



Will County Division of Transportation

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JOLIET, IL 60433
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Email: highways@willcountyillinois.com

JEFF L. RONALDSON, PE
DIRECTOR OF TRANSPORTATION/
COUNTY ENGINEER

Special Event Permit Application

WCDOT Use Only: Permit Number: _____

Date Received: _____

Fee Paid: Initials: _____

Applicant/Owner Information

Contact Person /Company: _____

Address: _____

E-mail address: _____

Phone: _____

Agency Handling Traffic Control

Contact Person/Company: _____

Address: _____

E-mail address: _____

Phone: _____

Project Location

County Highway(s): _____

Proposed Start Date: _____

Length and Time: _____

From: _____

To: _____

Estimated Attendance: _____

Brief Description of event: _____

Lane closure required? Yes No Lane: _____

Note: Attach the Course Route Map with this application

For a description of permit types and fees please consult the WCDOT ordinance and Technical Manual

A check made payable to the Will County Division of Transportation shall be made out for \$50 and enclosed with this application. **Fee is non-refundable**

Note: This application is subject to the General Conditions as printed on the reverse side of this form. The application is only valid with original signatures.

Applicant Signature: _____

Date: _____

Applicant Name: _____

General Conditions for Application for Special Event on a County Highway

1. This Application is **Not** a permit and in no way authorizes the applicant or contractor to construct/perform any work or hold an event within the County's Right-of-Way without the issuance of a highway permit.
2. In submitting this application, the Applicant agrees to comply with the Will County, IL Code of Ordinance, as amended.
3. The Applicant shall supply, at their expense, such information as the Will County Division of Transportation may require to complete the review of the Proposed Work.
4. The Proposed Work may not be permitted if it will create a hazard to the Public or interfere with the ability of the Will County Division of Transportation to operate and maintain the County Highway right-of-way.
5. This Application does not relieve the Applicant from obtaining permission and authority from the Federal, State, County or Local Government or any political subdivision or administrative agency which any administer any statutes, regulations, ordinances or administrative orders that pertain to the Proposed Work.
6. The Applicant is cautioned that the County Highway rights-of-way may be subject to approval or permission from the legal property owner. The Applicant is responsible for researching who the legal property owner is, contacting said property owner, and obtaining any required approvals or permissions.
7. The submittal of this application does not obligate the County Engineer to issue a permit if such access facility will not comply with the provisions of the Will County, IL Code of Ordinances, as amended
8. Lack of immediate response to a submitted application form or submitted preliminary information, engineering plans or other submittals shall not be construed as approval or acceptance of the submittal.
9. The Will County Division of Transportation, its employees and its agents, and the County of Will, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by the Will County Division of Transportation to review submittals by the Applicant or his authorized agents.
10. The applicant is responsible for the total cost of the event. This includes inspection costs as well as any costs the Will County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.