character because of any personal injuries or property damages resulting from the construction, operation, or maintenance of said facility, in, upon and above said streets and alleys.

The proposed work planned to begin on or about the \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_; and is anticipated to be completed within \_\_\_\_\_ calendar days. *(per 17-12-5 of the CRC, normal review time is 15-45 days)*

_____ Signature of Utility Company Representative	_____ Title	_____ Date
--	----------------	---------------

**Application Intake Engineering Division Review:**

Application #: \_\_\_\_\_ Date Application Rec'd by City: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_

Required Application Fee: \$ \_\_\_\_\_ Is the required application fee included?  Yes  No

Is the application complete?  Yes  No  Rejected Is an IDOT permit also required?  Yes  No

Comments: \_\_\_\_\_

Anticipated application review time / approval date: \_\_\_\_\_

Initial Review By: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ AM / PM

**General Conditions and Requirements:**

- Notify the City a minimum of forty eight (48) hours prior to commencing any work at (618) 457-3270.
- Detailed drawings and plans are required for permit review. Per 17-12-4(C)(6) plan scale shall not exceed 1”-30’ and shall accurately show existing right-of-way lines, topographic features, existing utilities and the like.
- Provide a minimum of 10’ horizontal and 2’ vertical separation from all City Utilities (water, sanitary, storm, etc.).
- Provide a minimum 4’ depth at intersections with traffic signals to clear traffic signal conduits.
- Provide tracer wire with all conduits and/or utilities.
- No above ground facility or utility markers are allowed.
- Provide “Record” drawings showing exact placement of underground utilities and appurtenances including depths from existing grade to conduits, utility lines, etc. within 30 days of construction completion.

- Additionally, Illinois Department of Transportation (IDOT) permits are required for work within state right-of-ways. Contact the IDOT Region V, District 9 Utility Permits Technician at: (618) 351-5312.
- This Application/Permit does not provide permission for construction or disturbance of private properties; it only applies to right-of-ways. The Utility Company shall not disturb private properties without proper permission.
- Failure to comply with Title 17, Chapter 12 of the CRC and/or the conditions and requirements stated herein may result in forfeiture of the security fund; this shall include providing "Record" drawings in a timely manner.

Indemnification: To the fullest extent permitted by law, Licensee agrees to indemnify, defend and save the City, its officers, agents, servants, employees, boards and commissions harmless from and against:

- A. Damage to Licensee's Property. Any and all claims for loss or damage (including reasonable attorney's fees and/or lost revenue) to the Licensee's Equipment or any property belonging to or rented by Licensee, its officers, servants, agents or employees, which may be destroyed, or in any way damaged, by any cause whatsoever, including unintentional damage caused by City.
- B. Damage to Others. Any claims suits, judgments, costs, attorney's fees, loss, liability, damage or other relief, including but not limited to Workers' Compensation claims to any person or property in any way resulting from or arising out of the existence of this Agreement and/or the existence, maintenance, use or location of Licensee's Equipment within City's Public Ways. In the event of any action against City, its officers, agents, servants, employees, boards or commissions covered by the foregoing duties to indemnify, defend and hold harmless, such action shall be defended by legal counsel of City's choosing.
- C. Mechanic's Lien. Any loss, liability, claim or suit arising from the foreclosure, or attempted foreclosure, of a mechanic's or materialmen's lien for goods delivered to Licensee or work performed by or for Licensee upon the License Premises. Such indemnification shall include the City's reasonable attorney's fees incurred in connection with any such loss, claim or suite.

**Project Specific Conditions and Requirements:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ AM / PM

Review Comments and Conditions: \_\_\_\_\_

---



---



---



---



---



---



---



---



---

**Permit Issuance and Approval:**

Permission is given this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_, on condition that the work be shall completed within \_\_\_\_\_ calendar days from the above date; otherwise, this permit shall become null and void.

This permit is granted with the understanding that should it ever be necessary for the facility as constructed herein to be relocated due to future construction and/or maintenance of any City facilities (including but not limited to: streets, alleys, sidewalks, water and sewer infrastructure, traffic signals, etc.) that it will be done so at the sole expense of the Utility Company and their assigns and/or heirs. The proposed construction shall be subject to Title 17, Chapter 12 of the Carbondale Revised Code and both the General and Project Specific Conditions and Requirements as noted above. All Conditions and Requirements shall survive any termination and/or expiration of this Permit.

\_\_\_\_\_  
 Robert Hardin  
 Director Of Operations