

UTILITY ACCESS PERMIT APPLICATION PROCESS

The following steps summarize the process required to obtain a Utility Access Permit from Rutland Township.

1. A completed Utility Permit Application, *with ALL REQUIRED supporting documentation (maps, drawings, necessary signatures and certificate of insurance)* is submitted via email (to Rutland Township Highway Commissioner roadcommissioner@rutlandtownship.com), or by USPS mail to Rutland Township, Attn: Rutland Township Highway Commissioner.
2. Fees are mailed to Rutland Township, *Attn: Rutland Township Highway Commissioner.*
A \$750 fee is required for each work site location.
3. Application will be logged into master tracking system.
4. Application will be reviewed by the Rutland Township Highway Commissioner.
5. After review and approval, permit will then be returned to Applicant via email or USPS and work can commence.

DELAY WILL BE CAUSED BY ANY ONE OR MORE OF THE FOLLOWING:

- ❖ **IMPROPERLY COMPLETED OR INCOMPLETE PERMITS.**
- ❖ **UNSATISFACTORY or UNSUBMITTED CERTIFICATES OF INSURANCE.**
- ❖ **MISSING SIGNATURES (*required from all necessary parties*).**
- ❖ **INSUFFICIENT FEES.**

If you have any questions or concerns, please contact the Rutland Township Highway Commissioner by email: roadcommissioner@rutlandtownship.com, or by phone 847-428-6789.

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RUTLAND TOWNSHIP HIGHWAY DEPARTMENT
16N491 POWERS ROAD
PHONE: 847-428-6789 (Township Road District Office)
JOHN ALES, HIGHWAY COMMISSIONER

UTILITY PERMIT APPLICATION

Application Date: _____ Type of Utility: _____

Project Name: _____

Work Order Number: _____

Township Road Name and Section Number: _____

Location: _____

Distance to nearest cross road or marked address: _____

i. **DESCRIPTION OF PROJECT – MUST INCLUDE DRAWINGS AND/OR MAP**

Project Intent: _____

Description of Construction: _____

Materials to be used: _____

Tentative Start Date: _____

Tentative Completion Date: _____

ii. **APPLICANT INFORMATION** *All applicable information must be completed.*

Applicant

Contact Person and Firm Name

Address

Telephone Number Email Address Fax Number

Developer (if applicable)

Contact Person and Firm Name

Address

Telephone Email Address Fax Number

Engineer (if applicable)

Contact Person and Firm Name

Address

Telephone Email Address Fax Number

Subcontractors and/or cooperating entities:

Firm Name: _____

Contact Person: _____ Phone Number: _____

Email address: _____

iii. **APPLICATION FEE \$750.00**

Application fee must be paid with submission of this permit application. Additional fees may be required as described in Part V of this Application.

Each site location requires a \$750 fee.

iv. **CERTIFICATE OF INSURANCE**

The undersigned Applicant must submit the required certificate of insurance with the application for this permit.

v. **FINES**

In addition to the permit application fee, fines will be assessed when work has commenced without a permit. The fine will be assessed in the amount equal to the applicable permit fee.

vi. **MANDATORY CLEAN UP AND RESTORATION**

Permit will be granted only including the required clean-up and restoration clause. It is agreed to and understood that 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 work completed. This includes restoration of entrances, side road and shoulders. Special care must be taken during the day to avoid tracking mud or other material onto the roadway. Mud or other material tracked onto the roadway shall be removed immediately.

RESTORATION REQUIREMENTS

1. All disturbed areas seeded with mulch or blanket or sodded.
2. 6 inches topsoil
3. Sod adjacent to developed property
4. Salt tolerant sod adjacent to roadway
5. Fertilizer
6. Erosion control blanket for all seeded areas.
7. Inlet protection (if applicable)
8. Ditch checks (if applicable)

EROSION CONTROL

1. Perimeter erosion control barrier
2. Inlet & pipe protection
3. Ditch checks
4. Siltation basins
5. Properties and sensitive areas protected

vii. **MANDATORY COMPLETION SIGN-OFF BY HIGHWAY COMMISSIONER**

- I. **Permit will be granted only including the required "Sign-Off" by Highway Commissioner. It is understood and agreed to** that prior to or at completion of permitted work, notification must be given to Highway Commissioner for visual inspection of work and restoration.

SIGNATURE PAGE

Applicant Date

Developer (if applicable) Date

Engineer Date

Rutland Township Highway Commissioner Date

Rutland Township Utility Permit Number: RU-2024-_____

PROJECT COMPLETION SIGN-OFF

Rutland Township Highway Commissioner Date