



Right of Way Permit: General Conditions

Updated: 8/5/2026

The General Conditions for the issuance of this permit are listed below.

As part of the Village's Right of Way (ROW) Permit, all (Sub)Contractors are to be licensed and bonded annually to do work within the Village of Tinley Park. A copy of the ROW Permit issued by the Village must be kept on-site.

Notices to affected property owners must include the following information:

- Company/Contractor doing the actual work, company they are doing the work for (if Sub-Contractor)
- Type of work being done
- Project schedule/timeline
- 24-hour Contact name and Phone number for questions and concerns
- Village's ROW Permit number issued for the work

All of these items are the sole responsibility of the (Sub)Contractors, upon receipt of this ROW Permit.

Public Works requires the Project Manager/On-site Supervisor to contact our office at 708-444-5500 or via email at tppw@tinleypark.org to inform our office of the mobilization of your work crew(s) a minimum of forty-eight (48) hours before any work begins. The following information **must** be provided:

- Working phone number of the On-site Supervisor
- An actual copy of the notice that will be hand delivered to each affected property owner/resident before any work under this permit begins.

Our field staff will routinely visit the site once the JULIE locate has been completed and failing to follow these notification procedures **will** result in the work being stopped until all items previously mentioned are properly addressed. A \$200 fine will be assessed for any work started prior to obtaining a ROW permit.

Core Requirement: Every vehicle on an active work site must display clear identification on both sides of the vehicle and rear panel showing:

- **Company Name** – the legal entity performing the work
- **Work Permit Reference** – the specific authorization for that activity

Element	Purpose	Common Form
Company Logo/Name	Immediate visual identification	Door magnets, decals, placards
ROW Permit Number	Cross-Reference to official Authorization	Permit # and date range
Vehicle ID	Accountability for specific equipment	Fleet No. and license plate
Emergency Contact	Site Coordination	Supervisor phone or Site Office

To facilitate your work, Adobe PDF files of the Village's fiber duct, street light cables, watermain, sanitary sewer and storm sewer atlas pages within the work area are available electronically, if requested. When the permit application is submitted, the review will state if there are any potential issues and what or how the proposed plans need to be revised. Recommend potholing all utility crossings and videotaping the project site prior to the start of work. You are required to call JULIE to have all utilities located within your work zone.

Contractor(s) are responsible to:

- Conduct videotaping throughout the entire limits of the project prior to starting work.
- Ensure all open holes are properly covered for safety purposes.

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- Restore/repair all project related damages (grass, landscape, sidewalk, curb and gutter, pavement, driveways, signage, etc.)
- Residents have proper access to/from their homes/driveways.
- All potentially affected residents are notified a minimum of forty-eight (48) hours before work begins.
- Parkway, driveway and pavement restorations are to be completed within ten (10) days.
- Landscape restorations are to be completed within thirty (30) days after directional bore work is complete.

Village fire hydrants will not be used. Opening and using a fire hydrant in the community without Village Public Works staff present is considered theft of service and violators subject to prosecution.

Contractor is required to maintain a list of all drilling/boring pits for work done under this ROW permit. Information must include the following:

- Address and location of the pit
- If and where any sidewalk, street, curb/gutter were removed or damaged during the scope of the work.
- Photo of the pit area after it was restored.

Contractor is required to submit a final list of the items above electronically to Public Works in Word or Excel format after restoration work is completed. Public Works will inspect to verify work was performed to Village Standards and no damage was done to the site prior to close-out the ROW permit. Should Contractor disagree with the required repair(s), the videotaping conducted at the beginning of the project would be the sole source of proof for the Contractor. ROW Permit will remain open until final approval is issued by the Public Works Department. All complaints received by the Village from the adjacent residents will be directed to the Project Superintendent. The Village will share their contact information with any residents who have questions or concerns as the restoration is the Contractor's responsibility to complete as part of the permit. Any damaged utilities, sidewalks, pavement, etc. during construction are also the (Sub) Contractor's responsibility to fix/restore.

All proposed underground work shall maintain a minimum of five (5') feet of separation from existing watermain, b-boxes, valve vaults, fire hydrants, sanitary structures, sanitary sewers, fiber ducts, etc. Proposed underground utility work must not restrict the Village from obtaining access to any existing underground utilities when future repairs are required.

A copy of any and all approved County and/or State ROW permits along with traffic control plans for this project that have been obtained shall be provided. Roadways shall be swept daily. All open grates shall be properly lined. Debris removed from the site daily.

If not already submitted/obtained, it is the Contractors responsibility to prepare and submit a Traffic Control Plan or indication of flaggers to be present when lane closures are required, along with the necessary staff to direct traffic. Plans shall be in full compliance with IDOT Standards for routing traffic. Plan shall be prepared, signed and sealed by an Illinois Registered Professional Engineer and submitted, reviewed and approved before any lane closures are done. This again is the sole responsibility of the (Sub)Contractors to handle under this permit.

Any questions or concerns, please contact Public Works at (708) 444-5500. Electronic documents (for approval and upon project completions shall be submitted via e-mail to: tppw@tinleypark.org

Village of Tinley Park – Public Works Department