CITY OF GENEVA PUBLIC WORKS DEPARTMENT
RIGHT-OF-WAY PERMIT APPLICATION

General Requirements per City Code Title 8, Chapter 3 and Ordinance 2006-69:

The following information is required with each Right of Way Permit Application submittal.

1. A detailed plan showing both the existing and proposed improvements Including:

   a. Lot dimensions, lot address, north arrow and scale
   b. Location of existing buildings, pavements, sidewalks and utilities
   c. Location and dimensions of all connections to be made to city utilities or work to be done
   d. Detail of the type of connection to be made
   e. Description of the type of restoration to be made for pavements, grass areas, etc.
   f. Grading and drainage plan, if applicable
   g. Type of material to be used
   h. All parkway trees to be shown

2. A traffic control plan, if applicable

3. A certificate of insurance equal to or greater than a $5,000,000 commercial liability insurance policy is required for all utility work within the public right of way. A certificate of insurance equal to or greater than a $1,000,000 commercial general liability insurance policy is required for non-utility work within the public right of way.

4. **The City of Geneva shall be listed as additional insured on all certificates of insurance submitted**.

5. A $50,000 bond will be required for all work proposed within the street pavement or curb and gutter work. A $10,000 bond is required for all work proposed outside the street pavement or curb and gutter.

6. The utility/contractor shall be responsible for pavement/sidewalk repairs for a period of three (3) years from the date construction is completed.

This information along with the right of way application should be submitted to:

City of Geneva
Public Works Department
1800 South Street
Geneva, IL 60134-2547
FAX: 630-208-1503
Business hours: Weekdays 7:00 a.m. - 4:00 p.m. (630) 232-1501