

Dear Property Owner:

This packet includes the applications and information that you will need to obtain a permit from West Deerfield Township for work in or impacting the 60 feet wide Right-Of-Way. If you are doing a project on the lot that you own, you will still need to obtain a permit from Lake County as well.

Permit Applications should be filed, along with three copies of the site plans, with Bleck Engineering at 1375 North Western Avenue, Lake Forest. They will work with your contractor, do the onsite reviews, and be your Township contact throughout your project.

For a review of your plans to begin, you must deposit the fees required with West Deerfield Township at 601 Deerfield Road, Deerfield. Generally, 3 fees should be paid in the form of a cashier's check:

1. Vehicle Fee - This is a non-refunded fee to offset damage of heavy vehicles to township roads. The Vehicle Fee is 2% of the first \$25,000.00 of the project and 1% of the amount greater than \$25,000.00 of the project.
2. \$5,000.00 - This constitutes both the security deposit for the project and an escrow account for engineering fees that you will incur throughout your project. The balance of unspent funds shall be returned to the applicant.
3. \$30.00 Permit Fee

Township Ordinance 2008-4 regulates the removal of any tree in the Right-of-Way. Removal of a tree requires a separate permit and accompanying fee. Penalties are set forth for the unauthorized removal or damage to any tree in the Right-of-Way. A fifty dollar (\$50.00) application fee must accompany the permit application when it is submitted to Bleck Engineering. Five hundred dollars (\$500.00) shall be deposited at that time as escrow for forester or engineering costs. The balance of unspent funds shall be returned to the applicant.

Upon recommendation of Bleck, the Township Supervisor will issue the permit for you to begin work. Your contractor will work directly with Bleck Engineering for site review, changes, etc. Their phone number is: 847-295-5200.

When your project is completed, a final inspection will take place. Three copies of As-Built plans should be submitted and reviewed by Bleck.

If you are building in Del Mar Woods, you will be required to modify the Right-Of-Way to meet the standards and specifications set forth in the Del Mar Woods Master Stormwater Plan. This may include several or all of the following items:

- Storm sewer across the frontage
- New ditching across the frontage
- New driveway culvert if applicable
- Temporary connection into the existing drainage system via an inlet or manhole

Your plans will be reviewed and amended to include the storm water improvements. Bleck will review your plans and provide the storm water requirements to you prior to your commencement of work and ascertain that it is done properly. Each lot throughout the subdivision has different requirements based upon elevation and topography.

**APPLICATION TO PERFORM WORK  
WITHIN A TOWNSHIP HIGHWAY RIGHT-OF-WAY**

Name of Property Owner\_\_\_\_\_

Address of Property\_\_\_\_\_

Address of Owner\_\_\_\_\_

Phone-Owner\_\_\_\_\_ Cell-Owner\_\_\_\_\_

Fax Number of Owner\_\_\_\_\_

Name of Contractor\_\_\_\_\_

Address of Contractor\_\_\_\_\_

Phone-Contractor\_\_\_\_\_ Cell-Contractor\_\_\_\_\_

Fax-Contractor\_\_\_\_\_

(Contractor must be able to be reached at phone number 24 hours per day, 7 days a week)

Describe the work for which this permit is being requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check all that apply to this project:

- Storm sewer/culvert or sewer crossing
- Sanitary sewer line
- Water main/water line
- Driveway
- Demolition of structure
- Access to property for construction of structure
- Removal of trees from Right-Of-Way

This application is subject to the following General Conditions:

**GENERAL CONDITIONS FOR APPLICATION TO PERFORM WORK**

1. The Applicant agrees to comply with all conditions and requirements of West Deerfield Township, and with the West Deerfield Township Permit Ordinance, including all Rules and Regulations.
2. The Applicant shall provide, at his expense, such information or submittals as the Engineering firm or West Deerfield Township may require to complete the review of the Proposed Work, including photography of the site as requested.
3. West Deerfield Township is not responsible for providing construction areas within the Township Highway right-of-way for the Proposed Work and lack of sufficient space to perform the work can be cause for denying a permit.
4. The Proposed Work may not be permitted if it will create a hazard to the Public or interfere with the ability of the Vernon Township Highway Department to maintain Township roads.
5. This Application does not relieve the Applicant from obtaining permission and authority from the Federal, State, County or Local Government or any political subdivision or administrative agency which may administer any statutes, regulations, ordinances or administrative orders that pertain to the Proposed Work.
6. Nothing contained herein shall give the applicant any right to enter upon private property. The applicant shall be responsible for contacting the property owner and obtaining any required approval or permission.
7. The engineering firm retained by West Deerfield Township, its employees and its agents, and West Deerfield Township, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by an engineering firm or West Deerfield Township to review information or submittals by the applicant or his authorized agents.
8. The submittal of this Application by the Applicant does not obligate the Township Supervisor to issue a permit. The Township Supervisor may deny any application that does not comply with the West Deerfield Township Permit Ordinance and the Rules and Regulations adopted pursuant thereto.

9. If a Permit is issued, the Applicant and his successors and assigns shall be responsible for the following:
  - a. Obtaining any other permission or authority needed for the Proposed Work.
  - b. Completing the Proposed Work, including any required restoration work.
  - c. Supplying any required bonding, cash deposits and/or insurance.
  - d. Not making any changes to the Work without prior written permission.
  - e. Assuming liability for the Work during construction and after completion.
  - f. All costs involved in or related to the Work, including engineering/inspection fees.
  - g. All other requirements of (i) the West Deerfield Township Highway Permit Ordinance, and the Rules and Regulations, and (ii) the engineering firm.

### **ENGINEERING PLANS**

1. Plans must be submitted on 24" x 36" sheets.
2. All plans should include West Deerfield Township stationing for the Township Highway.
3. Plans must be signed and sealed by a Registered Professional Engineer in the State of Illinois.
4. Standard scale for drawings should be 1"=20'.
5. Easements must be shown, including document numbers of record.
6. All existing utilities/facilities must be shown on the engineering plans.
7. All facilities must be located outside of the pavement. All existing facilities must be relocated out from underneath the widened pavement.
8. All crossings must be perpendicular to the centerline of the highway.
9. All pavement must be enclosed in a casing pipe, which will extend a minimum of 10' beyond the edge of pavement, back of curb or shoulder break, whichever is further. The minimum depth of the auger or bore under pavements is 4 feet.
10. All excavations shall be a minimum of 10' away from ANY pavement within the Township right-of-way, including pavement returns. Dimension the area of excavation.
11. Plans, profiles, and cross-sections should provide enough information to complete reconstruction of the existing right-of-way.

12. IDOT Standard Specifications must be shown on the plans for all structures to be placed within the Township Highway right-of-way.
13. ALL APPLICABLE TRAFFIC CONTROL STANDARDS MUST BE SHOWN ON THE PLANS.
14. All utilities must be placed a minimum of 32' from the centerline of the right-of-way but are preferred to be placed 2' from the right-of-way line. In all instances, no utility can be located under existing or proposed pavement. The final submittal of engineering plans should remove all indication of Pending Approval or Not for Construction.
15. Over sheet including index of sheets, a location map; stationing and length of activity, the name, address, and telephone number of the engineer who prepared the plans; the seal of the preparing engineer with the engineer's signature affixed over the seal; the name, address of the developer or owner; the date of plans and subsequent revision dates; legend; general notes; summary of quantities (work items shall conform to the pay items established by the IDOT and used by West Deerfield Township and the Vernon Township Highway Department as contained in the Standard Specifications and Coded Pay Item books); and any other general information required.
16. General Notes on the cover page should include the following: The review and approval of these final engineering plans and specifications by the engineering firm does not constitute a release from or grant of variation from the standards and specifications required in the West Deerfield Township Permit Ordinance, as amended. The developer, the developer's designated representatives, and/or all successors and assigns shall be solely responsible for all work and improvements within the limits of the Township Highway right-of-way. Unless otherwise specified, approved in writing by the Township's engineering firm, and on file with the said firm, all work and materials necessary to construct highway, access facility, and drainage improvements within the limits of the Township Highway right-of-way shall be in conformance with the provisions and requirements of the West Deerfield Township Permit Ordinance.
17. PLAN AND PROFILE
  - a. Profile scale should be 1"=5' vertical and 1"=20' horizontal.
  - b. Profile should show centerline of pavement, centerline of ditch, and all existing and proposed utilities and/or structures.
  - c. Plan must show Township Highway name, WDT stationing, all existing and proposed utilities, and centerline of pavement.
  - d. Property lines and PIN #'s should be shown if easements will be required.

18. CROSS SECTIONS

- a. Cross sections should show all existing and proposed utilities/structures, centerline of pavement, right-of-way lines, centerline of ditch, back of curb, shoulder break, pavement depth (typical) and shoulder depth (typical).
- b. Scale should be 1"=5' vertical and 1"=10' or 20' horizontal.
- c. Sections should be shown at 50' intervals and at all structures.

19. TRAFFIC CONTROL STANDARDS

- a. All current applicable traffic control standards must be shown on the plans.
- A construction fence is to be installed on the property line along the road right-of-way---it can be moved when landscaping begins.
  - There are to be NO materials, debris, or equipment left on the right-of-way.
  - Any construction holes that are to be left overnight must have lighted barricades and a fence around it.
  - Dust control measures must be in place; work area and roads must be kept clean and orderly, especially over the weekends.
  - Two feet of shoulder gravel must be in place before commencement of project. If either side of the road is damaged because of construction on your property, it is your responsibility to repair it. You are required to dirt/seed and/or sod from the edge of the gravel to the property line. Upon project completion, both sides of the road and right-of-way must be restored within 30 days and shall be restored to at least its original condition or better.
  - Roads must be bored, not open cut when hooking up to water and sewer; a road patch should have 8 inch BAM and 1-1/2 inch surface.
  - DRIVEWAYS: New driveways must have a 12" culvert and should be four (4) feet wider than the driveway, two (2) feet on each side. If the driveway is other than blacktop, it must end at least two (2) feet from the edge of the road. The grading of the driveway must be approved before the pouring of the driveway. The drive cannot exceed 20 feet width in the right-of-way.
  - The inspector for the Township has discretion to require additional measures to insure the safety and integrity of the project, as it impacts West Deerfield Township roads and right-of-way. Failure to correct violations within a ten-day notice period may be cause for the inspector to take steps to correct the work, using monies held by the Township as a bond. Notice shall be given verbally, when possible, and by certified mail. Violations not corrected after ten (10) days may accrue a daily fine of not less than \$25.00 nor more than \$500.00 per day.

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Signature of Applicant

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By (if corporation, partnership, etc.)

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Printed Name of Above

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Application received date: \_\_\_\_\_

Application permit #: \_\_\_\_\_

Approved date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Bleck Engineering)

Permit Issued by: \_\_\_\_\_  
(West Deerfield Township)