

**CITY OF SPRINGFIELD - DEPARTMENT OF PUBLIC WORKS**  
**APPLICATION FOR PUBLIC RIGHT OF WAY PERMITS**

Return completed applications to [public.works@springfield.il.us](mailto:public.works@springfield.il.us)

Date: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Between Streets: \_\_\_\_\_  
Company/Applicant: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

For Official Use Only
Permit Fee: _____
Permit #: _____
Check #: _____
Insured: Yes/No/ n/a
Bonded: Yes/No/ n/a

Mailing Address: \_\_\_\_\_  
(Street) (City/State) (Zip)

Email Address: \_\_\_\_\_

Detailed Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Liability Insurance on file with the City? Yes/No Policy #: \_\_\_\_\_ (Exp. Date) \_\_\_\_\_  
*If no, must provide liability insurance in accordance with City Ordinance Section 99.12(b)(1)*

**Type of Permit (Select all that apply)**

- Right Of Way (ROW) Obstruction** *(Permit fee based on number of meters obstructed)*

**Start Date/Time:** \_\_\_/\_\_\_/\_\_\_ \_\_:\_\_\_ **Completion Date/Time:** \_\_\_/\_\_\_/\_\_\_ \_\_:\_\_\_

Provide location description for each of the below ROW features that will be obstructed. If any of the features listed below will not be obstructed by the applicant, indicate "Not Obstructed" in the space.

Boulevard/Turf/Parkway: \_\_\_\_\_

Sidewalk: \_\_\_\_\_

Street Lanes: \_\_\_\_\_

From Where to Where: \_\_\_\_\_

Who is Providing Traffic Control? \_\_\_\_\_

*Available Online* [PRINT IDOT STANDARDS FOR TEMPORARY TRAFFIC CONTROL](#)

List any proposed Detour Routes: \_\_\_\_\_

**\*Note: All temporary traffic control must be in accordance with MUTCD and IDOT Standards. All TTC equipment must meet current standards for size, shape, features, and reflectivity. By applying for a permit which requires Temporary Traffic Control, I hereby certify that I am familiar with and qualified to perform Temporary Traffic Control, or that I will utilize an experienced Traffic Control Company that is familiar and qualified to perform Temporary Traffic Control Setup and Removal in accordance will all applicable safety regulations and traffic standards.**

Location of Metered Spaces Obstructed: \_\_\_\_\_

Metered Spaces (Provide Meter Id Number): \_\_\_\_\_

Number of Days: \_\_\_\_\_

- Street/ROW Opening** *(Permit fee \$10 per opening plus street repair by City - per area and street type)*

Is work being done by contractor for a City project? Yes/No *If Yes, no permit fee.*

(Yes) Provide City Employee Contact Name \_\_\_\_\_

*Email copy of permit to City Employee above to verify work being done for City.*

Associated Building Permit Number (if applicable) \_\_\_\_\_

Number of Openings: \_\_\_\_\_

Sidewalk Area (full panels only): \_\_\_\_\_ City Repair? Yes/No

Street Area: \_\_\_\_\_ HMA/PCC/Brick/Other City Repair? Yes/No

Curb Length: \_\_\_\_\_ Type of Curb: \_\_\_\_\_ City Repair? Yes/No

Call Public Works 217.789.2255 for inspection after pavement restoration (if not done by City).

For Sewer questions contact 789-2244

*Available Online* [PRINT OPEN CUT PERMIT REQUIRED INFORMATION SKETCH](#)

*Available Online* [PRINT CONDITIONS OF STREET OPENING PERMIT](#)

**Purpose for Permit (Select all that apply)**

- Curb Cut/Driveway** (Permit fee \$5 plus street repair by City - per area and street type)

Is this for a Residential Driveway? Yes/No

Available Online IF YES, PRINT TYPICAL RESIDENTIAL DRIVEWAY DETAIL

Is this for a Commercial Driveway? Yes/No

(If Yes) Provide Building and Zoning Permit No. \_\_\_\_\_

Available Online IF YES, PRINT TYPICAL COMMERCIAL DRIVEWAY DETAIL

Will portions of the street or sidewalk be removed and replaced? Yes/No

(If Yes) Enter project information in the "Street/ROW Opening" section above

- Sewer Disconnect**

Attach CWLP and Ameren Paperwork to Application

Property Owner Name(s) and Address: \_\_\_\_\_

Proposed Start Date: \_\_\_/\_\_\_/\_\_\_ Proposed Completion Date: \_\_\_/\_\_\_/\_\_\_

Call Public Works 217.789.2255 for inspection after disconnection and prior to backfill.

- Utility Permit**

Utility Permit No.: \_\_\_\_\_

- Sanitary Sewer Lateral Repair/Installation**

Building and Zoning Permit Number (new construction only): \_\_\_\_\_

SCWRD Sewer Tap Permit No. \_\_\_\_\_

Has Sewer Department been contacted? Yes/No

For Sewer questions contact 789-2244

- Storm Sewer Lateral Repair/Installation**

Building and Zoning Permit No. (if applicable\*): \_\_\_\_\_

Stormsewer Connection Permit No. (if applicable\*) \_\_\_\_\_

Call Public Works 217.789.2255 for inspection after connection and prior to backfill.

\*Note: Must have at least one of these permits.

- Sidewalk Construction**

Building and Zoning Permit No. (if applicable\*): \_\_\_\_\_

**\*\*ALL PUBLIC SIDEWALK MUST MEET ILLINOIS ACCESSIBILITY CODE REQUIREMENTS\*\***

Call Public Works 217.789.2255 for inspection after sidewalk completion.

Available Online PRINT SIDEWALK DETAILS

- Tree Removal or Trimming**

Arborist Permit Number: \_\_\_\_\_

I hereby certify that all work shall be completed per the conditions of this permit, any additional restrictions the Office of Public Works may place on the permit through the approval process, as well as all applicable State and City Codes.

I/We understand that no street or sidewalk obstruction, or blocking of parking spaces will be initiated until approved by the Superintendent of Streets and the City Traffic Engineer, and proper fees paid. No such obstruction or parking blockage shall extend beyond the time approved herein unless additional written approval is obtained, and fees paid. Excavations: a separate Excavation Permit must be obtained from the Office of Public Works before initiating work anywhere within the Public Right-of-Way.

The contractor (or permittee) shall indemnify and save harmless the City of Springfield, Illinois, its officers and employees against all loss, damage, or expense that it or they shall sustain as a result of any suits, actions, or claims of any character brought on account of injury to or death of any person or persons, including all Persons performing any work under this contract (or permit) which may arise in any way in connection with the work to be performed under this contract (or permit) including but not limited to, suits, actions or claims arising under "An act providing for the protection and safety of persons in and about the construction, repairing, alteration or removal of buildings, bridges, viaducts and other structures, and to provide for the enforcement thereof," approved June 3, 1907, as amended: the contractor (or permittee) shall also indemnify and save harmless the City of Springfield, Illinois, its officers and employees from all suits, actions or claims of any actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable material in constructing the work; or because of any act or provision, neglect, or misconduct or said contractor; because of any claims of amounts recovered for any infringements of patent, trademark, or copyright; or any from any claims or amounts arising or recovered under the " Workman' s Compensation Act," or any other law, ordinance, order or decree, and so much of the money due from the City of Springfield, Illinois to the contractor under and by virtue of his contract as shall be considered necessary by the City of Springfield, Illinois for such purposes, may be retained for the use of the City of Springfield, Illinois, or in case no money is due, his surety shall be held until such suit, actions or claims have been settled and suitable evidence to the effect is furnished the City of Springfield, Illinois.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Printed Name: \_\_\_\_\_