



Ela Township Highway Department
Mike DePouw, Highway Superintendent
Address: 23605 N. Echo Lake Rd. • Lake Zurich, IL 60047
Phone: 847-438-2371 Fax: 847-438-0457
E-mail: highway@elatownship.org

Required with Permit Application

Check made out to Ela Township Highway Department in the amount of \$2,500

Scope of Work covered by bond: New Building/Construction, Site Work, Cutting of Roads (Sewer or Water), Driveways (new or replacements), Culvert (replacement/repair), Heavy Equipment Mobilization, Material Hauling.

Bonds older than 18 months will not be refunded.

- Hard Copy of Site Plan
Emailed PDF Copy of Site Plan
Filled out Bond Application

NOTE - (If the completed project is within the scope of the permit and damage was not done to the Township right of way, a refund of the bond minus \$50.00 for inspection/administration fee will be deducted from bond refund. Check will be returned within thirty (30) days after final inspection but not within the months of November 1st through April 15th.)

Inspections

(NOTIFY ELA HIGHWAY DEPARTMENT, 24 HOURS BEFORE)

- Prestart Road Conditions
At start of construction
Hauling of materials to and from work site
Equipment mobilization
While culvert is being installed
Any backfill of roadways
Before paving of driveway and/or road
Grass must be planted in ditch, established and mowed twice before final inspection

General Conditions

If road is in poor condition, you should have a prestart inspection with Highway Commissioner. Pictures are optional. If not inspected before starting, you may be liable for additional repairs.

Driveways must be paved from road to property line (road easement)

If Highway Dept. has to clean road or ditches due to poor site conditions, a fee of \$150.00 per hour per man and machine will be charged to Owner or Contractor

Any violations of the above will result in a red tag – minimum fine of \$100.00 to \$500.00 per incident. Before work continues, the amount of the fine will require payment in a Certified Check.

This means no one is allowed to cross easement to work on property if RED TAGGED



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**ATTACHMENT "A"**

- 1) Prosecution of the Work -This item shall comply with the requirements of Sec. 108.03 of the STANDARD SPECIFICATIONS as modified herein. The Township Road Commissioner shall be notified 24 hours in advance of beginning or discontinuing of operations.
- 2) All adjoining roads shall be kept free of dirt and construction debris. Any dirt or construction debris tracked onto adjoining roads shall be removed as often as necessary throughout the course of the day to assure proper and safe travel of the motoring public.
- 3) Construction worker's vehicles and construction equipment shall be parked in areas outside the Township right of way or in areas where there will be no interference with the normal use of the right of way or vehicle sight distance.
- 4) Driveway Culvert- Driveway culvert installation, repair or replacement is the responsibility of the homeowner. The Ela Township Highway Commissioner should be notified prior to any alteration being performed to the driveway culvert.
- 5) Standard Specifications -The Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, latest edition shall govern all work, except as modified herein.
- 6) Traffic Control -This item shall comply with the requirements of Sec. 107 .14 of the STANDARD SPECIFICATIONS as modified herein. The Petitioner shall be required to furnish and maintain all signs, signals, barricades and other traffic control devices during the construction or maintenance of an improvement to the satisfaction of the Township Road Commissioner.
- 7) Roadway Maintenance -This item shall comply with the requirements of Sec. 107.15 of the STANDARD SPECIFICATIONS as modified herein. The Petitioner shall clean the pavement of all dirt, mud and debris at the end of each day's operations, and at other times as directed by the Highway Road Commissioner.
- 8) Removal and Replacement of Bituminous Pavement -This item shall comply with the requirements of Secs. 218.03 and 617.02 of the of the STANDARD SPECIFICATIONS as modified herein. Where brick, concrete, or bituminous pavement is cut, the width of the cut shall exceed the actual width of the top of the trench by twelve (12) inches on each side for a total of two (2) feet. Exposed surfaces of Portland cement or bituminous concrete shall be cut full depth with a pavement saw before breaking. Care shall be taken in cutting to ensure that a straight joint is sawed.  
When the existing pavement surface is bituminous concrete and the base consists of a rigid or flexible material, the base replacement shall consist of six (6) inches of BITUMINOUS AGGREGATE MIXTURE (B.A.M.). The materials, equipment, general conditions, composite, preparation, transportation, placing and compacting of Bituminous Aggregate Mixture shall conform to Articles 218.03 through 218.10 inconclusive. The surface replacement shall consist of a bituminous prime coat and a three (3) inches thickness bituminous concrete surface course class I.



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9) Combination Concrete Curb & Gutter Removal and Replacement -All concrete curb and gutter designated for replacement shall be saw cut. The width of the cut shall exceed the actual width of the top of the trench by twelve (12) Inches on each side for a total of two (2) feet. Care shall be taken in cutting to ensure that a straight joint is sawed. Three (3) #5 continuous steel rebar shall be spaced evenly at two (2) inches above the base of the replacement curb and gutter section. This rebar shall be held securely in place by coring into the existing curb and gutter on both ends to a depth of six (6) inches and grouting to insure maximum bond. A pre-formed expansion joint conforming to the cross section of the existing section shall be required at both ends of the replacement concrete curb and gutter section. The replacement curb and gutter section shall then be poured and formed to the dimensions and cross sections of the existing curb and gutter.

10) Review Time –The Township Road Commissioner shall require a minimum of 7 days for the purpose of reviewing plans, specifications and permit applications.

11) Seeding -All sodded areas which have been destroyed shall be reseeded, fertilized and mulched in accordance with the Section 642 and 643 of the Illinois Department of Transportation STANDARD SPECIFICATIONS for Road and Bridge Construction latest edition including all subsequent supplements and revisions.

12) Pavement Opening - All pavement openings shall be replaced on the same day opening is made unless otherwise directed by Township Road Commissioner.

13) Trench Backfill - This item shall comply with the requirements of Sect. 210 01 of the STANDARD SPECIFICATIONS as modified herein. The trench backfill shall be mechanically tamped in layers not to exceed six inches. This backfill shall be brought within 12” of the existing surface. The final 12” shall consist of CA6 as defined in the STANDARD SPECIFICATIONS.

14) Settlement Resurfacing - After 10 days the disturbed portion of the surface shall be cut down equal to the existing surface and replaced with six (3) inches of B.A.M. and three (3) inches of Class 1 bituminous mixture. This resurfacing shall be repeated if directed by the Township Road Commissioner, for a period of at least one year should settlement occur.



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ELA PERMIT NUMBER: \_\_\_\_\_

**Building Permit Application #** \_\_\_\_\_

**Site Development Permit Application #** \_\_\_\_\_

**To Be Filled by the Applicant**

**1. Project Location**

Property Address: \_\_\_\_\_

**2. Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Cell# ( ) \_\_\_\_\_ Fax# ( ) \_\_\_\_\_

First: The said petitioner shall furnish material, do all work, pay all costs and shall in a reasonable time restore said Highway to a condition similar or equal to that existing before the commencement of the described work. Particular attention shall be given to maintaining all existing water courses, drainage structures and driveways: and replacing and repairing such facilities when damaged or destroyed. It is also understood that the work shall be completed within \_\_\_\_\_ (days, weeks, months) after the date this permit is approved; otherwise the permit becomes null and void. **Bonds older than 18 months will not be refunded.**

Second: That the proposed improvement shall be located and constructed to the satisfaction of the Township Road Commissioner or his duly authorized representative and the material used shall conform to the standard specifications of the State of Illinois, Illinois Department of Transportation.

Third: In performing this work the petitioner shall not interfere with or obstruct traffic on said highway.

Fourth: That the petitioner shall not serve any patron while vehicle of the patron is parked on any portion of the Township Highway.

Fifth: That the said petitioner, his successors or assigns, shall assume all risk and liability for accidents and damages that any accrue to persons or property on account of this work.

Sixth: That the petitioner shall not trim, cut, or in any way disturb any trees or shrubbery along said highway without the approval of the Township Road Commissioner or his duly authorized representative.

Seventh: That should the Township's construction and operation on said highway require any alteration or change of location of the improvement called for in this permit such alteration or change of location shall be made by the petitioner upon a written request by the Township Road Commissioner without expense to the Township.

Eighth: That this permit is effective in so far only as the Township has jurisdiction and does not presume to release said petitioner from compliance with the provisions of any existing statutes relating to the construction of such improvements.

SIGN AND RETURN TO: Mike DePouw Highway Superintendent

This permit is hereby accepted, and its provisions agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_

(PETITIONER)

Following Documents Must be provided before application is approved:

\_\_\_\_\_ Hard copy of Site Plan

\_\_\_\_\_ Emailed PDF Site Plan

\_\_\_\_\_  
 Mike DePouw  
 Ela Township Highway Superintendent