

**VILLAGE OF TINLEY PARK**  
**PUBLIC RIGHT OF WAY (ROW)/EASEMENT**  
**APPLICANT CHECKLIST**

16250 Oak Park Avenue, Tinley Park, IL 60477

(708) 444-5500 Fax (708) 444-5599

With your completed permit application, please ensure you have included the following information:

- The utility's name and address and telephone and telecopy numbers
- The applicant's name and address, if different than the utility, its telephone, telecopy numbers, email address, and its interest in the work
- Names, addresses, telephone numbers, telecopy numbers, and email addresses of all professional consultants advising applicant
- General description of proposed work and purpose, intent, and use of facility
- Evidence that utility has been placed on file with Village
  - Written traffic control plan
  - Emergency contingency plan that specifies nature of potential emergencies including construction and hazardous materials emergencies, and applicant's response
- Drawings, plans, and specification showing proposed work, including certification of an engineer that specifications comply with Village codes, rules, and regulations
- Evidence of insurance (see pg. 3 for specifications)
- Variance requests from one or more provisions (if applicable)
- Fee in amount of \$100
- Unless otherwise provided by franchise, license, or similar agreement, all applications for permits pursuant to this chapter shall be accompanied by a fee of \$100. No application fee is required to be paid by any telecommunications retailer that is paying the municipal telecommunications infrastructure maintenance fee pursuant to the Telecommunications Municipal Infrastructure Maintenance Fee Act, or by any electricity utility that is paying the municipal electricity infrastructure maintenance fee pursuant to the Electricity Infrastructure Maintenance Fee

**The Village may require additional information on specific utilities including:**

***New electric power, communications or natural gas distribution system installation:***

- Evidence that any “Certificate of Public Convenience and Necessity” has been issued by the ILCC

***Natural gas systems:***

- Pipe size, design, construction class, and operating pressures specifications

***Water lines:***

- Indication that all requirements of the Illinois EPA, Division of Public Water Supplies have been satisfied

***Sewer line installations:***

- Indication that land and water pollution requirements of the Illinois EPA, Division of Water Pollution Control and the Metropolitan Water Reclamation District, and any other local or state entities with jurisdiction have been satisfied

***Petroleum products pipelines:***

- Statement of type or types of petroleum products, pipe size, maximum working pressure, and design standard to be followed

## Evidence of Insurance Requirement

*The utility must provide copies of any of the policies required to the Village within 10 days after receipt of written request from the Village.*

### 1. Required Coverages and Limits

- ◇ Policy must insure the utility as well as the Village and its elected and appointed officers, officials, agents, and employees on policies listed below:
  - **Commercial General Liability Insurance** with limits no less than:
    - \$5 million for bodily injury or death to each person
    - \$5 million for property damage resulting from any one accident
    - \$5 million for all other types of liability
  - **Automobile Liability Insurance**—for owned, non-owned, and hired vehicles with a combined single limit of \$1 million for personal injury and property damage for each accident
- ◇ Worker’s compensation with statutory limits
- ◇ Employer’s liability insurance with limits of not less than \$1 million per employee and per accident

### 2. Excess or Umbrella Policies

- ◇ May be in any combination of primary, excess, and umbrella policies
- ◇ Any excess or umbrella policy must provide excess coverage so that when any loss covered by the primary policy exceeds the limits established by that policy, the excess becomes effective to cover that loss

### 3. Maintenance and Renewal

- ◇ The policies listed above must contain the following endorsement:

*“It is hereby understood and agreed that this policy may not be canceled nor the intention not to renew be stated until 30 days after receipt by the Village, by registered mail or certified mail, return receipt requested, of a written notice addressed to the Village Manager of such intent to cancel or not to renew.”*
- ◇ Within 10 days from the time the Village receives the notice, the utility must provide to the Village evidence of replacement insurance policies.

### 4. Self-insurance

- ◇ A utility may self-insure all or a portion of the insurance coverage mentioned in **section 1**. If a utility chooses to self-insure, they must provide the Village sufficient evidence to demonstrate its financial ability to self-insure the insurance coverage and limit requirements under section 1 (e.g. that the utility is a “private self insurer” under the Workers Compensation Act).