



CITY OF OTTAWA

Revised 7-26-2018

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161
www.cityofottawa.org

For Office Use:
Permit: _____
Date Issued: _____
Permit Fee: _____
Payment Method: ___Cash___Check___CCard

STREET PERMIT APPLICATION

Please Print Clearly!

I, _____, doing business as:

(print name of applicant - contractor)

(company name) Phone: _____

(company address) City: _____ State: _____

on this _____ day of _____, 20_____, **I WILL HAVE ON FILE** in the Dept. of Community Development Office at Ottawa, Illinois, sufficient bond in the penal sum of not less than **\$1,000.00** in full force and do hereby in good faith request permission from the City of Ottawa to do the following work within the public street Right-of-Way:

(Describe the work and attach a sketch; type of work may include water, sewer, sidewalk, driveway, curb, trees, etc.)

located at: _____
(job site address)

PROPERTY OWNER'S NAME: _____ PHONE: _____

The approximate dimensions are (in feet): LENGTH: _____ WIDTH: _____ DEPTH: _____

APPLICANT HEREBY AGREES TO: **1)** perform work in accordance with the Ottawa Municipal Code, Standards by IDOT & the City of Ottawa, and the "Standard Specs. for Water and Sewer Construction in IL"; **2)** to maintain any necessary traffic control devices at all times; **3)** in the case of excavations, to contact the Utility Marking System "JULIE" at 1-800-892-0123; **4)** to indemnify and keep harmless the said City of Ottawa from any suits or actions that may result from damage or injuries sustained as a result of this work; **5)** in the case of street trenching, to maintain such temporary surfaces until the final surface can be restored. **From Nov. 1st to April 1st, temporary cold patch material shall be installed and maintained by the applicant** until the permanent hot-mix asphalt pavement patch is installed; **6)** to complete the work within **30 days** except for winter construction, the hot mix asphalt deadline is June 1st.

(Signature of Applicant)

*****NOTIFICATIONS TO BE MADE TO THE FOLLOWING PRIOR TO COMMENCING WORK***
BILL BOETTCHER 815-433-0161 Ext. 222**

NOT VALID UNLESS SIGNED BY CITY ENGINEER

Approved on this date: _____, 20_____, by the City of Ottawa, Illinois.

(City Engineer)

Final Inspection Date: _____ By: _____; Bond release date: _____

SPECIAL PROVISIONS STREET PERMIT *(For work to be performed within the public Right-of-Way)*

Ottawa Municipal Code:

The Ottawa Municipal Code (old section 6.06; new section 86-4) requires a permit for excavating in any public street, alley, sidewalk, or other public place in the City of Ottawa. The code requires the surface restoration be made within thirty (30) days from the date that the permit is granted. It is the duty of the person securing the permit to secure the approval of the City Engineer that the surface has been restored to an acceptable condition. The code states "Any person who obtains a permit shall post a bond of not less than \$1,000 to indemnify the City against all loss, cost, damage or expense that may result therefrom."

Purpose:

The purpose of the permit is to assist in the enforcement the Ottawa Municipal Code. The "public street" or "alley" includes the platted or granted Right-of-Way, which typically includes the sidewalk, a landscaped berm and a portion of each driveway.

When is a permit needed?

A permit is needed for any excavation in the public Right-of-Way and includes such work as sidewalk or driveway installation or replacement, landscape plantings such as trees or shrubs, creating depressed curb for driveway or sidewalk access, water or sewer trenching, utility trenching, etc.

Procedure:

The applicant shall fill out the permit (with a sketch if needed or helpful to communicate the proposed work) and post the \$1000 bond to the Asst. City Clerk in the Department of Community Development (2nd floor of City Hall). The City Engineer will review and: 1) approve the permit, or 2) approve the permit with certain conditions, or 3) reject the permit for stated reasons, or 4) state the need for additional information to complete the review. Upon completion of the review, the Asst. City Clerk will notify the applicant of the permit status. After notice of permit approval, the Applicant will perform the work and then call the Dept. of Community Development at 433-0161 to request an inspection. Unsatisfactory work shall be corrected. With a satisfactory inspection the work will be accepted and the bond will be released. In the case of excavations in the street, a follow-up inspection may be performed after 12 months' time to confirm that trench backfill settlement has not occurred. If this permit work is contracted out, it will be the responsibility of the applicant to furnish the contractor with a copy of this street permit, as the applicant will be responsible for the contractor's work.

Specifications:

Trench backfill material shall be CA-6 with mechanical compaction in 9" lifts. Sand may be used with water jetting to consolidate the material and avoid long-term settlement. For Arterial and Collector Streets (see IDOT street classification map) the backfill material shall be controlled low strength material (CLSM) per IDOT specifications (a.k.a. flowable fill). Aggregate base may be eliminated if flowable fill is used.

Pavement edges shall be saw cut for a rectangular shaped patch.

Asphalt shall be hot-mix Class I, 4" thick in two lifts if placed over CA-6 aggregate (10" minimum thickness) or over CLSM. Asphalt shall be 3" minimum if placed over concrete.

Concrete Pavement shall be Class SI, 10" thick.

Brick pavement shall be replaced with original bricks over 1" sand bedding over 8" concrete. Alternately, the brick edge may be saw cut and 10" of concrete placed with color and stamp pattern to emulate the adjacent brick. Excess reusable brick shall be stacked at curbside and street dept. notified for pick up.

Sidewalks shall be 4" thick minimum except at driveways where it shall have a minimum thickness of 7" and shall be reinforced with steel mesh.

Driveways shall be concrete, 7" thick with reinforcing mesh. No driveway shall be constructed with a curb height exceeding 2-1/2 inches until a depressed curb is first installed.

Curb shall be replaced with a similar shaped section. Two #6 dowel bars, 12" long shall be placed into drilled holes, 5" min. depth, into the existing curb to reduce the potential for differential settlement.

Depressed Curb at driveways and handicapped ramps shall be created by a horizontal saw cut operation or by completely removing the existing curb and gutter and replacing it with a depressed curb. Such replacement method will require a form in the front and back of the curb and may require a hot-mix asphalt patch.

Trench maintenance: The permit applicant is responsible for maintaining the temporary trench surface until the permanent surface such as asphalt or concrete can be installed. In winter months, such maintenance shall include installing two inches of temporary cold patch material. **All cold patch material shall be removed and replaced with permanent hot mix asphalt by June 1st.**

Trees: The planting of street trees including specie selection shall be in accordance with the tree ordinance.

