



# MCHENRY COUNTY DIVISION OF TRANSPORTATION

16111 NELSON ROAD, WOODSTOCK, IL 60098  
TELEPHONE (815) 334-4960 FAX (815) 334-4989  
[WWW.MCHENRYCOUNTYDOT.ORG](http://WWW.MCHENRYCOUNTYDOT.ORG)

## UTILITY CONSENT PERMIT APPLICATION

**NAME OF COUNTY HIGHWAY:** \_\_\_\_\_ **ROUTE #** \_\_\_\_\_

**Work Order #** \_\_\_\_\_

**TYPE OF UTILITY:**  Telecommunication  Cable Television  Electricity  Natural Gas  Other: \_\_\_\_\_  
(check one)

### APPLICANT/UTILITY COMPANY (or Authorized Representative)

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell # \_\_\_\_\_

By signing this application the Applicant/Utility Company or authorized representative hereby agrees to conform to the requirements of the McHenry County Division of Transportation, Special Conditions, and General Conditions as set forth by the Division.

\_\_\_\_\_  
(Applicant Name) (Print or Type) (Title)

\_\_\_\_\_  
(Applicant Name) (Signature) (Date of signature)

### PROJECT LOCATION:

Project is located on the (check all that apply):  Road crossing  North  South  East  West side of the County Highway.

Project is: \_\_\_\_\_  feet  miles  North  South  East  West of \_\_\_\_\_  
(check one) (check one) (nearest intersecting road name)

Is this project part of a subdivision development?  No  Yes. If Yes, give name of development \_\_\_\_\_

Is work to be performed by Utility Company crews ?  Yes  No. If No, give name of contractor.

### CONTRACTOR:

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell # \_\_\_\_\_

### ENGINEER FOR PROPOSED WORK:

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell # \_\_\_\_\_

### PERMIT AUTHORIZATION

(for McHenry County Division of Transportation use only)

Permit Number: \_\_\_\_\_ County Highway Name: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Issued By: \_\_\_\_\_

(Issued on behalf of Joseph R. Korpalski, Jr., P.E., County Engineer)

**UTILITY CONSENT PERMIT APPLICATION (continued)**  
**GENERAL CONDITIONS**

1. In submitting the application, the applicant agrees to comply with the various policies, conditions and requirements of the McHenry County Division of Transportation and shall supply at the applicants expense such information or submittals as may be required for review and to make such changes or revisions as may be required by the McHenry County Division of Transportation (MCDOT).
2. Lack of an immediate response to this application or any information or submittals supplied for review and/or comments shall not be construed as approval or acceptance by the County Engineer or the MCDOT, nor shall they be held responsible for any costs or delays due to the processing time required.
3. The MCHD shall not be responsible for providing room within the County highway right-of-way for utilities.
4. The application does not relieve the applicant from complying with any statutes, regulations, ordinance or administrative orders of the Federal, State, County or Municipal Governments or any political subdivision or administrative agencies that may apply to the permitted work including obtaining a permit from the McHenry County Building & Zoning Department and from obtaining permission from the legal property owner of the County Highway right-of-way where the permitted work will be located in accordance with 605 ILCS 5/9-113 (1).
5. The applicant shall indemnify, defend and hold harmless the County of McHenry and the MCDOT including their elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits actions, losses, expense, damages, injuries, deaths, judgments and demands arising from and relating to the construction, use, maintenance, locations and other related activities of the permitted work regardless of any limitations of insurance coverage.
6. The applicant shall be responsible for the title cost of the construction, County highway right-of-way restoration, use, maintenance, repairs, revisions, adjustments and removal of the permitted work. This includes any costs incurred costs by the MCDOT to enforce this permit or additional costs to its Highway construction and maintenance operations.
7. During construction, maintenance, repairs, revisions, adjustments or removal of the permitted work and/or restoration of the County highway right-of-way, the following requirements shall be observed: a) Vehicle traffic using the County highway (including vehicle traffic to and from adjacent properties) shall be maintained; b) Regulatory signing shall be kept in view; c) Construction equipment and materials shall be stored off the right-of-way or in a safe area behind the ditchline or at least 10 feet away from back of curb or pavement edge; d) Excavation shall be kept to a minimum and closed up or fenced off at the close of each working day; e) Roadway pavements shall not be damaged by construction equipment and shall be kept clean of debris; f) Drainage shall be maintained g) Notify MCDOT about any drainage tile lines found and repair; h) Create no hazards to the public; i) Promptly restore the disturbed areas of the County highway right-of-way to conditions equal to or better than existed prior to installation or as directed by the MCHD; j) Not interfere with the snow and ice removal operations of the MCDOT; k) Workers private vehicles and excess construction vehicles shall not be parked within the County highway right-of-way; l) The contractor shall at his expense furnish construction signage, barricades, cones, and other traffic control devices or personnel in accordance with IDOT traffic control standards; m) Keep a copy of the approved permit at the job site and make the permit available for MCDOT personnel.
8. Rough grading work of disturbed portions of the County highway right-of-way shall be compacted to not less than 95 percent density and shall be checked at regular intervals to insure that the required density is being obtained. Compacting equipment and operations shall be coordinated with the MCDOT.
9. Unless specified on the approved sketch or approved permit, above ground utilities shall be located within two feet of the County highway right-of-way line, underground utilities shall be at a minimum 30-inch depth below the ground surface to the top of the utility and surface utilities shall be flush and contoured to the surrounding ground as directed by MCDOT.
10. This permit is valid for a period of 12 months from the date of issuance at which time the permitted work shall be completed unless additional time is granted by the MCDOT. Failure to start the permitted work within the 12 month period shall render this permit null and void, requiring the applicant to re-apply.
11. The applicant shall be responsible for maintenance of the completed permit work. Such maintenance shall include keeping it in a safe condition; making repairs as needed; not creating any hazardous conditions; not making any changes, additions, connections or revisions without prior approval of the MCDOT; and making any changes, adjustments or removals as needed due to Highway improvements, MCDOT maintenance operations, damage to County property and/or equipment.
12. The applicant shall not hold the County of McHenry or the MCDOT, including their respective elected and duly appointed officers, agents, employees and representatives liable for any damages or losses to the permitted work caused by actions of others.
13. The applicant shall be responsible for making adjustments, revisions, relocations and/or removal of its facilities or abandoned facilities within the County highway right-of-way due to Highway construction or maintenance work.
14. The applicant shall be responsible for locating its facilities within the County highway right-of-way due to highway construction or maintenance work. Such locating can include exposing the facility and/or providing distance and depth measurements.
15. The Terms and Conditions of this permit shall also apply to the successors or assigns of the permitted work.
16. The County reserves the right to stop any and all work if it deems it is proceeding in an unsafe manner or poses a danger to the public or roadway system.

**EMERGENCY REPAIR WORK:** The applicant is permitted to make emergency repair work to its facilities located within the County highway right-of-way without prior notification to the County Engineer. The applicant is, however, required to notify the MCDOT at (815) 334-4960, within 48 hours after the emergency repair has been made, about the location and extent of the work performed. Emergency repair work does not relieve the applicant from complying with the other Provisions of the application, including liability, permitting and restoration responsibilities.

UTILITY CONSENT PERMIT APPLICATION (continued)

**DRAWING INFORMATION REQUIREMENTS**

The following information, where applicable, shall be included on plans/drawings to be submitted with the Utility Consent Permit Application. (Use this as a checklist).

- 1). Be legible.
- 2). Include a legend to describe your symbols, notations, etc.
- 3). Include a vicinity map. (can be copied off County map).
- 4). Include north arrow and scale of drawing.
- 5). Show location of existing highways, drives, culverts, poles, roadway signs, fences, shoulders and other structures or features relevant to the installation.
- 6). Label Highway and all other roads by name.
- 7). Show and label Highway right-of-way.
- 8). Give township name, if known.
- 9). Give a distance from the beginning and end of the project to the nearest intersecting roadway, and include name of intersecting roadway.
- 10). Provide references to local landmarks or adjacent driveways with addresses, when available.
- 11). Show new installation as a highlighted image (allowing proposed work to stand out on plan).
- 12). Give size, type and description of installation, i.e. 10" pvc forcemain; 100 pair cable, etc.
- 13). Show distance from either edge of highway pavement (thru lanes) or centerline of roadway to utility installation at increments of not less than 500' and at least once on each plan sheet.
- 14). Show depth of cover for installation (min. 36" required outside of pavement crossings).
- 15). Show method of crossing over or under existing storm drains, or other utilities, if applicable and the separation (min. 30" for stormdrain crossings).
- 16). Give size and type of existing storm drain or utility to be crossed.
- 17). Give method of crossing Highway, if applicable, i.e. directional bore a 12" steel casing, etc.
- 18). Show depth of cover for road crossings. No open cut of a County Highway allowed.
- 19). Show location and description of existing utilities or other obstacles in vicinity of proposed installation.
- 20). Differentiate between aerial vs. underground; existing vs. proposed.
- 21). Show location of above ground boxes, i.e. slice boxes, phone boxes, etc. These should be placed at the back of the right-of-way, but as a minimum behind the ditchline.
- 22). Proposed guy wires shall be shown and placed outside of shoulders and ditchlines.
- 23). Give numbers on utility poles if it helps in referencing beginning/ending of work.
- 24). Provide other supporting information that is appropriate to plan review and project. Additional information may be requested based on the specific project.

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**NOTE: THIS LIST WILL BE USED BY THE HIGHWAY DEPARTMENT AS A DRAWING CHECKLIST. A LIST SENT BACK TO THE APPLICANT WITH CHECKMARKS INDICATES THOSE CHECKED ITEMS ARE REQUIRED FOR PERMIT REVIEW.**

(for McHenry County Division of Transportation use only)

Applicant: \_\_\_\_\_ County Highway: \_\_\_\_\_

Application/drawing review date of: \_\_\_\_\_