

# Aurora Township Highway Department

Jason Owens  
Highway Commissioner  
info@athd.org

220 Butterfield Road  
North Aurora, IL 60542  
Phone: (630) 892-0246

## Residential Right-of-Way Work Permit Application

**Date of Application:** \_\_\_\_\_ **Permit Fee: Waived** **Paid Date** \_\_\_\_\_  
**Owner of Property:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Type of Work:** \_\_\_\_\_ **Approximate Dates of Work:** \_\_\_\_\_  
**Drawing Submitted:** Yes/No **Performance Bond Required:** Yes/No

### By the endorsement of this application, the applicant acknowledges and agrees to the following:

1. Performance Bond (if required) and Permit Fees are submitted with fully completed application.
2. All responsibility and liability for any and all injuries, accidents or deaths resulting from all work associated with this permit while the roadway is under construction is assumed by the applicant/contractor.
3. Proper signage, lighting, barricading and traffic control (as defined in the most current edition of the Federal Manual for Uniform Traffic Control Devices) must be erected and maintained by the applicant/contractor or their designee throughout the period of construction or pavement repair. Any road closures are subject to advance notification and written permission of Highway Commissioner.
4. Construction standards are subject to the guidelines supplied.
5. Inspections by the Highway Commissioner or designee shall be made:
  - a. At least 24 hours prior to start of construction. Approved: \_\_\_\_\_
    - i. New culvert required: Yes/No
  - b. During trench back filling operations or after base installed. Approved: \_\_\_\_\_
  - c. At least 24 hours prior to permanent resurfacing. Approved: \_\_\_\_\_
    - i. If new culvert is required, the Highway Department requires at least 48 hours' notice to install.
  - d. After right-of-way restoration. Approved: \_\_\_\_\_
6. All debris must be removed from the site daily during the course of construction and restoration.
7. Work must continue uninterrupted once started and completed in 30 days.
8. Applicant/contractor is solely responsible for obtaining J.U.L.I.E clearance. Failure to provide the J.U.L.I.E. dig number to the Highway Department prior to start of work may result in permit revocation.
9. Bond monies (if required) may be revoked if this agreement is not followed accordingly.

**I, the applicant, agree to conform to all applicable laws of Aurora Township and Kane County. I understand the approval of this application and the issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify Aurora Township and the Aurora Township Highway Department (heretofore "the Township") for any claim against the Township as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier.**

**Furthermore, I hereby agree that the full and complete restoration of the public right-of-ways and roads of any and all excavations in a safe and expeditious manner, as set forth in this permit, is my sole responsibility. I also understand that failure to do so will result in a lien against my property to cover any and all costs incurred by the Township to make final repairs and restoration.**

I, the undersigned, am the owner of the property listed on this application and agree to the above:

Owner: \_\_\_\_\_ (print)

Owner: \_\_\_\_\_ (signature)

# CONTRACTOR INFORMATION

Property Owner: \_\_\_\_\_  
(name) (address) (phone/email)

Contractor: \_\_\_\_\_  
(name) (address) (phone/email)

Excavator: \_\_\_\_\_  
(name) (address) (phone/email)

Paving Contractor: \_\_\_\_\_  
(name) (address) (phone/email)

Landscape Contractor: \_\_\_\_\_  
(name) (address) (phone/email)

I acknowledge and agree to all of the above requirements pertaining to this permit. I understand that failure to comply shall cause forfeiture of bond money (if required). Additionally, any costs incurred by the Township to correct the work covered by this permit exceeding the amount posted as bond security shall be billed to the owner of record for the property, as will any costs associated with recovery of damages.

Approved as above this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Jason Owens, Highway Commissioner

\_\_\_\_\_  
Expiration Date

J.U.L.I.E. Dig Number: \_\_\_\_\_





# AURORA TOWNSHIP HIGHWAY DEPARTMENT

*Aurora Township*  
*Highway Commissioner*  
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## TYPICAL DRIVEWAY APPROACH REPAIR OR REPLACEMENT

24 hours prior to any work in the Right of Way, contractor shall notify the Highway Department for an inspection of any existing culvert.

All drive approaches shall be constructed, as a minimum, to one of the following standards:

### CONCRETE

Six inches (6") of Class S1 Portland Cement Concrete, non-reinforced with a continuous six inch (6") bituminous fiber expansion joint at the sidewalk and at the back of the curb. It shall be cured and protected as per the requirements of the sidewalk. This pavement shall be placed on a compacted stone or gravel base to a depth of six inches (6") minimum.

The contractor shall notify the Highway Department 48 hours prior to placing the concrete for an inspection of the base and formwork.

### ASPHALT

Placed on a compacted stone or gravel base to a depth of six inches (6") minimum course with a two inch (2") minimum bituminous concrete surface course, Class 1.

The front two (2) feet by the shoulder of the road shall be five inches (5") thick for the full width of the driveway and placed on a compacted stone or gravel base to a depth of six inches (6") minimum.

The contractor shall notify the Highway Department 24 hours prior to placing asphalt for an inspection of the base. If a new culvert is required, at least 48 hours' notice shall be provided to the Highway Department to schedule the installation.

All driveway approaches shall be constructed with a roll near the curb line to make a neat transition to the curb opening and shall have a minimum street radius of ten feet (10'). All drive approaches shall be constructed to a maximum grade within the Right of Way of six percent (6%). In no case shall the algebraic difference of the drive grade and the street grade exceed eight percent (8%).

## TYPICAL RIGHT-OF-WAY RESTORATION GUIDELINES

Right-of-way restoration shall be completed to "as good as or better" standard. Grassy areas shall be restored using topsoil free of rocks (5" minimum) and seed/sod compatible to adjoining areas.

Inspection of the right-of-way restoration will be made by the Highway Commissioner or his designee after an appropriate period time to allow the seed/sod a chance to become established.