

Will County DOT
Utility Permit Guidelines
Draft Revised 6/15/22

1.

Review Will County DOT System Map on our webpage to ensure the location is our jurisdiction:
<http://www.willcountyllinois.com/County-Offices/Economic-Development/Division-of-Transportation/Highway-System>

Call or email ahead if you are not sure about the location or need help determining jurisdiction.

2.

Refer to Will County DOT Permit & Access Control Regulations adopted July 16, 2020 – Sections 56.055, 56.100-102, and Will County DOT Technical Reference Manual Chapters 7, 9, 10 and 11.

<http://www.willcountyllinois.com/County-Offices/Economic-Development/Division-of-Transportation/Permit-and-Access-Regulations>

3.

Prepare Utility Permit Application form.

- Applicant is the Owner/Utility Company, not the consultant or contractor
- One permit per project (WO#, UT#, etc).
- Permit fees waived for all government agency funded work (IDOT, County, municipal, etc).
- Permit Fee: choose the Permit Type that most nearly describes the work. If not sure, look at the time ranges to complete the work to make your decision.
 - We do not issue permits for Emergency work but we do need to be informed. If the emergency work exceeds 72 hours then a permit is required.
 - We do not issue permits for Minor Maintenance (60 min or less).
 - If the work is minor in nature but is estimated to take more than 60 min then it is considered Major Maintenance and a permit is required.

Call ahead if you are not sure about the type of permit and fee.

Permit Fee is required at time of application, in form of check. WCDOT is now accepting credit card payments as well. Ensure the project number is on the check (ex, WO#). Submit the check and permit application package together. Nicor is the only utility that gets invoiced because they have a single point of contact for all checks. For all other utilities, payment is required up front with the application because there is too much chance for error.

4.

Prepare Utility Permit form.

- Applicant is the Owner/Utility Company not the consultant or contractor.
- In the middle narrative portion, briefly describe the work. Note the public project name or development project name, if applicable. Also provide the engineering plans reference number and latest revision date.

5.

Prepare Utility Permit plans.

- For a large set of plans, include cover sheet with overall location map showing numbered sheets. Submit only the sheets that apply to Will County Highways.

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- Attach plans showing accurate description and location of work. Include North arrow, edge of pavement, right-of-way line, distance to nearest marked intersection.
- NO PAVEMENT CUTS within the right-of-way, without written permission from Will County DOT. Please note proposed pavement cuts clearly on the plans.
- Potholing for utilities shall be by core (keyhole) and vacuum/hydro excavation
- New facilities parallel to centerline shall be placed within 8 feet of the right-of-way line if possible. New water main shall be placed within 5 feet of the right-of-way line. 1-foot inside the right-of-way line is reserved for utility poles.
- All underground installations shall have a minimum of 30 inches of cover. Underground crossings of gas transmission pipelines, petroleum products pipelines and waterlines shall be at least 10 feet below centerline top of pavement and 5 feet below bottom of ditch.
- All underground crossings shall be at 90 degrees to the roadway centerline.
- Bore pits shall be at least 10 ft from the edge of pavement.
- Bore pits shall remain open and with proper safety measures in place until inspected by Will County DOT. Call 815-727-8476 at least one (1) business day ahead to setup an inspection meeting.
- Any evidence of damaged field tile systems shall be immediately reported to Will County DOT, investigated and repaired. The utility company shall coordinate and pay for the repair and/or replacement of the field tile.
- Backfill requirements according to the WCDOT Utility Trench backfill detail [Chapter 7.5 of the WCDOT Technical Manual].
- Utility poles shall be a single-pole line, which means one side of the highway with joint usage for transmission and distribution. Poles for service drops are allowed on both sides.
- All aerial crossings shall maintain minimum vertical clearance of 18 feet over the roadway including all communication cables. Also follow applicable minimum heights above side streets and driveways.
- Removal of a petroleum pipeline casing is preferred over casing extensions. Feasibility to be determined by pipeline company. Will County DOT cannot reimburse for cost to remove casings.
- Add note for work at intersections with traffic signal under Will County DOT jurisdiction. Call Will County DOT at 815-727-8476 to locate traffic signal equipment under Will County DOT jurisdiction. Traffic signal controller has a Will County DOT label on it. Will County DOT will call traffic signal maintenance contractor to perform the locate. Locate requests must be submitted 3 business days prior to work.
- Out of service facilities within the Will County DOT right-of-way shall be removed according to the WCDOT Technical Manual and Removal of Out of Service Utilities guidelines.

6.

Will County DOT public road projects and other public and private road projects

- Utility relocation plans shall be superimposed on project plans: Plan and Profile, Drainage and Utility, and Cross Section plan sheets.
- Provide station, offset, and depth to coordinate with road project.

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- Streetlights on wooden utility poles at intersections shall be relocated to new poles as part of the relocation for improvement project, unless the project calls for combination traffic signal/streetlight.
- Standpipes are required, with cut marks to new facilities, every 200' or significant change of direction.
- When boring across a road, leave a paint mark on the pavement with the depth to top of pipe or cable:
 - at the crown (high point) of the road
 - at the edge of pavement on each side of the road
 - on the ground at the low point of the ditch on each side of the road
- Separation of materials
 - Keep topsoil and clay separate. Any material that becomes mixed cannot be placed as backfill.
 - In the areas containing non-special waste, any soil leaving the site must be disposed of properly.
- Erosion control:
 - Inlet protection is needed within the work zones
 - Work adjacent to detention ponds must have erosion control protection in place
 - Complete areas of work ASAP. Restoration needs to be completed within 14 days.
 - Each utility/contractor is responsible for their own BMPs
 - The last utility/contractor is responsible for final landscaping
 - Pavement must be kept clean at all times
- Traffic control:
 - Pick up signs on daily basis
- Potholing for utilities: roadway holes will be patched immediately.

If a utility company with facilities already established in the corresponding area, needs to expand their facilities within the footprint of an upcoming public agency road contract, the utility shall provide a written statement promising the future relocation of that new facility will be addressed with urgency to meet the needs of the Will County DOT project team.

If a utility company that does not have facilities established in the corresponding area, needs to expand their facilities within the footprint of an upcoming public agency road contract, the work will not be permitted until completion of the public agency contract.

7.

Provide a traffic control plan for lane closures with significant impact on traffic, depending on location, duration of impact and the opinion of Permit Engineer. A traffic control plan is required for all detours. The MUTCD shall be followed at all times.

8.

Provide a Certificate of Insurance for contractor performing work; Will County Division of Transportation as Insured or Additional Insured. Note project sponsor, project number, and project title or location of work. We follow IDOT requirements for insurance.

9.

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Mail or dropoff permit package at our office

- Submit two signed and dated Utility Permit Application forms
- Submit two signed and dated Utility Permit forms
- Submit two sets of plans. If large plan set, submit only one set, which Will County DOT will keep.
- Permit Fee, if applicable, see paragraph 3. above.
- Include pre-addressed stamped envelope, correctly sized to return one executed copy of the permit(s).
 - FedEx, UPS and other private carriers do not make scheduled stops at our office, only when they have something to drop off, so your package could be delayed on return to you.

OR

Email directly to highwaypermits@willcountyillinois.com