

Piatt County
Townships

UTILITY PERMIT
Policy and Regulations

Emergency
Minor Maintenance
Major Maintenance
Modification or New Construction

April, 2019

**UTILITY PERMIT POLICY
AND REGULATIONS**

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I. UTILITY PERMIT POLICY

A. Purpose

The purpose of these regulations is to establish policies and procedures for accommodating utilities on right-of-way of the Township, which will provide public benefit consistent with the preservation of the integrity, safe usage, and visual qualities of the Township System. These regulations apply to all utility facilities on highway right-of-way in which the Township has an interest, whether those facilities were permitted or not and whether those facilities were in place before or after the promulgation of this Policy. Because it is impossible to anticipate all future highway needs or proposals, the Highway Commissioner reserves the right to deny any application for any reasonable cause.

B. Definitions

Clear Zone – the area adjacent to the highway starting at and beyond the edge of the pavement, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and a clear run-out area. The desired clear zone width is dependent upon the traffic volumes and speeds, and on roadside geometry. Distances are specified in the AASHTO Roadside Design Guide (most recent publication).

Emergency – When the existing utility system serving the general public is not functioning as originally intended and lack of immediate repairs or reconstruction thereto said system will create additional hardship to the utility or the general public. The duration of the work period for an emergency repair is generally considered 72 hours or less.

Facilities – Means all of the plant, equipment and appurtenances of a utility, including the tangible and intangible property, without limitation, owned, operated, leased, licensed, used, controlled, or supplied for, by, or in connection with the business of the utility.

Major Maintenance – repair, inspection and access to and from an existing utility system that may impact the safety or efficiency of the motoring public within the Township pavement and shoulder areas. Major maintenance or inspection work may require excavation and roadway lane and shoulder closures. The work period is

considered to range from a short-term stationary or to long-term stationary duration which is generally considered work that occupies a location for 60 minutes or more (90 days maximum). The installation of new single residential service installations is considered Major Maintenance.

Minor Maintenance – repair or minor maintenance or inspection and access to and from the existing utility system that will not impact the safety or efficiency of the motoring public within the Township right-of-way. Excavation and open cuts are not considered Minor Maintenance and will be prohibited under this work item. The work period for Minor Maintenance is considered a short duration, which is generally considered work that occupies a location for 60 minutes or less.

Modification or New Construction – major enhancement, modification or new work and access to and from the existing or new utility system that may impact the safety or efficiency of the motoring public within the highway right-of-way, pavement and shoulder areas. The duration of the work period for Major Maintenance is generally considered 3 days or more.

Non – public Utility – any utility that is not considered a public utility as defined herein.

Public Utility – a utility that is listed with the Illinois Commerce Commission as a public utility or a utility that has a franchise or license agreement with the Township.

Shoulder – For the purpose of establishing a work zone, the shoulder or shoulder area, regardless of whether the shoulder has a paved surface, will be considered as the area from the edge of the traveled pavement out to a distance of fifteen (15) feet.

Single Residential Service Installation – the installation of a new single service utility installation to a residential site. The service installation may require excavations outside the highway pavement and generally do not exceed 200 feet in length. The duration of the work period for a single residential service installation is generally considered 3 days or more. This work will be permitted under the Major Maintenance Permit.

Utility – Every corporation, company, limited liability company, association, joint stock company or association, firm local government, partnership or individual, their lessees, trustees, or receivers appointed by any court whatsoever that owns, controls, operates or manages, within the State of Illinois, directly or indirectly, for public use, any plant equipment or property used or to be used for or in connection with, or owns or controls

any franchise, license, permit or right to engage in the production, storage, transmission, sale, delivery or furnishing of heat, cold, power, electricity, water, or light, except when used solely for communications purposes, the disposal of sewage or the conveyance of oil or gas by pipe line or the latest definition provided by the Illinois State Statutes in which case law shall govern.

C. Accommodation of Utility in the Township Right - of - way

Only utilities that have franchise or license agreements with the Township or are listed with the Illinois Commerce Commission as a Public Utility shall be allowed to be within the Township right-of-way. The public utility will be required to submit evidence of this fact to the Highway Commissioner.

Non-Public Utilities will require special approval from the Highway Commissioner to be within the right-of-way. These utilities will be considered on a case-by-case basis.

All utilities and utility work, regardless of the type, will be required to follow the provisions of these Piatt County Townships Permit Regulations and laws of the State of Illinois. The law shall supersede this policy unless such authority is granted to the Highway Commissioner by law.

D. Permit Types and Application Requirements

As defined previously, there are four types of utility work. The following describes the specific permit application requirements for each of the types of utility work; Emergency, Minor Maintenance, Major Maintenance and Modification or New Construction.

Emergency Work

Emergency work **will not** require a permit. However, the Applicant must contact the appropriate Township before beginning work. The public or non-public utility or its agent shall inform the Highway Commissioner as to what steps will be taken for protection of the public and what work will be required to make the necessary repairs. If the nature of the emergency is such as to interfere with the free movement of traffic, the Highway Commissioner or Local Police shall be notified. The Highway Commissioner can be contacted during normal business hours (8:00 a.m. to 4:00 p.m.,

Mon. – Fri.) at the Township’s phone number or if the emergency occurs after regular business hours, contact the Piatt County Sheriff’s Office at **(217) 762-5761**.

Emergency Work Traffic Control

If an emergency or emergency work creates a hazard on the traveled portion of the roadway, immediate steps shall be taken by the utility company to provide all necessary protection for traffic on the highway including the use of signs, lights, barricades or flaggers. If a hazard does not exist on the traveled way, but the nature of the emergency is such as to require the parking on the shoulder of the Township road or right-of-way of equipment required in repair operations, signs and lights shall be provided. Parking on the Township shoulder or right-of-way in an emergency will only be permitted when no other means of access to the utility facilities is available.

Emergency Work Duration

The duration of work under an emergency situation by definition is considered 72 hours or less. Highway Commissioner recognizes that this time frame is meant to resolve the immediate emergency and that temporary pavements, etc. may have been required as part of this work. The emergency work, all permanent restoration to pavements, shoulders and right-of-way shall be completed within one (1) week of completion of the emergency repair. If a longer period of time is required by the Applicant, the Highway Commissioner may require that the Applicant submit and work be completed under the appropriate maintenance permit.

Emergency Work Temporary Patches

When temporary patches are required as part of the emergency work, the temporary patches shall be continuously maintained until the permanent pavement restoration is completed. This applies to all permit work. The type of patch shall be determined by the Highway Commissioner based on the time of year and the nature of the emergency.

Minor Maintenance Work

A permit **will not** be required for this work. The work may begin immediately and does not require verbal or written authorization of the Highway Commissioner to proceed.

Major Maintenance

A permit **will** be required for Major Maintenance work. The Applicant may only begin this work with the written or verbal authorization of the Highway Commissioner. The permit application process, fees and guideline can be found in Articles II and III of this Section.

Modification or New Construction

A permit **will** be required for Modification or New Construction. The Applicant may only begin this work with the written or verbal authorization of the Highway Commissioner. The permit application process, fees and guideline can be found in Articles II and III of this Section.

E. General Requirements

The following are general requirements pertaining to the various types of utility work proposed within the Township right-of-way.

Authority of Township

A "Permit" from the Highway Commissioner grants permission only to undertake certain activities in accordance with these regulations on a Township right-of-way, and does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way consists of an easement, an owner of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or outside of Township right-of-way.

Written Consent

Only a permit issued by the Highway Commissioner under this policy will satisfy the “written consent” requirement of the Illinois Highway Code.

Compliance

The Applicant shall comply with all other applicable laws relating to the placement of utility lines. The issuance of a utility permit by the Highway Commissioner does not excuse the Applicant from complying with other requirements of the Highway Commissioner (e.g., oversize and overweight vehicles) or the requirements of other Local, State and Federal agencies, including but not limited to IDOT, USACOE, IDNR, IEPA, and EPA.

Non – conforming Utilities

The following information pertains to utilities that existed prior to the effective date of the Transportation Permit Regulations that may not be in full compliance with the provisions of this document. The practice of accepting nonconforming utilities is commonly referred to as “grandfathering”. Nothing in these regulations shall prohibit the lawful use of sub-standard utilities provided the utility was permitted with the Highway Commissioner prior to the effective date of these Transportation Permit Regulations. However, if it is determined by the Highway Commissioner that an existing utility, in whole or portion of, needs to be relocated, the utility must comply with all conditions and requirements of these regulations. Minor and Major Maintenance work to the utility must comply with these Transportation Permit Regulations.

Compliance by Other Agencies

State, County, Township, and Municipalities, and other local units of government, utility and drainage district’s occupation or crossing of Township right-of-way by their utility installations are subject to all of the requirements of this policy.

Signatory Authority

A Utility Permit issued to a public entity shall be executed by a duly authorized officer thereof.

Removal of Existing or Abandoned Facilities

The Highway Commissioner, at his option, may require that utility facilities (underground or above ground) being abandoned as part of the permit work be removed from the right-of-way. If utility facility to be abandoned is not part of permit work, the utility right-of-way user shall notify the Highway Commissioner when the facility is abandoned. The right-of-way user shall submit to the Highway Commissioner a plan for the removal of the abandoned equipment or facility. The Highway Commissioner may require the right-of-way user to post a bond in an amount sufficient to reimburse the Township for reasonably anticipated costs to be incurred in removing the equipment and facilities if the public right-of-way user fails to do so.

Obligation to Remove, Relocate or Modify Existing Utility Facility

The Applicant shall remove, relocate, or otherwise modify its facilities, including the removal of bridge attachments, as specified by the Illinois Highway Code. The Illinois Highway Code gives sole authorization to the Highway Commissioner, and no other administrative agency or commission may review or overrule a permit related decision or direction of the Highway Commissioner. The failure of an Applicant to comply with the directions of the Highway Commissioner may cause sanctions to be imposed on it.

Notice to Remove, Relocate or Modify Existing Utility Facilities

The Highway Commissioner may also give written notice that the Applicant or utility shall remove, relocate, or otherwise modify its facilities. If, within 60 days after receipt of such written notice, satisfactory arrangements are not made, the Highway Commissioner may undertake the requested actions and may bill the Applicant or utility for the total cost thereof.

Notice shall be considered to have been received if either the Highway Commissioner receives from the U.S. Postal Service a signed return receipt or a notice that the Applicant has refused to accept a notice by mail, or the Highway Commissioner obtains such other reliable evidence of receipt as he/she may deem appropriate, or notifications is satisfied by direction of the Illinois Highway Code. For example, the receipt of a hand delivered notice might be evidenced by a statement by the messenger that the notice was delivered. A receipt from an express service would also suffice.

If notice of receipt is not received within 10 days or the Highway Commissioner receives a notice of undeliverability or refusal of delivery, the notice shall be posted in a conspicuous place in the area of the permit. If, within 60 days after posting such written notice, satisfactory arrangements are not made, the Highway Commissioner may undertake the requested actions itself and may bill the Applicant for the total cost thereof.

Reimbursement for Removal, Relocated or Modify Existing Utility Facilities

The Applicant, by use of its permit, agrees to the following:

1. To pay the Township's costs incurred under this section,
2. If the full amount of the Township's invoice to the applicant is not paid by the date specified on the invoice, to pay all costs of the collection, including attorney's fees, litigation expenses, and fees (including contingency and percentage fees) paid to collection agencies, and
3. That any attorney at law is authorized, on behalf of Applicant, to do the following:
 - a. Appear before any court of competent jurisdiction in Illinois, upon complaint made by the Township, and enter Applicant's appearance;
 - b. Waive process and service;
 - c. Confess judgment for the full amount billed under this Section, for all attorneys' fees and costs incurred by the Township associated with attempt(s) to collect the amount billed under this Section;
 - d. Accept the release and indemnification provisions stated in this Section;
 - e. Waive all errors and all right of appeal from said judgement(s); and
 - f. Provide such other consents or cooperation as may be helpful to complete the collection process so that the Township may be fully paid.

Apportionment of Costs

There may be times when the Township will incur delays or other costs, including third party claims, because the Applicant will not or cannot perform its duties under its permit. Unless the Applicant can demonstrate to the Highway Commissioner that another allocation of the cost of undertaking the requested action is appropriate, the Applicant shall bear the Township's costs of damages and its costs of installing, maintaining, modifying, relocating, or removing the facility that is the subject of the permit. No other administrative agency or commission may review or overrule a permit-related cost apportionment of the Township's. Sanctions may be imposed on an Applicant who does not pay the costs apportioned to it.

General Location of Facilities

All utility installations shall be located as follows:

- No new aboveground utility facilities shall be located in the area established as a clear zone.
- No new longitudinal utility installations will be permitted under paved portions of Township highways; however, new cables will be allowed in existing ducts if they can be installed without damage to the pavement.
- Utility crossing facilities installed between the ditch lines or curb lines of Township highways shall be designed and constructed and shall incorporate materials and protective appurtenances so as to virtually preclude future disruption of these areas. Protection may include encasement, additional cover, or other measures that might not otherwise be required.
- Utilities shall not be permitted to cross under Township highways in cattle passes, culverts or other drainage facilities.
- New manholes and vaults shall not be permitted in the traffic lanes or shoulders of Township highways. Existing manholes may be permitted to remain.
- New manholes and vaults shall be installed flush to the existing grade.

- Utility crossings shall be at or as near as practicable to a 90 degree angle with the centerline.
- No utility appurtenances such as pumping stations and transformers serving a longitudinal facility will be allowed at interchanges.

Utility Attachments to Bridges or Traffic Structures

It shall be the general policy of the Highway Commissioner to grant approval for accommodation of utilities on bridges or grade separations only when engineering and economic study substantiates that all other means of accommodation the utility are not practical. Other means shall include, but not be limited to, underground, under stream, independent poles, cable supports and tower supports, all of which are completely separated from the bridge. The utility company shall include the supporting data in their request that indicates the impracticality of alternate routing. All costs required to develop the engineering and economic study shall be paid by the utility.

Scenic Restrictions

Special restrictions on utility facilities may be imposed where visual quality and aesthetic consideration are an important consideration; for example, scenic easements, roadways, rest areas, public parks, overlooks, and recreation areas. The Applicant may contact the Highway Commissioner for the location and additional information regarding these special scenic areas.

Easements

New utility easements shall not be allowed within the Township right-of-way.

Suitability of Materials and Workmanship

Only materials approved by the Highway Commissioner shall be used in utility installations in the Township right-of-way. The quality of workmanship in every respect, including geometrical layout of work, proper installation of all facilities, and proper finish of exposed work, shall conform to Township standards. At the sole opinion of the Highway Commissioner, the Applicant shall be required to replace all faulty material and reconstruct or correct any work showing or developing unsatisfactory conditions. The completed work shall be inspected for compliance with the terms of this permit by the

Highway Commissioner. A letter will be furnished to the Applicant from the Highway Commissioner itemizing the incomplete or unsatisfactory work.

Pavement Open-cuts/Augering

Open cutting of pavements shall not be allowed on Township Highways for Minor Maintenance, Major Maintenance or Modification or New Construction. All installation of mains, pipes, conduits, etc., under all Township highways shall be done by approved pipe boring and jacking methods as specified in the Piatt County Township's Minimum Design Standards.

Casing pipe on Township highways shall be of a length great enough to extend from right-of-way line to right-of-way line.

The Highway Commissioner may consider open-cuts on roadways having a traffic volume of less than 150 cars a day and the closure being no longer than 5 days in duration. All open cuts that are permitted will be required to use an approved flowable fill (Controlled Low Strength Material) in place of trench backfill. The flowable fill shall be placed 5 feet outside the edge of pavement on both sides of the highway right-of-way.

The Highway Commissioner will require that the Township or their consultant be on site during those hours that work is taking place within the Township right-of-way. The cost of the consultant shall be the responsibility of the agency or person taking out the permit for the open-cut.

Where an open-cut is allowed the Applicant shall be responsible for maintaining the permanent patch for 2 years from the date the patch was completed and then resurfaces over the permanent patch. The resurfacing shall consist of a 2-inch thick asphalt surface extending out 4 feet horizontally for every one (1) foot of vertical depth of the open-cut in both directions.

A temporary run around or one lane traffic with flaggers shall be used where possible to minimize the impact of the work delay to the traveling motorist. Where it is impossible to maintain normal traffic flow through the work site a temporary detour shall be put in place.

When a temporary detour exceeds the normal travel times for the closed roadway the Highway Commissioner will implement a Vehicle Delay Cost that will factor in the road mileage, motorist delay time and loss of pay on a per day basis for every day the detour is in place. The Vehicle Delay Cost shall be paid to the Township within 30 days after the detour has been completed.

The user delay cost can be estimated by using the following equation:

Vehicle Delay Cost = \$0.12 x ADT x D x L where,

- ADT is the average daily traffic as determined by the appropriate Highway Commissioner
- D is the duration of the proposed detour in days
- L is the total length of the detour in miles

This equation can be used to estimate the Vehicle Delay Cost. The Highway Commissioner shall determine the final vehicle delay cost.

Both augering and open-cuts will require the following:

1. Performance Bond, Surety Bond, or Escrow Account
2. Borings for proposed work
3. Certificates of Insurance from Applicant, contractor, and subcontractors
4. An approved traffic control plan

Temporary Dewatering for Construction Activities

The Highway Commissioner will permit the temporary discharge of water from dewatering activities associated with construction activities assuming the following criteria have been met.

1. The outlet velocity at the point of discharge must not cause scour or erosion within the right-of-way.
2. The downstream drainage systems must have the capacity to convey the dewatering flow as well as the ten-year storm for the tributary area.
3. Downstream right-of-way or off-site impacts are the responsibility of the Applicant.
4. The Applicant shall indemnify the Township from impacts or damages to either right-of-way or off-site areas caused by the dewatering discharge.

5. All dewatering discharge shall be contained within a pipe system until discharged at a location approved by the Highway Commissioner. The discharge point may be a significant distance from the dewatering activities due to a lack of a suitable discharge point.
6. A regional map will be required, showing the location of all drainage features, including ponds, ditches, storm sewers, etc., effected by the work. This exhibit shall also include sizes and elevations of all relevant features.

The Highway Commissioner may require the assistance of a consultant to review the submittal to ensure that there are no adverse impacts to the Township right-of-way or off-site areas. The costs of this review shall be the responsibility of the permit Applicant.

At no time will the dewatering discharge system be located within any ditch in the right-of-way. The water will be conveyed off the right-of-way as far as is practical and then allowed to traverse the right-of-way in a manner that will not disrupt the normal use of the right-of-way to a suitable discharge point.

The permit will be revoked at any time should the Highway Commissioner determine that there are any damages or adverse impacts to the Township right-of-way or off-site areas.

Detours

The Highway Commissioner recognizes that there may be situations when highway detours are necessary. In certain situations Township will assist in setting up the detour. In all cases, the Applicant or utility is required to coordinate the detour with Township. The following requirements shall be followed when initiating a detour.

For emergency work, the Applicant should contact the Highway Commissioner as outlined in these permit regulations, with the exceptions that Highway Commissioner shall be contacted immediately since a detour is involved. The Highway Commissioner will assist in determining the appropriate traffic route based on the road classification and either setup or make contact with the traffic control contractor to initiate setup of the detour. In certain conditions the Highway Commissioner may require reimbursement of cost associated with setting up and coordinating the detour. This will be determined on a case-by-case basis.

For maintenance, modification or new construction work, the Applicant should contact the Highway Commissioner as outlined in these permit regulations. Under this process the Highway Commissioner should be notified that a detour will be required. The Highway Commissioner will coordinate with the Applicant to determine an appropriate traffic route based on the highway classification and other work within the Township. Under these permits a drawing or maintenance of traffic plan will be required showing the detour(s). Advanced notification of the detour is required (see Advanced Notification in this section). The Applicant will be responsible for the coordination, setup, maintenance and cost of the detour.

The Applicant shall maintain the detour at all times and shall respond to maintenance of traffic deficiencies noted by the Highway Commissioner within 2 hours of the contact. Corrective measures shall be completed within the time specified after notification of the deficiency. If corrective measures are not commenced within this length of time, the Highway Commissioner will take appropriate action to ensure correction of the deficiency to the Highway Commissioner's satisfaction at the expense of the Applicant.

Damage to Township Right-of-Way

Those facilities and roadway structures and appurtenances (i.e.: guardrails, street lights, etc.) within the highway right-of-way that are damaged as a result of the permit work shall be immediately reported to Highway Commissioner. Damaged items will be replaced or repaired by the Applicant to satisfaction of Highway Commissioner in a reasonable length of time as established by Highway Commissioner. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. The occurrence will be immediately reported to the Highway Commissioner.

Duty to Correct Defects

The Applicant shall guarantee the restoration of the Township right-of-way for twelve (12) months following the issuance of the Final Completion and Compliance Certificate. During the 12-month period, the Applicant shall, upon written notification from the Highway Commissioner, correct all non-complying work using methods and materials required by the Highway Commissioner. The corrective measures shall be completed within ten (10) calendar days of the receipt of the notice from the Highway Commissioner, not including days during which work cannot be done due to circumstances constituting force majeure or of unseasonable or inclement weather. If

corrective measures are not commenced within the length of time specified, the Highway Commissioner will take appropriate action to ensure completion of the work to the Highway Commissioner's satisfaction at the expense of the Applicant.

Inspection

All improvements to the Township's Highway shall be inspected by the Highway Commissioner's or one of the Township's consultants. The level of inspection will be determined by the Highway Commissioner based on the complexity and magnitude of the improvements to the Township Highway. This will be discussed at the Pre-construction Meeting.

Enforcement

If improvements to the Township Highway are not constructed in accordance with the approved design or made in accordance with the conditions of the permit, the Highway Commissioner will issue a stop work order or revoke a permit as described below. If the Applicant does not correct any deficiencies or, at a minimum, contact the Highway Commissioner to discuss the deficiencies within fourteen (14) calendar days after notification, the Highway Commissioner has the right to correct the deficiencies either through the Performance Bond, Surety Bond, or Escrow Account for the permit or as a bill submitted to the Applicant. In addition, the Final Completion and Compliance Certificate and/or Certificate of Occupancy will be withheld until the improvement conforms to the approved design.

Stop-Work Order/Revocation of Permit

The Highway Commissioner may issue a Stop-Work Order or suspend or revoke a permit for the following reasons:

- The work was started without a valid permit. In addition to the permit application fee, a fine will be assessed in the amount **double the applicable permit fee**.
- A material provision or condition of the permit has been substantially breached.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance

- The Applicant failed to complete the work within the time specified in the permit unless the failure to complete the work is due to reasons beyond the Applicant's control.
- The Applicant failed in a timely manner to correct work that does not conform to applicable standards, conditions federal, state or local laws, rules or regulations.
- An evasion or attempt to evade any material provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the Township.
- The work poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety or welfare.

If the Applicant does not correct any deficiencies or, at a minimum, contact the Highway Commissioner to discuss the deficiencies within fourteen (14) calendar days, the Highway Commissioner has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

All conditions that pose a hazardous situation or constitute a public nuisance, public emergency, or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.

Lifting of Stop-Work Order/Reinstatement of Permit

The Highway Commissioner may lift a Stop-Work Order or reinstate a permit if:

- A permit application and applicable fees and fines are paid and submitted, and the Highway Commissioner has issued a permit.
- An amended application is submitted correcting any misrepresentations included in the original permit application
- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the Highway Commissioner, the Applicant submits a revised schedule and completion date that is acceptable to the Highway Commissioner.
- The Applicant corrects work that does not conform to applicable standards, conditions, or federal, state, or local laws.
- The Applicant agrees to follow all provisions of the permit and makes any reparations for the perpetration or attempt to perpetrate any fraud or deceit upon the Township.
- The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

Advance Public Notification

Advance public notification may be required prior to commencing with the work. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic. For Township Highways, the advance notification shall be posted at least 72 hours prior to commencing the work. The message will be as specified by the Highway Commissioner.

Permit Working Hours

For all Township Highways, the working hours shall be as directed by the Highway Commissioner, but generally are considered 8:00 a.m. to 4:00 p.m.

Existing Utility Location Drawing

For Major Maintenance and Modification or New Construction permit work, the Applicant must provide a detailed location drawing separately or as part of the plans (which ever is applicable) of all existing facilities prior to the Highway Commissioner's permit review of the proposed facilities.

Traffic Control

The Applicant is responsible for providing, installing and maintaining traffic control devices. Such traffic control devices may include, but are not limited to traffic signals, beacons, signs, protective devices, pavement markings and flaggers. To provide protection of the traveling public and utility's workers when working with the right-of-way, all warranted traffic control devices shall be installed and maintained in accordance with the provisions of MUTCD, the Illinois Supplement to the MUTCD and the IDOT Highway Standards (latest revisions).

Traffic Control Plan

For emergency and maintenance permit conditions that require traffic control devices, the Applicant shall submit to the Highway Commissioner sketches, drawings or a list of traffic control standards and devices that they intend to utilize during the work. For modification or new construction, maintenance of traffic plan sheets detailing traffic control plan, traffic stages and standards shall be required as part of the plan submittal.

Traffic Control Devices Condition

The initial erection of a traffic control installation shall not include devices that are bent, scratched, faded, worn, dirty, or otherwise present a worn and shabby appearance. The Applicant is required to conduct routine inspections of the worksite at a frequency that will allow for the prompt replacement of any traffic control device that has become displaced, worn, or damaged to the extent it no longer conforms to the shape, dimensions, color, and operational requirements of the MUTCD, and the Traffic Control Standards or no longer presents a neat appearance to motorists. A sufficient quantity of replacement devices, based on vulnerability to damage, shall be readily available to meet this requirement. All traffic control devices shall meet the current Federal standards for retroreflectivity.

Traffic Control Deficiency – Repair or Replacement

If the Applicant fails to respond within two (2) hours on the initial attempt of notification by the Highway Commissioner, and/or fails to restore the traffic control and protection in compliance with this policy at the earliest opportunity, but in no case greater than eight (8) hours of the original attempt of notification, the Highway Commissioner may execute such work as deemed necessary to correct the deficiencies. The cost associated with making these corrections will be drawn from the Performance Bond, Surety Bond or Escrow Account or Applicant will be billed directly through his/her bonding company, which ever is applicable.

Tree Cutting

The permission herein granted does not confer upon the Applicant the right to trim, cut, remove, or destroy trees or shrubs within the right-of-way that are not specifically identified on the plan or drawing attached to the permit or relieve Applicant from obtaining any consent otherwise required from the owner of the property adjacent thereto. The Applicant shall protect the root growth of any significant trees and shrubs within the highway right-of-way adjacent thereto. Significant trees and shrubs will be determined by the Highway Commissioner.

Driving Limitations

Driving or parking on Township trails or sidewalks shall only be permitted for those operations requiring direct access to the highway area where adequate shoulder width is not available. Vehicles within the right-of-way shall utilize their warning flashers at all times.

Vehicles driving on trails or sidewalks shall not operate in excess of 5 miles per hour. Vehicles shall operate at slower speeds when weather conditions, trail conditions, poor visibility, obstructed sightlines or other conditions require special precautions to ensure the safety of the public.

Vehicles shall not be parked on trails or sidewalks in such a manner as to unnecessarily impede the safe and efficient use of trail or sidewalks by the general public.

Vehicles or equipment traversing roads, trails and sidewalks shall not utilize caterpillar traction, or any other form of traction that will result in damage to the surface. Any damage to the surface of trails or sidewalks will be repaired by the Applicant to the satisfaction of the Highway Commissioner.

Erosion Control

Temporary erosion control will be required until the restoration work is completed. Temporary erosion control measures shall be installed and maintained in accordance with the provisions of the Illinois Procedures and Standard for Urban Soil Erosion and Sedimentation Control (latest edition) and/or the Piatt County Storm Water Ordinance, which ever is more stringent.

Magnetic Tape or Tracer Wire

All new relocated underground utility facilities placed in trenches will have warning tape installed in the trench one (1) foot above the utility. In addition, non-metallic utilities placed in a trench shall have a shielded tracer wire taped or secured to the utility. The color of the warning tape shall be as specified by J.U.L.I.E.

Clean-up and Restoration

The right-of-way shall be restored to a condition that is at least equal to that before the permitted work took place. The restoration shall be completed within 30 days of the completion of the work, regardless of the type of permit the work was completed under. This includes restoration of entrances, side road and shoulders. Restoration of highway surfaces will be made using materials and methods approved by the Highway Commissioner.

Special care must be taken during the day to avoid tracking mud or other material onto the highway. Mud or other material tracked onto the highway shall be removed immediately.

Record Drawings for Emergency and Minor Maintenance Work

If the emergency or maintenance work required a physical change in the location of the permitted facilities, the Applicant shall submit a set of Record Drawings to Highway Commissioner within 60 calendar days after the completion of the work. The deviation shall be identified and shall be treated as request for variance in accordance with this section. If the Highway Commissioner does not reject the Record Drawings within 60 calendar days after their receipt, they will be considered approved. If the Highway Commissioner disapproves the Record Drawings, then the Applicant shall either remove the facility from the right-of-way or modify the facility so that it conforms to the permit requirements. Record Drawings will also be required for Modification or New Construction work.

F. Aboveground Facilities

Power and Communication Lines

Electric power or communications installations on Township right-of-way shall be constructed, operated, and maintained in conformity with the provisions of the National Electric Safety Code and Illinois Commerce Commission's rules entitled Construction of Power and Communications Lines (83 Ill. Adm. Code 305), except for certain vertical-clearance and horizontal-clearance requirements as hereinafter noted.

Ground-Mounted Facilities

Ground-mounted facilities shall be provided with a vegetation-free area extending one foot beyond the facilities in all directions with the right-of-way. The vegetation-free area may be provided by an extension of the mounting pad or by heavy-duty plastic or similar material approved by the Highway Commissioner.

The housing for ground-mounted appurtenances shall be painted an inconspicuous color. All ground-mounted facilities shall be installed within designated areas (see Typical Section For Facility Location at the end of Part 1 of

this section), Ground mounted facilities shall be located no closer than (10) feet to fire hydrants, water valves, manholes, traffic signals or street lighting equipment or within the sight lines of any sign, monument or amenity for facilities or parks. If this is not possible, they shall be placed on an easement that does not fall within the right-of-way.

Poles

Poles other than wood (A-frame or truss, painted steel) will require special consideration and will be evaluated by the Highway Commissioner on a case-by-case basis.

Guy Wires and Brace Poles

Guys and braces will be allowed only in areas designated for facilities, and all wires shall be equipped with guards for maximum visibility up to an elevation of 10 feet above ground level.

Longitudinal Lines

Overhead power and communication lines longitudinal to the centerline of Township highways when located in the Township right-of-way shall be of single-pole construction, located as near as practicable to the right-of-way line and as nearly parallel to the right-of-way line as reasonable pole alignment will permit. Joint use of poles (by other utilities) will be required where practical.

Overhead Crossings and Right-of-Way

Overhead power and communication lines crossing a highway shall have a minimum vertical-line clearance over the roadway of 20 feet, with additional clearances as required by Illinois Commerce Commission's rules entitled, Construction of Electric Power and Communication Lines (8 Ill. Adm. Code 305) for higher-voltage lines. Frequent service crossings will be discouraged, and in many cases, will be required to be placed underground.

Light Poles and Lighting Power Lines

This section applies to poles used solely for roadway lighting. Joint poles used for both lighting and transmission/distribution shall meet the requirements of the section on aboveground Facilities – Power and Communication Lines. Joint poles will not be permitted in the clear zone.

Ground-mounted facilities shall be provided with a vegetation-free area extending one foot beyond the appurtenances in all directions. The vegetation-free area may be provided by an extension of the mounting pad or by heavy-duty plastic or similar material. With the approval of the Highway Commissioner, shrubs surrounding the facilities may be used in place of vegetation-free area. The housing for ground-mounted facilities shall be painted an inconspicuous color.

Guys and braces for light poles will not be allowed in the right-of-way.

Design Requirements

Roadway Lighting installations on Township right-of-way shall be constructed, operated, and maintained in conformity with the provisions of the IDOT District 5 General Guidelines for Lighting Design.

Approach Lighting

Approach lighting will be required on Township highways when traffic signals are to be installed.

Beacon Lighting

Intersection (beacon lighting) will be required for new subdivision roads intersecting Township highways. The cost to erect shall be the Applicant's responsibility. The cost to energize and maintain said lighting shall be the Applicant's responsibility to resolve with the municipality.

Ornamental Lighting

Ornamental roadway lighting will not be allowed in the Township right-of-way.

Light Pole Breakaway Requirements

Because of the potential hazard posed to vehicle occupants by roadside fixed objects, the general approach to lighting standards will be to use breakaway supports wherever possible. All new lighting standards located within the clear zone of a roadway where no pedestrian facilities exist shall be placed on breakaway supports, unless they are located behind or on a barrier or protected by impact attenuators, which are necessary for other roadway design reasons. Poles outside the clear zone on these roadways should be breakaway where there is a possibility of being struck by errant vehicles.

Frangible poles shall be poles with AASTO or FHWA-approved breakaway provisions.

On highways where pedestrian facilities exist, the designer should review the amount of pedestrian traffic to determine if a breakaway support would present a greater potential hazard to pedestrian traffic than a non-breakaway support would to the vehicular traffic. Examples of locations where the hazard potential to pedestrian traffic would be greater include the following: transportation terminals; sports stadiums and associated parking areas; tourist attractions; school zones; central business district and local residential neighborhoods where the speed limit is 30 mph or less. In these types of locations, non-breakaway supports shall be used.

Light Pole Location Requirements

Light Pole locations in general should be kept as far away from the highway as possible, be located behind existing barrier or guard rails where possible, or shall have foundations built into barrier or retaining walls where feasible.

Minimum pole setback requirements from back of curb or edge of traveled pavement to the face of the pole are as follows:

Pole type	Urban Areas	
	Behind Barrier Curb	Without Barrier Curb
Frangible	2 Feet	12 Feet
Non-Frangible	6 Feet	17 Feet

Rural Areas

Pole type	Behind Barrier Curb	Without Barrier Curb
Frangible	10 Feet	20 Feet
Non-Frangible	17 Feet	30 Feet

No light poles will be permitted within two (2) feet of the bottom of the ditch of any Township highway.

Lighting Power Lines

Aboveground power lines serving only to provide power to lights shall not be allowed in the Township right-of-way.

Lighting power lines shall be 30 inches minimum below grade.

Lighting power lines shall be installed in rigid galvanized-steel conduit or steel-reinforced concrete encased Schedule 40 PVC duct banks under roadways, driveways, and sidewalks and shall extend not less than 5 feet on either side of the crossing.

All power lines within Township right-of-way not installed in conduit or duct banks shall be installed in unit ducts.

Traffic Signals

All traffic signal work performed as part of a Utility Permit assumes that there will be no Geometric changes to the roadway intersection. Work involving geometric changes will be handled as part of a Major Access Permit and will be as required per these Permit and Access Control Regulations.

Design Requirements

Traffic Signal installations on Township right-of-way shall be constructed, operated, and maintained in conformity with the provisions of IDOT District 5 Traffic Signal Design Guidelines.

Video Detection

Video camera detection will be required at all Township signalized intersections instead of in-ground loop detectors. Video camera detection shall be required at temporary and permanent signal installations.

System Interconnects

If a proposed traffic signal is within one (1) mile of an existing traffic signal on the same Township Highway it shall be interconnected to that signal. A phone modem shall be provided for stand-alone signal installations (not interconnected).

Battery Back-up System

A battery back-up system is required on all new installations. The battery back-up system shall be capable of three (3) hour minimum battery life to provide one hour of full functioning signals and two (2) hours of flashing red.

Controller

All controllers shall be full traffic actuated controllers.

Cables

Traffic signal control cables shall be installed in rigid galvanized-steel conduit and shall be 30 inches minimum below grade.

Material and Equipment

All materials and specific equipment shall be specified in the Township Minimum Design Standards.

Cabinets

Traffic signal equipment shall be placed in a Type V cabinet as required by the IDOT Standard Specifications.

Other Utilities – Aboveground Facilities

Other light poles, power lines and communication lines facilities and appurtenances to underground facilities such as regulator vault gauge boxes, highway crossing casing vents, service and system pressure regulator installations and pipeline markers will be allowed above-ground on Township highways.

G. Underground Facilities

Power and Communications Lines

Longitudinal lines within the right-of-way shall be located within two (2) feet of the right-of-way line and parallel to the right-of-way line.

Installation shall have a minimum cover of 42 inches.

Underground power cables must be grounded in accordance with the National Electrical Code.

Longitudinal Facilities

New or relocated underground power and communications lines longitudinal to the centerline will not be permitted within the right-of-way of Township Highways under the following conditions:

- The installation of the utility would require pavement cuts.
- A non-emergency repair of the utility would require the use of any part of the highway or shoulder.
- The installation of the utility would endanger or impair other utility facilities already in place.
- The installation of the utility would be aboveground after installation.
- The utility would interfere with or impair the present use or future expansion of the highway.

When new or relocated underground power and communications lines are constructed longitudinally to the centerline of a Township highway, the following additional conditions will apply:

- No aboveground appurtenances will be allowed on Township right-of-way.
- No utility facilities will be allowed between the edge of pavement and the back of abutment of the intersecting highway at grade separation structures
- Bridge attachments may be allowed as previously specified in this section

Crossings

Underground power and communication lines will be permitted to cross Township right-of-way under the following conditions:

The crossing provides a transmission or distribution service to general area or an expanding area. No individual service crossing will be permitted to cross a highway except in cases involving isolated locations such as landlocked areas.

No transmission or distribution service shall be placed overhead on a Township highway. The crossing shall be installed by boring or jacking and encasement shall be provided between jacking or bore pits. Encasement will also be required when installation is by open trench method on new or reconstructed highways.

Gas Transmission Line

Gas pipelines shall be constructed, maintained, and operated in conformance with Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards.

Gas pipeline crossing shall have a minimum cover of 42 inches at all locations on right-of-way.

New longitudinal gas pipelines shall be located within two (2) feet of the right-of-way line and parallel to the right-of-way line. Existing longitudinal gas pipelines may be permitted to remain if they can be serviced without access from the through-travel lanes or shoulders, of the Township highways.

Crossings

Gas transmission and distribution lines may be permitted to cross Township right-of-way under the following conditions:

The crossing provides a transmission or distribution service to a general area of an expanding area. No individual service lines will be permitted to cross Township highways except in cases of extreme hardship involving critical needs and isolated locations.

Crossing under Township highway shall be installed by jacking, or boring, with vented encasement provided from right-of-way line to right-of-way line of the highway as a minimum or as directed by the Highway Commissioner. No aboveground vent pipes shall be located in the area established as clear zone for a Township highway. The crossing may be installed using tunneling with vented encasement but only when the installation is not possible by other means. When tunneling, the venting of the encasement shall extend to within one foot of the right-of-way line. Crossing may also be installed by the use of "moles," "whip augers" or other approved methods, which compress the earth to make the opening for the pipe.

Crossing installations by open trench will be permitted only prior to road way construction with vented encasement provided between ROW line to ROW line of the Township highway as a minimum or as directed by the Highway Commissioner. No aboveground vent pipes shall be located in the area established as clear zone for that particular section of highway.

Encasement

Location of crossing pipe shall be avoided where rock excavation or deep cuts would make crossings with proper cover impractical.

The locations of the crossing pipe shall be marked at the right-of-way line with markers that identify the utility and provide emergency utility telephone number.

In built-up or expanding areas, frequent service crossings are discouraged in favor of establishing distribution on both sides of the Township highway. The Highway Commissioner reserves the right to reject permits involving frequent service crossings.

Petroleum Products Pipelines

Petroleum products pipelines are those carrying crude or refined liquid petroleum products including, but not limited to, gasoline, distillates propane, butane, or coal-slurry. Petroleum products pipelines are, with few exceptions, transmission lines delivering products to processing or distribution facilities. Petroleum products pipelines installed on Road District highway right-of-way shall conform to the applicable sections of ANSI Standard Code for Pressure Piping.

Longitudinal Facilities

New longitudinal petroleum products pipelines will not be permitted within the Township right-of-way. Existing longitudinal installation shall be relocated if they cannot be serviced except from through travel lanes, shoulders, or ramps of the freeway.

Crossings

Crossing installation by open trench will be permitted only prior to highway construction with vented encasement provided between right-of-way line to right-of-way line highway as a minimum or as directed by the Highway Commissioner. No aboveground vent pipes shall be located in the area established as clear zone for that particular section of highway.

Petroleum products pipelines may be permitted to cross Township right-of-way under the following conditions:

Crossing of completed highway projects shall be installed by jacking or boring with vented encasement provided between the ROW line to ROW line of the highway as a minimum or as directed by the Highway Commissioner. No aboveground vent pipes shall be located in the area established as clear zone for that particular highway. The crossing may be installed using tunneling with vented encasement, but only when the installation is not possible by other means. When tunneling the venting of the encasement shall be within one foot of the right-of-way line.

Encasement

The location of petroleum products pipeline crossings shall be marked at the right-of-way lines with markers that identify the utility and provide emergency telephone numbers in accordance with current Federal regulations.

Water Mains

Water mains generally are those pipelines carrying potable water. Permit applications for water mains shall indicate that all requirements of the IEPA, Division of Public Water Supplies, have been satisfied. Water mains shall be installed to meet or exceed the recommendations of the current Standard Specifications for Water and Sewer Main Construction in Illinois, most current edition.

Water main cover shall be sufficient to provide freeze protection and shall be maintained at a minimum of five and half (5-1/2) feet.

Encasement shall be required even if the water main is installed prior to new highway construction or reconstruction. The pipe shall be pulled into place utilizing pipe “chocks”. After installation of the pipe the encasement shall be filled with sand or gravel or as approved by the Highway Commissioner.

Ground-mounted appurtenances to water mains shall be located within one foot of the right-of-way line

Longitudinal Facilities

New longitudinal water mains will only be permitted within the Township right-of-way when all opportunities for private easement have been exhausted. Existing longitudinal installations shall be relocated if they cannot be serviced except from through-travel lanes, shoulders, ramps of a Township highway.

Crossings

Water main crossings of Township highways may be permitted under the following conditions.

Crossing the Township highway shall be installed by jacking or boring with encasement provided between jacking or bore pits. The encasement shall be filled as previously described.

Crossing shall provide water service to a general or expanding area.

Individual service crossing under Township highways will not be permitted except involving isolated locations such as landlocked areas.

Sewers, Sanitary and Storm

Sanitary sewers and storm sewers other than those installed only for highway drainage shall be regulated by these regulations. Drainage piping owned and operated by an organization, drainage district, sanitary district, municipality, or individual is regulated by these regulations.

Permit applications for sewer line installations shall indicate that land and water pollution requirements of the IEPA, Division of Water Pollution Control, have been satisfied. Sewer lines shall be installed to meet or exceed the recommendations of the most current edition of the Standard Specifications for Water and Sewer Main Construction in Illinois.

Sewer and drain lines shall have minimum cover of 42 inches with cover sufficient for protection from freezing

Longitudinal Facilities

New longitudinal storm sewers, sanitary sewers, or drainage lines that are not a part of the highway facilities will not be permitted with the Township right-of-way. Existing longitudinal sewage or drainage systems may be permitted to remain if they can be serviced without access from the through-travel lanes or shoulders of the highway.

Crossings

Storm sewers, sanitary sewers, or drainage lines may be permitted to cross highways under the following conditions:

Crossing of Township highways shall be installed by jacking or boring with encasement provided between bore or jacking pits. The encasement shall be filled as previously described.

Sewer and drain lines shall have minimum cover of 42 inches with cover sufficient for protection from freezing.

Agricultural Field Tile

Agricultural Field Tile that serves to drain a farm field will fall under the purview of these regulations. All installations shall be of a minimum of double-wall plastic pipe and shall have a minimum of 42" of cover. Vertical cleanouts shall be provided at points where the tile line crosses the Township right-of-way line. The tile line will be installed in a straight line with no curving or meandering of the alignment allowed. If a change in direction is needed within the Township right-of-way an inlet or manhole will be provided and installed and the change in alignment will occur at this structure.

Longitudinal Facilities

All opportunities to place longitudinal field tile in private easement outside of the Township right-of-way shall be completely exhausted prior to seeking permission to place these facilities on Township right-of-way. Once installed, any future maintenance of this line will be responsibility of the property owner of the property being drained. In the case of a Drainage District the maintenance shall be the responsibility of the Drainage District. Future maintenance work shall require a separate permit at the time of the work.

Crossings

Crossing of Township Highways shall be installed by jacking or boring the line under the Township Highway.

II. PERMIT APPLICATION FEES

Emergency

The Township **will not** charge an application fee for this work.

Minor Maintenance

The Township **will not** charge an application fee for this work.

Major Maintenance

The Township **will** charge an application fee for this work. The Standard application fee For this permit is **\$150.00**.

Major Maintenance*	\$150
Single Residential Service Installation*	\$150

Agricultural Field Tile

The Township **will** charge an application fee for this work. The standard application fee for this permit is **\$50.00**.

Modification or New Construction

1. The Township charges an application fee of **\$750.00** for the Modification or New Construction Permit. The Highway Commissioner may require an additional usage fee.

Public or Franchise Utility*	\$750
Non-Public Utility*	\$750 plus usage fees
Pavement Open-cuts*	\$750 plus vehicle delay cost, each occurrence

Note: The application fees for any permit involving an open-cut will be as specified above for pavement open-cuts, regardless of the type of permit the work is performed under.

All fees, including usage fees for non-public utility work will be applied under this item. Emergency and Minor Maintenance work on an existing non-public utility system will not require and application or any usage fees. Application and usage fees for Major Maintenance and New or Modification (non-public) work will be assessed at the amounts stated above. The application and usage fees will be for each Township highway impacted for each occurrence.

Permit Renewal or Extension – The Township will charge a fee for the renewal or extension of any permit. The standard fee is \$100.

Fees in the form of a check payable to the Township shall be included with all application(s).

Review Cost – Permit types marked with and (*) asterisk, such as Modification or New Construction, pavement open-cuts and non-public utility permits may require additional pass-through consultant-review costs. Permits fees that include a base fee plus other costs must be discussed with the Highway Commissioner to determine the total fee.

Vehicle Delay Cost – Where it is impossible to maintain normal traffic flow through the work site a temporary detour shall be put in place. When a temporary detour exceeds the normal travel times for the closed highway the Township will implement a Vehicle Delay Cost that will factor in the road mileage, motorist delay time and loss of pay on a per day basis for every day the detour is in place (see formula below). The Vehicle Delay Cost shall be paid to the Township once the detour has been completed.

Vehicle Delay Cost = \$0.12 x ADT x D x L where,

- ADT is the average daily traffic as determined by the Highway Commissioner
- D is the duration of the proposed detour in days
- L is the total length of the detour in miles

This equation can be used to estimate the Vehicle Delay Cost. The final vehicle delay cost shall be determined by the Highway Commissioner.

Usage Fees – The fee established at the time of permit issuance by the Highway Commissioner for the use of Township right-of-way for placing utility facilities. This fee applies only to the placement of non-public utilities.

Fees for Local Government Agencies – Application fees will be charged for projects requiring a permit, utility, right-of-way, etc., sponsored by local government agencies. Application fees may be waived for a local government agency project. The local agency must request a waiver from the Highway Commissioner unless a Memorandum of Understanding exists between the Township and the local agency.

Fines – In addition to the permit application fee, a fine will be assessed when work, event or activity within the Road right-of-way has commenced without a

permit. The fine will be assessed in the amount **double** the applicable permit fee.

2. If approved, charges will also be assessed for the attachment of utility facilities to bridge structures. The assessment charge for utility attachment is based on the actual Engineering review time to assess impacts and provide comments to the a Highway Commissioner and Applicant.

III. UTILITY PERMIT PROCESS

The following steps outline the processes required to acquire a Utility Permit from the Piatt County Township's.

Emergency

1. The process begins with the need to perform an emergency repair as defined previously.
2. The Applicant must contact the Highway Commissioner before beginning work. The Highway Commissioner can be contacted during normal business hours (8:00 a.m. to 4:00 p.m., Mon. – Fri.) or if the Emergency occurs after regular business hours, contact the Piatt County Sheriff's Office at (217) 762-5761. A permit **will not** be required for this work.
3. Construction work and clean up and restoration shall be as required by the Utility Work Design and Construction Standards.

Minor Maintenance

1. The process begins with the need to perform a minor maintenance repair as defined previously
2. A permit **will not** be required for this work. The work may begin immediately and does not require verbal or written authorization of the Highway Commissioner to proceed.
3. Construction work and clean up and restoration shall be as required by these regulations and as directed by the Highway Commissioner.

Major Maintenance

1. The process begins with the need to perform a major maintenance repair as defined previously.
2. A permit **will** be required for major maintenance work. The Applicant may only begin this work with the written or verbal authorization of the Highway Commissioner.
3. The contractor, utility company or governing municipal agency shall notify the Highway Commissioner normal business hours (8:00 a.m. to 4:00 p.m., Mon. – Fri.) of the required maintenance repair(s).
4. The Applicant must submit in writing to the Highway Commissioner a description of the repairs undertaken in the right-of-way within 24 hours after the initiation of the maintenance repair. The specific information necessary for the Highway Commissioner to be informed of the work undertaken will be provided as part of the application.
5. The Highway Commissioner will authorize the work by issuance of a Utility Permit.
6. Construction work and clean up and restoration shall be as required by the Township's Minimum Design Standards.

Agricultural Field Tile

1. The process begins with the need to perform agricultural field tile as previously defined.
2. A permit **will** be required for all agricultural field tile work. The applicant may only begin this work with the written or verbal authorization of the Highway Commissioner.
3. Plans containing specific project information will be required to be submitted with the permit application. Plans shall contain at a minimum the right-of-way width as established by the applicant, offset from the right-of-way of the

agricultural field tile being installed or modified, stationing for the project, existing agricultural field tile, and method for installation.

4. Prior to any construction activities a 24 hour notice will be given to the Highway Commissioner.

Modification or New Construction

The application shall require the Applicant to provide specific information necessary for the appropriate Highway Commissioner to determine whether a permit should be issued. The following steps outline the process to acquire a Modification of New Construction Utility Permit from the Township.

1. The process begins with the need to perform modification or new construction.
2. A permit **will** be required for this work. The applicant may only begin this work with the written or verbal authorization of the Highway Commissioner.
3. Plans containing specific project information will be required to be submitted with the permit application. Plans shall contain at a minimum the right-of-way width as established by the applicant, offset from the right-of-way of the utility being installed or modified, stationing for the project, existing utilities, and method for installation.
4. The Highway Commissioner reviews the application for completeness and determines if the review is to be performed by in-house staff or Consultant.
5. If a consultant is required, the Highway Commissioner will require a Design Review Performance Bond, Surety Bond, or Escrow Account. The review **will not** begin until the Bond or Escrow is submitted and approved.
6. The Highway Commissioner selects the consultant(s) and enters into a contract(s). At this point, the Applicant must also sign an agreement to pay the consultant(s) for the review fees.
7. The Highway Commissioner shall review other Township projects and other permit projects for coordination. The Highway Commissioner will notify

the Applicant if coordination with these other projects is required.

8. The Highway Commissioner shall schedule an application meeting for the project if necessary the following parties shall be requested to attend:
 - County Highway
 - Public Works or Engineer Departments of any municipalities involved
 - County Consultants
 - Utility Company
 - Utilities Contractor (if subcontractor)
 - Applicant (If not one of the above listed)
9. Once the Applicant meets or exceeds the requirements of the Utility Permit Regulations, the Highway Commissioner shall be responsible for the issuance of a Township Utility Permit. A Construction and Observation Compliance Performance Bond, Surety Bond, or Escrow Account shall be submitted. The Highway Commissioner shall ensure the amount of the Bond or Escrow is adequate, including the costs for a consultant for construction observation, if required. In any case, a Certificate of Insurance must be supplied prior to the issuance of the permit.
10. If Consultant assistance is required during construction, the Highway Commissioner shall be responsible for contacting the Consultant. The Consultant shall attend any necessary pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance of the permit.
11. Prior to any construction activities a 24 hour notice will be given to the Highway Commissioner.