



**CITY OF GENEVA PUBLIC WORKS DEPARTMENT
RIGHT OF WAY (ROW) PERMIT REQUIREMENTS**

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

The following information would be required with excavations within the Right of Way (ROW) Permit Application submittal.

1. A detailed plan showing both the existing conditions and proposed improvements, including:
 - a. Lot dimensions, lot address, all parkway trees, north arrow, and scale
 - b. Locations of existing buildings, pavements, sidewalks, fences, and utilities
 - c. Locations/dimensions and types of materials to be used for all proposed connections to city owned utilities; or other proposed work within the right of way
 - d. Detail of the type of utility connection to be made
 - e. Description of the type of restoration to be made for pavement, concrete, grass areas, etc.
 - f. Existing and/or proposed grading and drainage plan, if applicable
2. A certificate of insurance equal to or greater than a \$5,000,000 commercial liability insurance policy is required for all work within the ROW. See the City's website for examples. **The City of Geneva shall be listed as additional insured on all certificates of insurance submitted.**
3. All other non-excavation type work within the ROW (including the use of overnight storage pods, dumpsters, and saw-cutting/removal of a barrier curb for a driveway) will require the satisfactory submittal of a \$10,000 bond.
4. Any excavations (or removal/replacements) within the paved areas (i.e. streets/alleys, sidewalks, parking areas, curbs/gutters) that will require restoration; or landscaping within the parkway areas, will require the submittal of a satisfactory \$50,000 bond.
5. If the Public Works Department determines the proposed improvements will require a lane closure or detour, a detailed traffic control plan indicating current Illinois MUTCD approved signage and IDOT approved details will be required for review/approval prior to the issuance of the ROW permit. Said approved traffic control plan must be satisfactorily installed prior to commencing the proposed work within the ROW.

This information, along with the completed ROW 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

Revised 2017