# NORTHFIELD TOWNSHIP ROAD DISTRICT PERMIT
# 237 MELVIN DRIVE, NORTHBROOK, ILLINOIS 60062

# General Notes and Guidelines

## GENERAL GUIDELINES

1. Permit fees, Cash Escrow, Performance Bond fee and a copy of the plans, specifications, layouts or blueprints for the proposed work must be submitted as part of a fully completed permit application.

2. A copy of this permit must be maintained and conspicuously displayed on the job site during construction of the work described herein.

3. No changes, alterations, or revisions in the work described herein for which the permit has been issued will be allowed unless approved in writing by the Highway Commissioner. Should changes be made without the written authorization of the Highway Commissioner this permit will automatically become null and void, the job will be stopped. The Highway Commissioner reserves all rights to seek appropriate legal remedies.

4. This permit covers only the specific work mentioned herein and does not presume to release the Applicant (s) from complying with all applicable laws, statutes, ordinances and regulations of the State of Illinois, and other local governmental authorities that have jurisdiction over the work.

5. This permit is issued with the expressed understanding that the Applicant(s) has obtained the proper permits relating to the work from Cook County, any Municipality or other local governmental entity or district within which the property is located, or any agency of the State of Illinois, as may be applicable.

6. If improvements or work shown on the plans affects an adjacent property owner, then that adjacent property owner shall be notified by the contractor. In addition, the affected property owner shall be presented with a letter from the contractor for the adjacent property owner's acknowledgement. This letter shall include the type of work to be performed, approximate timing of the work, and the method of restoration. Once the affected property owner signs the acknowledgement letter, a copy shall be presented to the Road District prior to the commencement of those improvements or work.

7. **Construction work must continue uninterrupted once started**.

8. The construction work shall be in accordance with the current "Standard Specifications for Road and Bridge Construction" of the Illinois Department of Transportation including; "Standard Specifications for Water and Sewer Main Construction in Illinois", latest edition; and the Supplemental Specifications thereto of Highway Commissioner, and as detailed by the Highway Commissioner as described in the documents attached to this Permit.

9. If during the progress of the work, the subterranean conditions prohibit the construction of said improvement in and along the alignment as outlined in the plans, it is expressly understood that construction operations shall immediately cease until a proposed revised alignment has been approved by the Highway Commissioner.

10. Unless specified in the permit, no equipment other than equipment with pneumatic tires or rubber tracks shall be permitted to stop or operate on the road pavement. Excavated materials shall not be stored temporarily or otherwise on the pavement of Northfield Township Road District roads.

11. The Applicant (s) shall provide and maintain at its own expense, such temporary roads and approaches, as may be necessary to provide access to driveways, houses, buildings, structures or other property abutting said improvement.

12. Bond moneys and cash escrows will be subject to release agreement upon satisfactory completion of the project and upon final approval determined in the sole discretion of the Highway Commissioner.

13. Hours of Construction:

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|---|---|
| Weekdays: | 7 am – 7 pm |
| Saturday: | 9 am – 6 pm |
| Sunday & Holidays: | 9 am – 5 pm |

14. This permit can be revoked in the sole discretion of the Highway Commissioner, **at any time**.

15. Northfield Township Road District shall be notified three (3) working days prior to the start of construction.

16. Construction fencing shall be in accordance with Cook County's latest requirements.

17. Tree preservation shall be in accordance with Cook County's latest requirements. A deciduous tree having a trunk size of six inches (6") or greater in diameter and evergreens measuring ten (10) vertical feet or more in height shall not be removed without written approval from the Commissioner of the Dept. of Building and Zoning of Cook County.

    Tree protection fencing shall be in accordance with Cook County requirements shall be shown on the grading and Drainage Plan submitted to Northfield Township Road District.

18. Erosion control measures shall be in accordance with Northfield Township Road District and Cook County requirements and shall be provided by the General Contractor during all phases of construction until grass and vegetation have been established on the subject lot.

19. Two (2) copies of "as built plans" shall be submitted upon completion of grading improvements to Northfield Township Road District to verify that the drainage & Grading is in compliance with the proposed Grading Plan.

20. A sprinkler system plan shall be submitted with the permit application if a sprinkler system is planned. A separate "Permit to Install a Lawn Sprinkler in the Public Right-Of-Way or Easement" permit will be issued.

21. When the Permit is executed these Notes and Guidelines as well as any other documents or drawings become a part of the executed permit.

## INSPECTION GUIDLINES

The Highway Commissioner shall be notified (847-724-7055) three (3) working days prior to the start of all construction and the Highway Commissioner or his authorized representative in accordance with the following schedule must make an inspection of the job site:

A. Prior to start of any construction.
B. During trench filling operations.
C. Prior to backfilling for new storm/sanitary lines, catch basins and manholes.
D. Prior to permanent resurfacing after preparation of the road surface.
E. After right-of-way restoration (after grass has established a good stand).
F. All work for disconnection and connection of the sanitary service.

## LIABILITY

1. The Applicant (s), its successor or assigns shall assume all risk, responsibility and liability for any and all damage, injuries, accidents or deaths that may result to persons and property from all work associated with this permit, and agrees to indemnify and hold harmless Highway Commissioner, the Road District, Daniel Creaney Company (The Township Engineer), the Town of Northfield, and its Officers, Employees and Agents from any and all claims for damages and from all costs and expenses incurred on account thereof or in connection therewith, including but not limited to reasonable attorneys' fees and costs.

2. The presence of a Northfield Township Road District representative or the presence of a Daniel Creaney Company representative (Township Engineer), shall not relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the construction work or work relating thereto in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. Neither the Township, the Road District, or Daniel Creaney Company, their employees, agents nor representative have authority to exercise any control over any construction contractor or other entity or their employees in connection with any health or safety precautions. The Applicant(s) agrees that the General Contractor is solely responsible for job site safety, and warrants that this requirement shall be stated in the Applicant's agreement with the General Contractor.

3. The Applicant herein agrees that the Township, the Road District, their respective agents, employees and representatives, and the Daniel Creaney Company, are hereby and herein indemnified and shall be named as additional insured under the General Contractor's insurance policies as provided in paragraph 4 immediately below.

4. Prior to commencement of the work, the Applicant(s) shall provide a certificate of insurance to the Northfield Township Road District evidencing that the Applicant has insurance in the form and in the amounts described on Exhibit No. 1, attached hereto and incorporated herein by reference. The Northfield Township Road District shall be named as an additional insured on the policies of insurance, as may be required on Exhibit No. 1. The insurance shall remain in full force and effect until the Northfield Township Road District has issued a certificate of completion for the job.

**SAFETY GUIDLINES**

1. Proper signing, lighting, barricades and traffic control must be erected and maintained by the Applicant (s) throughout the period of construction, as defined in the latest edition of the State of Illinois "Manual on Uniform Traffic Control Devices for Streets and Highways."

2. The operations of the Applicant(s) shall be conducted in a manner to insure the minimum hindrance to traffic using the pavement and at no time shall Applicant(s) operations obstruct more than one half (1/2) of the available pavement width. Any lane closures or traffic detours relating to the work in this permit are not allowed between the hours of 6 a.m. thru 9 a.m. and 3 p.m. thru 6:30 p.m. during any day of the week.

3. When existing traffic control signs such as stop signs, stop ahead signs and crossroads signs are removed in the progress of the work, said signs shall be immediately reset as close as possible to their original location; after the construction of said improvement has been approved, said traffic control signs shall be restored to their original position and condition or as otherwise directed by the Highway Commissioner.

4. Safety precautions for all construction under this permit are the sole responsibility of the Applicant(s) and his Contractor(s). Nothing in Northfield Township Road District's reviews, permits, regulations or requirements should be interpreted to have Northfield Township Road District responsible for job site safety.

**DRAINAGE**

1. The pavement, parkway and all drainage systems must be kept clean and free of debris **at all times**. All debris and excess material must be removed from the site daily during the course of work and restoration and disposed of in a proper workmanlike manner.

2. Without further action, and without notice or cause, the Highway Commissioner reserves the right to make connections to the proposed storm sewer for the purpose of draining the road.

3. The Applicant(s) shall be responsible for providing positive drainage for grading and pavement improvements

4. The General Contractor shall provide soil sedimentation and erosion control measures during all phases of construction on the job site until the grass and vegetation have been established, as may be appropriate.

5. All swales and downspouts shall direct storm water to the front and rear of the lot and not onto any adjacent properties. All swales shall have a 2' wide bottom and a minimum slope of 1.00%.

6. Upon completion of the grading improvements, the design engineer shall provide an "as built plan" and a statement that the grading as constructed satisfies the intent of the design plans and is in general conformance with the design plans.

7. All drain tile disturbed by the construction of improvements shall be repaired. All drain tile severed by the construction of improvements shall be reconnected to the existing storm sewer system or discharged to a swale in the public right-of-way. A representative of the Northfield Township Road District shall witness all repairs and reconnections of the drain tile.

8. All pipe connections to storm sewer structures shall be core drilled and/or replaced with a wye or tee fitting and mission bands. No break-in connections are allowed. At the Northfield Township Road Districts discretion, a drainage structure at the connection may be required.

9. A drainage easement (dedicated and recorded) may be required.

10. If the drainage of surface waters will not be changed the following drainage statement must appear on the grading plan with the appropriate signatures:

    "To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of these lot improvements or any part thereof, or that if such surface water drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the Owner has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of these lot improvements."

    Dated this _____ day of _____ , A.D., 20_____

    _____ _____

    Owner or Attorney Engineer

**RIGHT-OF-WAY WORK**

Restoration of all disturbed grass areas within the public right-of-way shall be made with 6" of topsoil and sod. The topsoil shall be free of debris, stones, clay, roots, weeds, rocks, and any other foreign matter. Right-of-way restoration shall be completed within fifteen (15) working days after work has been completed, to a standard of "as good or better" than the existing conditions prior to the start of construction. The contractor shall be responsible for watering the sod until a viable turf of grass is established. A sprinkler plan shall be submitted with the permit application if a sprinkler system is planned. A separate "Permit to Install a Lawn Sprinkler in the Public Right-Of-Way or Easement" permit will be issued.

## TRENCHING/AUGER PITS

1. All trenches and openings made in the Northfield Township Road District Right-of Way shall be back-filled with sand or limestone screenings and adequately compacted in accordance with Method 1 specified in Article 550.07 of the State Standard Specifications.

2. All auger pits shall be a minimum of 10 feet (10') from the edge of pavement or back of curb, and wood or steel sheeting shall be used. Auger pits left open overnight shall be properly protected.

3. All roadway utility crossings shall be augured or directionally bored.

## ROAD/SIDEWALK PROCEDURES

1. No sidewalks, curbs, gutters or pavement shall be saw cut without the prior written consent of the Highway Commissioner.

2. In the removal of sidewalks, curb, gutter or pavement, the use of any type of concrete breaker that will damage the underground structures is not permitted.

3. The earth must be removed to its full depth, starting at the edge of the pavement, for the full dimensions of the proposed driveway, and replaced with materials to be used in the construction of the driveway.

4. Road surfacing is subject to the following:

    A. All edges of the road opening will be cleanly saw cut before pavement restoration.

    B. Pavement restoration will be three inches (3") minimum hot mixed asphalt measured after compaction, or the full thickness of the existing road, whichever is greater.

    C. Cold patch must be used in the amounts specified in Section (B) when hot patch is not available due to seasonal conditions. This patch must be inspected daily by the contractor and additional bituminous patch material must be placed, daily if necessary, to maintain he patched area at the same elevation as the adjacent undisturbed pavement for a period of not less than 30 days. After 30 days permanent replacement in kind shall be made to the base course and pavement surface, unless, with written permission by the Highway Commissioner, an extension is granted.

5. With written permission from the Northfield Township Highway Commissioner, the roadway may be open-cut. Road openings are subject to the following:

    A. All cuts shall be done in a manner to minimize trench width.

    B. Back fill of trench shall be flowable fill.

C. Concrete cap with #6 wire mesh ten inches (10") thick extending past trench wall one (1') foot on each side may be required on some openings at the sole discretion of the Northfield Township Road District.

6. All driveways or driveway additions within the right-of-way shall be a minimum of 2" Bituminous Concrete Surface Course and 8" of Aggregate Base Course. Driveways not within the right-of-way may use 6" of Aggregate Base Course. All driveway culverts shall extend a minimum of six (6') feet past the edge of the driveway. If a material other than asphalt is used for the driveway within the right-of-way, the homeowner shall be responsible for the removal and replacement if needed for improvements within the right-of-way.

## SANITARY SEWER SERVICES

1. ALL V.C.P. (clay) sanitary sewer services shall be replaced with six inch (6") P.V.C., SDR-26; gasket joints with schedule 26 fittings at 1.00% minimum slope and a maximum slope of 33.00%. The existing service fitting shall be removed from the main and replaced with a straight section of pipe and band seal connectors. If the existing service is PVC, it shall be televised by the homeowner to insure that a proper connection has been made to the sanitary sewer main. Bedding material meeting MWRD standards shall extend from a minimum of four inches (4") below the pipe to a minimum of twelve inches (12") above the crown of the pipe. A representative of the Northfield Township Road District shall witness all work for disconnection and connection of the sanitary service.

2. A clean out shall be installed on the outside of the house, within 10' of the foundation wall. The clean out shall be in a location available for service.

3. A riser may be used for the connection to the sanitary sewer main provided the minimum depth of the sanitary sewer is four feet (4.0') from the crown of the pipe to the proposed ground elevation.

4. No break-in sanitary sewer connections are allowed. If the connection is a break-in connection it must be removed and a new "Wye" or "Tee" shall be installed in the main sewer to serve the house. No "Taps or Saddles" will be allowed. The service line may be connected to the present "Wye", if it is a factory connection in good condition.

5. All sanitary sewer service construction and particularly the service connection to the main shall be witnessed by a representative of the Northfield Township Road District. The Township will determine the method of connection.

6. The Sewer Contractor shall furnish the Township with a $10,000.00 License and Permit Bond prior to starting work.

7. Sections of the main sewer have been slip lined with a PVC type liner. A saddle with hub is an acceptable method for making a connection to a slipped lined main sewer.

8. The old house service shall be plugged during the demolition process and no storm water shall be discharged into the sanitary system.

**PUBLIC SANITARY SEWER EXTENSIONS**

1. All public sanitary sewer extensions shall meet or exceed MWRD criteria.

2. All sanitary sewers shall be eight inch (8") minimum diameter P.V.C., SDR-26 pipe with gasket joints conforming to ASTM D-3212. Bedding material shall extend from four inches (4") below the bottom of the pipe to twelve-inch (12") minimum above the crown of the pipe. Minimum slope for eight-inch (8") diameter pipe shall be 0.45%.

3. All manholes shall be forty-eight inch (48") diameter precast concrete with chimney seals. Manhole spacing shall be 350' maximum.

4. All manholes shall be easily accessed by sanitary sewer maintenance equipment.

5. No break-in connections are allowed to manholes. All manhole connections shall be made with a neoprene flexible connector.

6. All sanitary sewer easements shall be planted with grass only. No other natural or manmade improvements shall be permitted unless specifically allowed in writing by Northfield Township Road District.

7. The Sewer Contractor shall furnish the Northfield Township Road District with a $10,000.00 License and Permit Bond prior to starting work if requested by the Highway Commissioner.

# CALL J.U.L.I.E. (1-800-892-0123) FOR UTILITY LOCATION.


## NORTHFIELD TOWNSHIP ROAD DISTRICT

**237 MELVIN DRIVE, NORTHBROOK, ILLINOIS 60062**

**OFFICE (847) 724-7055 FAX (847) 724-7058 Email ntroad@northfieldtownship.com**


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