

## Procedure for Road Opening Permit

Effective June 1, 2003

The applicant shall request in writing permission to open any street in front of their property. The request shall detail the request, including but not limited to the following:

1. Purpose of the excavation.
2. Location of the Excavation (Street address)
3. The Extent and Position of the excavation. (Provide mapping of project)
4. The length, width and expected depth of the excavation.
5. Name of Contractor, including contractor's insurance information.
6. Evidence of insurance (Liability, Business, Workers Compensation, etc.)
7. Bonding as required by Village Code (Currently a \$10,000 bond)
8. Application fee (Currently \$50). In lieu of a \$10,000 bond, a deposit of \$1,000 (**cash or certified check only**) may also be accepted. After acceptable completion of project as determined by appropriate Village official the bond will be released and/or cash deposit returned.
9. Application fee includes initial inspection. Additional inspections are \$50 per inspection.
10. Notice shall be made to all utility companies as required by State Law (1-800-962-7962)
11. All construction shall comply with OSHA, PESH & all other Laws of local, State & Federal statutes.
12. Reference is made to Village Codes Section 125, 135, and 165 as it relates to water & sewer hookups and road openings.
13. Evidence of compliance with Village Law with regard to water hookups
14. Additional information shall be provided as required by the Superintendent of Public Works or the Village Engineer.

Upon submission of these documents, the Village Engineer and Superintendent of Public Works shall review it for completeness and if appropriate issue a "Road Opening Permit".

Please allow one week for the processing of a permit request.