



## GENERAL REQUIREMENTS FOR CONSTRUCTION/MAINTENANCE PERMITS

### Construction/Maintenance Permit Application Submittal Requirements

1. The Cook County Department of Transportation and Highways (CCDOTH) Permits Division only accepts electronic (PDF format) submissions. Applicants that have digital files 25MB or less shall email their submittals to: [hwyp.permits@cookcountyil.gov](mailto:hwyp.permits@cookcountyil.gov) . Electronic applications can also be submitted via email with an information exchange web site link or mailed (not preferred) on a flash drive or CD/DVD mailed to the address at the top of the page. Title the email subject **"Application, Road Name/s, Owner Name"**.
2. Construction/Maintenance permit application types include but are not limited to private, commercial, utilities, pipeline, railroad, and government. The typical Construction/Maintenance permit application submittal shall consist of but is not limited to the 2-page application, child support affidavit, application fee payment receipt, application fee form (Fee not applicable to Government Agencies) and engineering plans (See note 3).
3. Depending on the complexity of the permit project the typical engineering plans should include but are not limited to the following items. Engineering plans include plans, special provisions, plat of survey, studies, calculations, etc.
  - a. Size and location of project site.
  - b. Distance of the project site location to the nearest side street intersection in both directions.
  - c. Existing and proposed conditions on the permit site and on CCDOTH Right of Way (ROW).
  - d. Signed copies of the "plat of survey" with legal description.
  - e. Proposed permit work dimensions and material composition.
  - f. Pipe culvert dimensions and material composition. Proposed pipe culverts shall be reinforced concrete pipe with flared end sections and have a minimum diameter of 15".
  - g. All public and private utilities in the CCDOTH ROW.
  - h. CCDOTH roadway ROW lines with dimension from ROW line to the roadway centerline.
  - i. Roadway configuration and material composition within 300' of the project site.
  - j. The existing and proposed elevations for the project site and adjacent CCDOTH roadway. Elevations should include but are not limited to site topography, CCDOTH ROW pavement, parkway and ditch cross sections and drainage structures (may need drainage structure inverts).
  - k. Drainage retention and detention calculations.
  - l. A traffic study for large commercial access.
  - m. If the proposed work includes a CCDOTH Traffic Signal Modification or Installation, CCDOTH will require a full set of traffic signal plans. The design plans shall be designed in Microstation format. The plans shall include but are not limited to the existing and proposed equipment, all Right of Way, utilities, and various dimensioning. Please contact CCDOTH to determine if existing plans are available or for an example set of plans. Note, if existing plans are available the new plans shall be updated to current IDOT standard symbols.
  - n. Plans shall be designed per applicable Federal, State and Local specifications
  - o. Plans shall be stamped and signed by a Professional Engineer (PE). There are some exceptions to the PE requirement.

### Bond and Insurance Requirements

4. Once the permit number is assigned, the general contractor shall submit required bond and insurance. See "Bond and Insurance Requirements" on Permits website.

### Issue Permit Requirements

5. Final plans approval, contractor bond and insurance approval, drafted permit signed by owner/s, and permit fee payment need to be completed before permit is issued.

### Questions

6. Should you have any questions please contact the CCDTOH Permit Office email [hwyp.permits@cookcountyil.gov](mailto:hwyp.permits@cookcountyil.gov)

Office Use Only:	Permit No.:		Opened By:	
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## COOK COUNTY HIGHWAY DEPARTMENT PERMIT APPLICATION

Cook County Department of Transportation and Highways Permits Office  
 George W. Dunne Cook County Office Building  
 69 W. Washington, 24th Floor, Chicago, Illinois 60602

312.603.1670  
 312.603.9943  
 hwy.permits@cookcountyil.gov

**Print clearly or Type all information requested. Incomplete applications will NOT be accepted.**

Application Fee: \$		Fee Receipt #:	
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**24hr Emergency Contact Name:**

Phone Number:

Cook County Permits requires a 24hr emergency contact name and phone number for 24hr response if an off-hour hazard is called into Cook County and is the Hazard is tied to this permit work. This can be an Owner, Engineer/Architect or Contractor number.

**Owner:**

Name: (Legal Name of Company/Owner) (Contact Name/Title)

Mailing: Address City State Zip

Phone: Email  
**Engineer/Architect:** (Primary Firm Assigned to prepare Civil Engineering Plans)

Name: (Legal Name of Company/Owner) (Contact Name/Title)

Mailing: Address City State Zip

Phone: Email  
**General Contractor:** (Contractor assigned to oversee all the work requested in this permit)

Name: (Legal Name of Company/Owner) (Contact Name/Title)

Mailing: Address City State Zip

Phone: Email  
**Owner of Existing Water Main:** (Required if proposing water connection)

Name: (Legal Name of Company/Owner) (Contact Name/Title)

Mailing: Address City State Zip

Phone: Email  
**Owner of Existing Sanitary Sewer:** (Required if proposing sanitary connection)

Name: (Legal Name of Company/Owner) (Contact Name/Title)

Mailing: Address City State Zip

Phone: Email

Office Use Only:	Permit No.:	Opened By:	
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312.603.1670  
 312.603.9943  
 hwy.permits@cookcountyil.gov

**Project Location:** (Complete all information. Print or type clearly.)

Property Address:

Site City or Cities:

County Hwy(s)/ Hwy Section #(s):

See Cook County jurisdiction map for County Route Name(s) and Hwy Section #(s). Note, Cook County Jurisdiction Routes are solid red on the jurisdiction Map. [Click Here For Map.](#)

Locations to nearest cross street:

Description of Work:

- Within Cook County ROW
- Attach sheet if need room

**Proposed Work:** (Check all items that apply within Cook County ROW only)

<p><b>Entrance/Access</b></p> <input type="checkbox"/> Entrance Commercial New,Modify,Rem and/or Repl <input type="checkbox"/> Entrance Residential New,Modify,Rem and/or Repl <input type="checkbox"/> Entrance Street New,Modify,Rem and/or Repl <input type="checkbox"/> Entrance Temp Construction, Temp Access <input type="checkbox"/> Curb and Gutter New,Modify, Rem and/or Repl <input type="checkbox"/> Storm Sewer/Pipe Culvert and Appurtenances New, Modify, Rem and/or Repl	<p><b>Utilities</b></p> <input type="checkbox"/> Water Main and Appurtenances New, Modify, Rem and/or Repl <input type="checkbox"/> Water Service New, Modify, Rem and/ or Repl <input type="checkbox"/> Sanitary Sewer and Appurtenances New, Modify, Rem and/or Repl <input type="checkbox"/> Sanitary Sewer Force Main and Appurtenances New, Modify, Rem and/or Repl <input type="checkbox"/> Sanitary Service New, Modify, Rem and/or Repl	<p><b>Landscaping (Municipal Only)</b></p> <input type="checkbox"/> Parkway/Median Trees New, Rem and/or Repl <input type="checkbox"/> Parkway/Median Plantings New, Rem and/or Repl <p><b>Landscaping</b></p> <input type="checkbox"/> Grading/Restoration <p><b>Roadway Improvements</b></p> <input type="checkbox"/> Roadway Reconstruction <input type="checkbox"/> Roadway Widening <input type="checkbox"/> Roadway Modification	<p><b>Paths/Walks</b></p> <input type="checkbox"/> Sidewalk New, Modify, Rem and/or Repl <input type="checkbox"/> Bike Paths New, Modify, Rem and/or Repl <input type="checkbox"/> Multiuse Paths New, Modify, Rem and/or Repl <p><b>ADA Improvements</b></p> <input type="checkbox"/> Pedestrian Curb Ramps <input type="checkbox"/> Crosswalks <input type="checkbox"/> Pedestrian Signals/Push Buttons
<p><b>Traffic Control/Signage</b></p> <input type="checkbox"/> Lane Closure <input type="checkbox"/> Road Closure <input type="checkbox"/> Detour <input type="checkbox"/> Signage Construction <input type="checkbox"/> Signage Permanent New, Modify, Rem and/or Repl <input type="checkbox"/> Pavement Marking New, Modify, Rem and/or Repl <input type="checkbox"/> Reflective Pavement Markers New, Modify, Rem and/or Repl	<p><b>Utility Companies Only</b></p> <input type="checkbox"/> Power Pole New, Modify, Rem and/or Repl <input type="checkbox"/> Cable/Fiber New, Modify, Rem and/or Repl <input type="checkbox"/> Cable/Fiber and Conduit New, Modify, Rem and/or Repl <input type="checkbox"/> Gas Main New, Modify, Rem and/or Repl <input type="checkbox"/> Gas Service New, Modify, Rem and/or Repl <input type="checkbox"/> Tree Trimming <input type="checkbox"/> Maintenance Individual <input type="checkbox"/> Maintenance Annual	<p><b>Signals/Lighting</b></p> <input type="checkbox"/> Traffic Signal New, Modify, Rem and/or Repl <input type="checkbox"/> Traffic Signal Interconnection New, Modify, Rem and/or Repl <input type="checkbox"/> Flashing Beacon New, Modify, Rem and/or Repl <input type="checkbox"/> Traffic Signal Loops New, Modify, Rem and/or Repl <input type="checkbox"/> Temporary Traffic Signal New, Modify, Rem and/or Repl <input type="checkbox"/> Street Lighting New, Modify, Rem and/or Repl	<p><b>Miscellaneous</b></p> <input type="checkbox"/> Pavement open-cut <input type="checkbox"/> Soil borings <input type="checkbox"/> Monitor wells <input type="checkbox"/> Pavement Cores <input type="checkbox"/> Parade/Festival/Race/Event <p><b>Other</b></p> 1: _____ 2: _____ 3: _____

\* Parkway Excavation, Pavement Cut and/or Lane Closure are not permitted under Maintenance and Repair permit.

I declare that I have prepared or examined this Application and it is true and correct to the best of my knowledge and belief. I agree to perform all permitted work according to and with all provisions of the Ordinances of the COUNTY OF COOK and any/all local, state and federal statutes and/or codes. I realize that the Highway Department is relying on the information that I have provided in this application in the issuance of the Highway Construction Permit and approval of plans and specifications without variations. The permit issued pursuant to this application shall not be construed to permit any construction upon or within said right of way or use thereof in violation of any provision of any Ordinance of COOK COUNTY or to excuse the owner or the owner's successors and assigns from complying therewith.

**NOTICE: THIS APPLICATION FORM 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 RIGHTS-OF- WAY WITHOUT THE ISSUANCE OF COUNTY HIGHWAY PERMIT.**

**Owner Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **20**  
 (Print, do not sign electronically)

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **20**  
 (Print, do not sign electronically)



Before filling out the next form “Declaration of Child Support Obligations”, please read the following notes.

1. This form is not for contractors or consultants. It is for owners only.
2. If the owner/s meet/s the requirements on the form, please have each owner that meets the requirements fill out the form.
3. If the owner is a corporation or a government agency and does not meet individual owner requirements, please type in the company name on the “Business Name” line and check box “D”.



# Declaration of Child Support Obligations

*This form must be completed by all Applicants seeking issuance or renewal of a County Privilege.*

Applicable law provides that every applicant for a County Privilege shall be in full compliance with any child support order before such applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege and may revoke any County Privilege.

- **Applicant:** any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.
- **County Privilege:** any business license, including but not limited to liquor dealer’s licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property licenses or lease; permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County HOME Loan; and contracts exceeding the value of \$10,000.
- **Substantial Owner:** any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial owner means that individual or sole proprietor.

All Applicants are required to complete this declaration and comply with the Child Support Enforcement Ordinance. An Applicant's signature on this form constitutes a certification that the information provided below is correct and complete, and that the individual signing this form has personal knowledge of such information.

## Section A: Applicant Information:

*If Applicant is a business entity with no Substantial Owners, check Box D in Section B.*

*If Applicant is a business entity with Substantial Owners as defined above, each Substantial Owner must complete and submit this declaration.*

Business Name:

Last Name:

First Name:

Date of Birth:

Social Security Number (last four digits):

## Section B: Child Support Obligation Information:

The undersigned Applicant, being duly sworn on oath or affirmation hereby states that, “To the best of my knowledge”: (click check box left of questions “A”, “B”, “C”, or “D” as is appropriate)

- A.** I do not have judicially or administratively ordered child support obligations.
- B.** I have an outstanding judicially or administratively ordered obligation, but is paying it in accordance with the terms of the order.
- C.** I am delinquent in paying judicially or administratively ordered child support obligations.
- D.** I am an authorized representative of the applicant. The applicant does not have any Substantial Owners as described above.

The undersigned Applicant understands that failure to disclose any judicially or administratively ordered child support debt will be grounds for denying, suspending, or revoking County Privilege(s); and, declares under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Applicant Signature:

Date:

## **For Internal Office Use Only:**

Department Name:

Contact Name:

Date Received:

Contact Email:

The following pages are for your information.

Do not submit them with the permit application submittal.



Cook County Department of Transportation and Highways Permits Office  
 George W. Dunne Cook County Office Building  
 69 W. Washington, 24th Floor, Chicago, Illinois 60602

P: 312.603.1670  
 F: 312.603.9943  
 hwy.permits@cookcountyil.gov

## CONSTRUCTION / MAINTENANCE PERMIT APPLICATION FEE INSTRUCTIONS

A non-refundable application fee is required to process a permit request (Not required for government agencies).

Permit: **"App Fee"**                      Allocation Code: **4416**                      Permit Application Fee: **\$ 100.00**

Payment Options:

1. **Credit Card Online (Preferred Method)**  
[Click Here](#) to make payment. Select "Highway Construction-Application Fee".  
  
 Include a copy of the receipt in the application submittal. Include the receipt no. on the top of the Construction / Maintenance Permit Application Form. Because you have a receipt you do not need to include this form in the application submittal.
2. **Credit Card Online Call (LexisNexis) at (888) 497-8701**  
 The information required for the phone call is the CCDOTH provider ID no. (80972), owner name, contact name, contact phone, contact email, county highway(s), and credit card information. You must give an email address to receive a receipt.  
  
 Include a copy of the receipt in the application submittal. Include the receipt no. on the top of the Construction / Maintenance Permit Application Form. Because you have a receipt you do not need to include this form in the application submittal.
3. **Cash, Certified Check, or Cashier's Check In Person**  
 This form shall be filled out and handed to the Department of Revenue representative at time of payment.  
  
 Include a copy of the receipt in the application submittal. Include the receipt no. on the top of the Construction / Maintenance Permit Application Form. Because you have a receipt you do not need to include this form in the application submittal.
4. **Cash, Certified Check, or Cashier's Check By Mail (Not Preferred Method)**  
 This form shall be filled out and mailed to the Department of Revenue with the payment.  
  
 You will **not** get a receipt back from the Department of Revenue. Include a copy of the check and this form in the application submittal.

Address:            Cook County Department of Revenue  
                          118 N. Clark Street, 11th Floor Chicago, Illinois 60602  
                          (312) 603-6870

Date \_\_\_\_\_

Name of Owner/Legal Name of Company \_\_\_\_\_

Present Mailing Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

County Route Name(s) \_\_\_\_\_

Hwy Section #(s) \_\_\_\_\_

Cook County Jurisdiction Routes are Solid Red. [Click Here for Map](#)

Location of Site \_\_\_\_\_

Applicant's Project No. or Ref. No. \_\_\_\_\_

# Company \$50,000 Bond and Insurance C (Multiple Permits) Requirements for Cook County Permit

## Bond

1. To start a general file with Cook County Department of Transportation and Highways Permit Division (CCDOTH Permits Division) or to replace old bond with new bond, the company shall download bond form from Cook County Permits Division website. See Form 20C50000 below.

### COOK COUNTY DEPARTMENT OF TRANSPORTATION AND HIGHWAYS PERMIT DIVISION

#### \$50,000 BOND AND INSURANCE C REQUIREMENTS (MULTIPLE PERMITS)

Used for pipeline, cable, fiber optic, wireless and other private utilities etc. permits.

#### **Bond,**

This is only for new pipeline, cable, fiber optic, wireless and other private utilities etc. companies coming into Cook County ROW for the first time. The bond will be under the name of the pipeline, cable, fiber optic and other private utilities etc. name. The bond will be held permanently on file by Cook County Permits Division for every permit that is issued until another bond is submitted to replace this bond or the company completely removes all infrastructure from Cook County ROW and no longer needs the bond.

**Contractors** working for pipeline, cable, fiber optic, wireless and other private utilities etc. **do not** need to provide a bond.

For the first permit done by the new company, a copy of the bond shall be emailed to [hwy.permits@cookcountyil.gov](mailto:hwy.permits@cookcountyil.gov) before the permit can be issued. The original bond form and attachments shall be mailed to CCDOTH Permits Division. All future permits will be issued based on the bond on file.

The bond must be properly executed with the signature of the officers of company and have the company corporate seal. If the company is the sole beneficiary, it should be stated on the bond.

#### **Insurance,**

The company shall submit insurance for the specified permit number. In the event the insurance expires or is canceled prior to the completion of the permit project, the permit project will be stopped until the insurance coverage is updated and accepted by CCDOTH Permits Division.

Insurance coverage shall be with insurance companies licensed to do business in the State of Illinois and are subject to approval by the CCDOTH Permits Division.

The company and/or insurance companies must notify the CCDOTH Permits Division when there is a change of address, and/or change of insurance company. The permit number must always be on all correspondence.

The current certificate of insurance must remain on file until the CCDOTH Permits Division releases the bond.

If you have any questions, please contact the CCDOTH Permits Division at [hwy.permits@cookcountyil.gov](mailto:hwy.permits@cookcountyil.gov).





Permit No.:	ALL PERMITS	Bond No.:	
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**COOK COUNTY DEPARTMENT OF TRANSPORTATION AND HIGHWAYS  
PERMIT BOND**

Cook County Department of Transportation and Highways Permits Office  
George W. Dunne Cook County Office Building  
69 W. Washington, 24th Floor, Chicago, Illinois 60602

312.603.1670  
312.603.9943

KNOW ALL MEN BY THESE PRESENTS, that We (Principal Name) \_\_\_\_\_

as Principal, and (Surety Company Name) \_\_\_\_\_  
as surety, are held and firmly bound unto The County of Cook, a body politic and corporate of the State of Illinois, the sum of Fifty Thousand and no cents dollars (\$50,000.00) lawful money of the United States of America, for the payment of which sum of money, well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly or severally, firmly by these presents.

WHEREAS, The County of Cook of the State of Illinois is about to grant to the Principal permission to construct, install, operate and maintain certain installations, work or improvements in, under, along or across any highway in Cook County, Illinois, identified as:

COUNTY HIGHWAY(S) ALL COOK COUNTY HIGHWAYS

The condition of the above obligation is such that if the said Principal shall do the work as described in said permit, and upon completion of same shall, within 10 days, at the Principal's own cost, restore said highway substantially to the condition in which it was before said work was commenced, and shall remove all debris, rubbish, materials and equipment as well as all excess excavated materials from the right of way of said highway, all to the satisfaction of the County Superintendent of Transportation and Highways for The County of Cook, and shall indemnify and hold The County of Cook against all claims for damages to persons or property on account of the prosecution of the work of construction, location, operation and maintenance of the proposed installations work or improvements; also the Principal shall be responsible for and pay all expenses which may be incurred by The County of Cook on account of or in connection with such above obligation to be void, otherwise to remain in full force and effect.

Note: this bond will not be released unless another bond is submitted to replace this bond or all company ROW is completely removed and Cook County right of way is properly restored.

This bond will remain in full force and effect until said bond is released, in writing, by the Cook County Department of Transportation and Highways Permits Division.

In witness whereof, we have duly executed the foregoing this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Surety \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

Principal \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

By: \_\_\_\_\_  
(Affix Seal) Signature of Agent for Surety

By: \_\_\_\_\_  
(Affix Seal) Signature of Agent for Principal

The Company name on the bond should match exactly to the Company name on the insurance cert or one of the many names the company does business as on the insurance cert. If there is a change in the company name, the company will notify CCDOTH Permits Division and CCDOTH Permits Division will send out a new bond form with the updated name. Once the original new bond submittal is received and approved by the CCDOTH Permits Division the old bond will be released.

- The company shall fill out all the fillable boxes on the bond form. The bond shall be properly executed with signature of the officers of the company and the company corporate seal. A copy of the bond shall be emailed to [hwypermits@cookcountyil.gov](mailto:hwypermits@cookcountyil.gov) before the permit can be issued. No hard copy is required.



Permit No.:	ALL PERMITS	Bond No.:	
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**COOK COUNTY DEPARTMENT OF TRANSPORTATION AND HIGHWAYS  
PERMIT BOND**

Cook County Department of Transportation and Highways Permits Office  
George W. Dunne Cook County Office Building  
69 W. Washington, 24th Floor, Chicago, Illinois 60602

312.603.1670  
312.603.9943

KNOW ALL MEN BY THESE PRESENTS, that We (Principal Name) \_\_\_\_\_

as Principal, and (Surety Company Name) \_\_\_\_\_

as surety, are held and firmly bound unto The County of Cook, a body politic and corporate of the State of Illinois, in the penal sum of **Fifty Thousand and no cents dollars (\$50,000.00)** lawful money of the United State of America, for the payment of which sum of money, well and truly to be made, we bind ourselves, our heirs, executors and administrators or our successors and assigns, jointly or severally, firmly by these presents.

WHEREAS, The County of Cook of the State of Illinois is about to grant to the Principal permission and authority to construct, install, operate and maintain certain installations, work or improvements in, under, along or upon a certain highway in Cook County, Illinois, identified as:

COUNTY HIGHWAY(S) ALL COOK COUNTY HIGHWAYS \_\_\_\_\_

The condition of the above obligation is such that if the said Principal shall do the work as described in said permit and upon completion of same shall, within **10** days, at the Principal's own cost, restore said highway substantially to the same condition in which it was before said work was commenced, and shall remove all debris, rubbish, materials, apparatus, tools and equipment as well as all excess excavated materials from the right of way of said highway, all to the satisfaction of the County Superintendent of Transportation and Highways for The County of Cook, and shall indemnify and save harmless The County of Cook against all claims for damages to persons or property on account of the prosecution of said work, and the construction, location, operation and maintenance of the proposed installations work or improvements; also, against all costs and expenses which may be incurred by The County of Cook on account of or in connection with such claims, then the above obligation to be void, otherwise to remain in full force and effect.

Note: this bond will not be released unless another bond is submitted to replace this bond or all company infrastructure on Cook County ROW is completely removed and Cook County right of way is properly restored and accepted.

This bond will remain in full force and effect until said bond is released, in writing, by the Cook County Department of Transportation and Highways Permits Division.

In witness whereof, we have duly executed the foregoing this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Surety \_\_\_\_\_

Principal \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

City/State \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

(Affix Seal) Signature of Agent for Surety

(Affix Seal) Signature of Agent for Principal

## **Insurance Certification Sample C**

1. The company shall follow the insurance requirements in the “Bond and Insurance Requirement Form 20C50000” See Form 20C50000 below.

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### COOK COUNTY DEPARTMENT OF TRANSPORTATION AND HIGHWAYS PERMIT DIVISION

#### **\$50,000 BOND AND INSURANCE C REQUIREMENTS (MULTIPLE PERMITS)**

Used for pipeline, cable, fiber optic, wireless and other private utilities etc. permits.

#### **Bond,**

This is only for new pipeline, cable, fiber optic, wireless and other private utilities etc. companies coming into Cook County ROW for the first time. The bond will be under the name of the pipeline, cable, fiber optic and other private utilities etc. name. The bond will be held permanently on file by Cook County Permits Division for every permit that is issued until another bond is submitted to replace this bond or the company completely removes all infrastructure from Cook County ROW and no longer needs the bond.

**Contractors** working for pipeline, cable, fiber optic, wireless and other private utilities etc. **do not** need to provide a bond.

For the first permit done by the new company, a copy of the bond shall be emailed to [hwypermits@cookcountyil.gov](mailto:hwypermits@cookcountyil.gov) before the permit can be issued. The original bond form and attachments shall be mailed to CCDOTH Permits Division. All future permits will be issued based on the bond on file.

The bond must be properly executed with the signature of the officers of company and have the company corporate seal. If the company is the sole beneficiary, it should be stated on the bond.

#### **Insurance,**

The company shall submit insurance for the specified permit number. In the event the insurance expires or is canceled prior to the completion of the permit project, the permit project will be stopped until the insurance coverage is updated and accepted by CCDOTH Permits Division.

Insurance coverage shall be with insurance companies licensed to do business in the State of Illinois and are subject to approval by the CCDOTH Permits Division.

The company and/or insurance companies must notify the CCDOTH Permits Division when there is a change of address, and/or change of insurance company. The permit number must always be on all correspondence.

The current certificate of insurance must remain on file until the CCDOTH Permits Division releases the bond.

If you have any questions, please contact the CCDOTH Permits Division at [hwypermits@cookcountyil.gov](mailto:hwypermits@cookcountyil.gov).

2018-02

Form 20C50000

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2. The company shall meet the requirements on Insurance Form Sample C. See next page for descriptions. The insurance shall be emailed to [hwypermits@cookcountyil.gov](mailto:hwypermits@cookcountyil.gov)

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**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>a</b>	<b>PRODUCER</b> INSURANCE AGENCY, INC. (PLEASE SUPPLY ADDRESS, TELEPHONE NUMBER & FAX NUMBER)	<table border="1" style="width: 100%;"> <tr> <td colspan="2"><b>CONTACT NAME:</b></td> </tr> <tr> <td><b>PHONE (A/C, No, Ext):</b></td> <td><b>FAX (A/C, No):</b></td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b></td> </tr> <tr> <td style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> <td style="text-align: center;"><b>NAIC #</b></td> </tr> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	<b>CONTACT NAME:</b>		<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>	<b>E-MAIL ADDRESS:</b>		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER F:																						
<b>b</b>	<b>INSURED</b> COMPANY NAME (LIST ALL COMPANY NAMES. USE ATTACHED SHEET IF NEEDED)(PLEASE SUPPLY ADDRESS, TELEPHONE NUMBER & FAX NUMBER)																					

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**  
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>c</b>	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			LIST POLICY NUMBER	DATE	DATE	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> XCU Underground Explosion & Collapse Hazard						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
<b>d</b>	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
<b>e</b>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			LIST POLICY NUMBER (SHALL HAVE ANY AUTO OR THREE OTHER ITEMS) (BINDER NUMBER NOT ACCEPTABLE)	DATE	DATE	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
<b>f</b>	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						BODILY INJURY (Per accident) \$ 1,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PROPERTY DAMAGE (Per accident) \$ 500,000
<b>g</b>				<b>"SAMPLE C"</b>	DATE	DATE	EACH OCCURRENCE \$
							AGGREGATE \$
<b>h</b>							PER STATUTE    OTHER
							E.L. EACH ACCIDENT \$ 100,000
<b>i</b>							E.L. DISEASE - EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Add Statements:**  
 COOK COUNTY ADDITIONAL INSURED FOR BOTH GENERAL LIABILITY & AUTO LIABILITY FOR ALL PERMITS.  
 XCU UNDERGROUND EXPLOSION AND COLLAPSE HAZARD COVERAGE IS INCLUDED IN THE GENERAL LIABILITY.

<b>CERTIFICATE HOLDER</b> Cook County Department of Transportation and Highways Permit Office 24th Floor 69 West Washington Street Chicago, Illinois 60602	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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### Descriptions

- a. Insurance coverage shall be with insurance companies licensed to do business in the State of Illinois and are subject to approval by the Cook County Department of Transportation and Highways Permit Division. Company and/or Insurance Companies shall notify this office when there is a change of address for the Insurance Company, and/or change of Insurance Company.
- b. The company name on the Insurance shall match exactly to the company name on the bond. List all company names. Use attached sheet if needed. Company shall notify this office when there is a change of address.
- c. General Liability: Check appropriate box, list policy number, list effective date, list expiration date and shall meet the minimum limits on the right side of the page.
- d. Shall state "XCU Underground Explosion and Collapse Hazard coverage is included in the General Liability." As an alternative this statement can be located in the "Description of Operations/Location/vehicles/Exclusions added by Endorsement/Special Provisions" section.
- e. Automobile Liability: Shall have Any Auto checked or three other boxes checked. If a contractor can only check two boxes and the company does not own any vehicles they can submit a letter on company letterhead stating they do not own any vehicles to meet the third requirement.  
In addition list policy number, list effective date, list expiration date and shall meet the minimum limits on the right side of the page.
- f. Automobile Liability Bodily Injury and Property Damage can be covered in Automobile Liability Combined Single Limit (ea accident) \$1,000,000 or Bodily Injury (per incident) \$1,000,000 and Property Damage (per incident) \$500,000.
- g. Workers Compensation and Employer's Liability: Check appropriate box, list policy number, list effective date, list expiration date and shall meet the minimum limits on the right side of the page.
- h. Shall state "Cook County Additional Insured under the General Liability and Automobile Liability for All Permits." or alternate option "Cook County Additional Insured for All Permits"
- i. Certificate Holder shall be Cook County Department of Transportation and Highways, Permit Office (24<sup>th</sup> Floor), 69 West Washington Street, Chicago, IL 60602

**COUNTY OF COOK**  
**TRANSPORTATION AND HIGHWAYS DEPARTMENT**  
**General Conditions and CCDOTH Construction Notes for Permit Work**

**General Conditions**

1. Definition of "Owner": The "Owner" is the Name/s listed on the Cook County Transportation and Highways Department (CCDOTH) Permit as "Owner/s". The "Owner" is the "Grantee" listed in the Public Way Regulatory Ordinance (the "Ordinance"), Chapter 66.
2. Capitalized terms used in this Permit and not otherwise defined herein shall have the meanings ascribed to them in the Public Way Regulatory Ordinance (the "Ordinance"), Chapter 66, Article III, and Sections 50 et seq. of the Cook County Code. Requirements set forth in these General Conditions are in addition to and not in limitation of the requirements of the Ordinance.
3. The CCDOTH Permit is only applicable for the work shown on the final approved submitted plans on Cook County Right of Way (ROW). The permit does not release the Owner from fulfilling the requirements of any other laws or other required permitting relating to the permitted work. It is the responsibility of the Owner to acquire all other applicable approvals and/or permits required for the proposed work in the submitted plans. Copies of the applicable approvals and/or permits shall be submitted to CCDOTH for the permit file.
4. The Owner shall fulfill all requirements set forth in the permit application and its instructions, including without limitation, permit fees, insurance and bonding are a condition of this Permit. Issuance of this Permit, without the fulfillment of all requirements by Owner shall not act as a waiver of Owner's obligation to comply with such requirements, unless approval in writing of such change is given by the Cook County Superintendent of Transportation and Highways.
5. The Permit can be revoked pursuant to the terms of the Ordinance or at the discretion of the Cook County Superintendent of Transportation and Highways.
6. The Owner shall provide two days advance notice prior to the start of work to the CCDOTH Permit Office. Email the notice to [hwypermits@cookcountyil.gov](mailto:hwypermits@cookcountyil.gov).
7. No changes, alterations, or revisions to the Permitted Work are allowed unless approved in writing by the Cook County Superintendent of Transportation and Highways or his designee.
8. If Owner discovers during the progress of the Permitted Work that subterranean conditions prohibit the construction of said improvement in and along the alignment as outlined in the plans, it is expressly understood that all Permitted Work shall cease until a proposed revised alignment has been approved by the CCDOTH and the Permit has been modified.
9. The Owner shall furnish all material to do all work required and pay all costs which may be incurred in connection with such work and shall prosecute the same diligently and without delay to completion. See Ordinance for additional requirements as to work in the Public Way.
10. All construction methods and construction materials shall be in accordance with the latest version of the Illinois Department of Transportation (IDOT) Standard Specifications for Road and Bridge Construction, IDOT Supplemental Specifications and Recurring Special Provisions, IDOT Standards, Cook County Special Provisions and Cook County Standards.
11. Upon completion of the Permitted Work, Owner shall in a timely manner, (but in no event more than 30 days unless another time frame is directed by the CCDOTH Permits Division) restore the Public Way substantially to the same condition in which it was before the Permitted Work started. The work includes but is not limited to removing all debris, rubbish, materials, apparatus, tools, and equipment, as well as all excess excavated materials, from the Public Way.



12. Should future construction and operation of the highways by CCDOTH require alteration or relocation of the Owner's Facilities, such change shall be made by the Owner, its successor or assigns upon the written request of the Superintendent of CCDOTH without expense to said County or State. Requirements for any such requested alteration or relocation are further detailed in the Ordinance.
13. The Owner, its successor and assigns, assume all risk and liability for accidents and damages that may accrue to persons and property, during the prosecution of the work or any time thereafter, by reason of the location, construction, installation, operation, maintenance, repair and work referred to herein, and the Owner, by acceptance of the Permit, agrees to indemnify and save harmless Cook County from any such claims for damages and from all costs and expenses incurred on account thereof and in connection therewith.
14. In accordance with the Ordinance, and agreement by the Owner, the Owner acknowledges and agrees that the Permit is null and void if the Owner is delinquent in the payment of any tax or fee administered by the Cook County.
15. The Owner shall furnish the CCDOTH Permits Division one as-built PDF in 22"x34" format. The issued permit plans and any issued addendum plans will become the as-built plans if the owner on this permit does not submit as-built plans by the expiration date of the permit or by the last permit extension date.
16. Notify CCDOTH Permits office in writing for final inspection. The letter can be emailed to [hwypermits@cookcountyil.gov](mailto:hwypermits@cookcountyil.gov)

### **CCDOTH Construction Notes**

#### **Curb and Gutter (PCC)**

1. PCC Pavement mix designs shall be per the IDOT Standard Specifications for Road and Bridge Construction art 1020.04
2. In the removal of curb and gutter, the use of any type of concrete breaker that will damage the underground structures will not be permitted.
3. Saw cut the full depth of curb and gutter at the limits of removal.
4. Construct curb and gutter in accordance with IDOT standard 606001. Provide a tied longitudinal construction joint in accordance with IDOT standard 420001, using 30" long #6 (3/4" Dia.) deformed epoxy coated tie bars at 36-inch centers.

#### **Drainage**

5. The drainage systems shall always be kept clean and free of debris.
6. The Owner shall be responsible for providing positive drainage.
7. CCDOTH reserves the right to make connections to the proposed storm sewer for the purpose of draining the highway.
8. As a condition of granting this permit, which includes the point discharge of storm water onto the Cook County Transportation and Highways Right Of Way, the Owner hereby grants permission to the Cook County Transportation and Highways Department to enter onto private property to inspect the detention control structure.

#### **Erosion Control and Landscaping**

9. The parkway shall always be kept clean and free of debris.
10. Any disturbed areas within Cook County ROW require erosion control blanket prior to final landscaping per current Illinois Environmental Protection Agency (IEPA) standards.

11. Cook County Right-of-Way to be restored with 4" topsoil, fertilizer and sod. This note supersedes any note in the plans.

#### **Excavation and Backfill**

12. The Owner shall manage the excavation, transport, and disposal of all excavated materials (i.e. soil, debris, etc.) in accordance with local, state, and federal regulations.
13. As a condition of this permit, the Owner shall request CCDOTH to identify sites in the Right-of-Way where a Highway Authority Agreement governs access to soil that exceeds the Tier 1 residential remediation objectives of 35 Ill. Adm. Code 742. The Owner shall take all measures necessary to protect human health (including worker safety) and the environment during and after any access to such soil.
14. All trenches within Cook County ROW shall be trench backfilled with FA-6 sand in accordance with Method 1 in accordance with Article 550.07 of the (IDOT) Standard Specifications for Road and Bridge Construction.

#### **Median (PCC)**

15. PCC Pavement mix designs shall be per the IDOT Standard Specifications for Road and Bridge Construction art 1020.04
16. In the removal of median, the use of any type of concrete breaker that will damage the underground structures will not be permitted.
17. Saw cut the full depth of median at the limits of removal.
18. Construct median in accordance with IDOT standard 606301. Provide a tied longitudinal construction joint in accordance with IDOT standard 420001, using 30" long #6 (3/4" Dia.) epoxy coated deformed tie bars at 36-inch centers.

#### **Pavement, All**

19. Saw cut the full depth of pavement at the limits of removal.
20. In the removal of pavement, the use of any type of concrete breaker that will damage the underground structures will not be permitted.
21. The pavement shall always be kept clean and free of debris.
22. Where a median opening is provided, the pavement shall be crowned at the centerline using a one percent cross slope.
23. Unless specified in the Permit, no equipment other than pneumatic-tired equipment used during the installation shall be permitted to stop or operate on the pavement nor shall any excavated materials be stored temporarily or otherwise on the CCDOTH pavement.
24. All pavement patch openings that are open to traffic shall be immediately surfaced with a temporary bituminous patch at least three inches in thickness. This patch then must be inspected daily and additional bituminous patch material must be placed, daily if necessary, to maintain the patched area at the same elevation as the adjacent undisturbed pavement for a period of not less than 30 days. After 30 days, permanent replacement in kind shall be made to the base course and pavement surface.

#### **Pavement, Entrance (Driveways, Side Streets)**

25. PCC Pavement mix designs shall be per the IDOT Standard Specifications for Road and Bridge Construction art 1020.04



26. HMA surface and binder course mix designs shall be per IDOT D1 Hot Mix Selection Table.  
Link:<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/highway-standards-and-district-specific-standards>  
Path: /District Specific Standards/District 1/D1PavementDesign/HMA Selection Table(Most Recent Date)
27. For entrance installations, the Owner shall remove earth to its full depth, starting at the edge of the pavement, for the full dimensions of the proposed entrance, and replace with materials to be used in the construction of the entrance.
28. The entrance radius meeting the edge of shoulder or the back of curb must terminate 3' from the property line extended to the edge of shoulder or the back of curb. If this requirement cannot be met, a letter from the neighboring property authorizing the encroachment must be submitted.
29. The CCDOTH reserves the right to restrict access to permitted entrances on future roadway improvements.
30. The Owner acknowledges that if or when the County of Cook improves the highway the pavement composition at the above-mentioned entrance(s) may be substituted.

**Pavement, Hot Mix Asphalt (HMA) Pavement, Patching, and Resurfacing**

All

31. HMA surface and binder course mix designs shall be per IDOT D1 Hot Mix Selection Table.  
Link:<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/highway-standards-and-district-specific-standards>  
Path: /District Specific Standards/District 1/D1PavementDesign/HMA Selection Table(Most Recent Date)

Pavement

32. HMA Full Depth Pavement thickness shall be 12-inch on a 12-inch thick aggregate subgrade improvement. The HMA Pavement shall be built per the IDOT Standard Specifications for Road and Bridge Construction Art 407. The aggregate subgrade improvement shall be built per the IDOT Bureau of Design and Environment (BDE) Special Provision Aggregate Subgrade Improvement. Link:<https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/design-and-environment-bde-special-provisions>  
Path:/Aggregate Subgrade Improvement.

Patching

33. HMA Patching shall match the existing pavement thickness. The length shall be the greater of 6 feet (measured parallel to the centerline) or 12 inches wider than the pavement opening. The patch width shall be the full lane width of each lane affected. The pavement opening shall be saw-cut to the full depth of the pavement at the limits of removal. The HMA Pavement Patch shall be in accordance with Section 442 Pavement Patching of the Standard Specifications. Class D Patches shall be used for HMA pavements and HMA bases.
34. For roadways with HMA surface regardless of HMA or PCC base, HMA surface shall be placed a minimum of 6 inches longer on each side of the pavement patch.

Resurfacing

35. HMA Mill and Resurface Pavement thickness shall be per the approved permit plans. HMA Resurfacing shall be built per the IDOT Standard Specifications for Road and Bridge Construction Art 406.

**Pavement, Portland Cement Concrete (PCC) Pavement, Patching**

All

36. PCC Pavement mix designs shall be per the IDOT Standard Specifications for Road and Bridge Construction art 1020.04

## Pavement

37. PCC Pavement thickness shall be 10 inches on a 12-inch thick aggregate subgrade improvement. The PCC Pavement shall be built per the IDOT Standard Specifications for Road and Bridge Construction Art 420. The aggregate subgrade improvement shall be built per the IDOT BDE Special Provision Aggregate Subgrade Improvement.  
Link:<https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/design-and-environment-bde-special-provisions> Path:/Aggregate Subgrade Improvement.
38. Where the proposed pavement or median abuts the existing pavement, median or curb and gutter longitudinally, provide a tied longitudinal construction joint in accordance with IDOT standard 420001, using 30" long #6 (3/4" Dia.) epoxy coated deformed tie bars at 36 inch centers. Keyed joints as shown on standard 420001 shall not be allowed.
39. Provide transverse sawed contraction joints every 15 feet in accordance with IDOT standard 420001, using 18" long #12 (1-1/2" Dia.) smooth epoxy coated dowel bars at 12-inch centers and align proposed joints with existing joints. If a proposed joint is located less than 6 feet from an existing joint, then the existing pavement or median shall be removed and replaced up to the existing joint.

## Patching

40. PCC Patching shall match the existing pavement thickness. The length shall be the greater of 6 feet (measured parallel to the centerline) or 12 inches wider than the pavement opening. The patch width shall be the full lane width of each lane affected. The pavement opening shall be saw-cut to the full depth of the pavement at the limits of removal. The PCC Pavement Patch shall be in accordance with Section 442 Pavement Patching of the Standard Specifications. Class B Patches shall be used for concrete pavement and concrete bases.
41. Pavement patches greater than or equal to 15SY shall use pavement fabric in accordance with IDOT standard 420701 and provide 3 ½ inches of clearance between the pavement surface and the top of the fabric.
42. Pavement patches longer than 11ft 3inches shall be tied longitudinally to the abutting existing pavement, median or curb and gutter provide using 30" long #6 (3/4" Dia.) epoxy coated deformed tie bars at 36-inch centers.
43. Where the proposed pavement or median abuts the existing PCC pavement or median transversally, provide a transverse joint in accordance with IDOT standard 442101, using 18" long #12 (1-1/2" Dia.) smooth epoxy coated dowel bars at 12 inch centers.

## Pavement Marking

44. Modified Urethane Pavement Marking shall be used for the proposed pavement marking per IDOT Standard Specifications for Road and Bridge Construction Art 780 and 1095.
45. Water Blaster and Vacuum Recovery method shall be used for removal of pavement marking per IDOT Standard Specifications for Road and Bridge Construction Art 783 and 1101.
46. The Modified Urethane Pavement Marking installation shall be done no later than December 15 per IDOT Standard Specifications for Road and Bridge Construction Art 780.12. The minimum winter performance period extends to May 1 the next year. If pavement markings are in before Dec 15 and the permit work is not completed by May 1 the next year, the performance period will last until a request for final inspection is made. The Permits inspector will do the final pavement marking inspection during the final inspection for the whole permit. The permit cannot be closed out until this requirement is met.

## Sidewalk and Bus Shelters

47. In the removal of sidewalk and bus shelter pads, the use of any type of concrete breaker that will damage the underground structures will not be permitted.

48. All proposed bus shelter and bus shelter pads must meet the current IDOT Bureau of Design and Environment (BDE) Manual and IDOT Bureau of Local Roads (BLR) Manual, Public Rights-of-Way Accessibility Guidelines (PROWAG) and Americans with Disabilities Act (ADA) requirements.
49. All proposed sidewalk (crosswalk) shall be ramped in compliance with the current IDOT BDE Manual, IDOT BLR Manual, PROWAG and ADA requirements.
50. All proposed curb ramps shall be inspected after construction. IDOT form D1 PD0031 (link: [www.idot.illinois.gov/home/resources/Forms-Folder/d](http://www.idot.illinois.gov/home/resources/Forms-Folder/d) Path:/District 1/ D1 PD0031) shall be filled out for each location. If there are any deficiencies the deficiencies shall be fixed, and the form refilled out for the location until the curb ramp is compliant. A copy of the final form shall be submitted to the CCDOTH Permits office at [hwy.permits@cookcountyil.gov](mailto:hwy.permits@cookcountyil.gov) for the permit file. CCDOTH Permits office will forward the completed forms to the Cook County ADA Coordinator for the Cook County ADA file.
51. All The following CCDOTH Special Provision shall apply to all sidewalk.
  - 310 Detectable Warnings (Special), Cast Iron. (provided in permit review)
52. The following CCDOTH Standard shall apply to all sidewalk.
  - C-9 Cook County PCC Sidewalk Construction (Expansion Joints) Detail (provided in permit review.)
53. Proposed sidewalk shall be 8" thick through driveways and at curb ramps.
54. Concrete sidewalks shall be continuous through all driveways with a maximum cross slope of 1.5%.

#### **Traffic Control**

55. Owner shall provide and maintain at its own expense, such temporary roads, and approaches, as may be necessary to provide access to driveways, houses, buildings, or other property abutting the site of the Permitted Work. Access shall not be blocked.
56. No temporary lane closures or temporary traffic detours relating to Permitted Work will be allowed between the hours of 6 a.m. to 9 a.m. and 3 p.m. to 6:30 p.m., (other than as allowed for emergency maintenance per the Ordinance).
57. All signs shall conform to the latest Manual on Uniform Traffic Control Devices (MUTCD) and Illinois Supplemental to the Manual on Uniform Traffic Control Devices (MUTCD)
58. All traffic control devices shall conform to the latest IDOT Standard Specifications for Road and Bridge Construction, IDOT Highway Standards, and the IDOT approved product list.
59. All lane closures shall be in accordance with the latest IDOT Highway Standards.
60. The Owner shall conduct its operations in a manner so as to insure the minimum hindrance to traffic, using the pavement and at no time shall its operations obstruct more than one half (1/2) of the available pavement width.
61. When existing traffic control signs such as stop signs, stop ahead signs, and crossroad signs are removed in the progress of the Permitted Work, said signs shall be immediately reset as close as possible to their original location. After the completion of the Permitted Work has been approved, said traffic control signs shall be restored to their original position and condition. If modifications are needed a revised signage plan can be submitted to Permits for review and approval.

### **Traffic Signals, Lighting, Other Electrical**

62. To ensure proper installation, the owner shall hire an inspector for all electrical work. The inspector shall be independent from the contractors working on the permit. The inspector's purpose is to ensure the contractor is installing the electrical items per the plans and specifications. The inspector shall be familiar with the field installation inspection, material inspection and documenting requirements of the Cook County, IDOT, and/or Municipal electrical work items on the permit. The work items may include but are not limited to Traffic Signal items, Traffic Signal Interconnect items, Flashing Beacon items, Lighting items, etc.
63. Care is to be taken as not to damage any of the existing traffic signal conduits, fiber cables and equipment. If any of the traffic signal conduits, cables and/or equipment is damaged, the Contractor shall repair and/or replace the conduits, cables and/or equipment at no cost to the County.
64. Cook County is not a member of JULIE (Joint Utility Locating Information for Excavators). For location information on Cook County Traffic Signal equipment, Traffic Signal Interconnect equipment, Flashing Beacons equipment, Lighting equipment, etc., please contact the Mechanical, Electrical, Architectural and Landscaping (MELA) Division at 312-603-1734.
65. If this contract requires the services of an electrical contractor, the Contractor shall be responsible at his/her own expense for locating existing IDOT and CCDOTH facilities prior to performing any work. If this contract does not require the services of electrical contractor, the Contractor may request one free locate for existing IDOT and CCDOTH electrical facilities from the Electrical Maintenance Contractor(s) prior to the start of any work. Additional requests may be at the expense of the Contractor. The location of underground traffic facilities does not relieve the Contractor of their responsibility to repair any facilities damaged during construction at their expense.

### **Utilities, All**

66. It shall be the responsibility of the Owner to co-ordinate with utility companies sharing the Cook County ROW and relocate the existing power poles, fire hydrants, guardrail and appurtenances as needed for the proposed permit work. There shall be no cost to the county.
67. As a requirement of this permit all utility owners (private and government) shall maintain a membership with J.U.L.I.E. locating service until the utility is completely removed from Cook County ROW.

### **Utilities, Aerial**

68. All aerial lines crossings or parallel must have a minimum clearance of 18'3".
69. Pole owner permission is required for all cable, conduit, and other appurtenance connection to a pole.
70. Proposed aerial cable shall not block the existing traffic signal heads.
71. Proposed aerial cable shall not touch existing traffic signal equipment.

### **Utilities Underground**

72. All auger pits and excavations shall be as far away from the edge of pavement or back of curb as possible, and wood or steel sheeting shall be used. Auger pits shall be protected with concrete barrier walls if within clear zones. The ends of the concrete barrier walls shall be protected with crash attenuators. The barrier wall and crash attenuators design shall meet IDOT BDE Manual and IDOT BLR Manual Design requirements. Open holes left overnight shall fenced off and covered.
73. All external casing voids shall be pressure grouted or filled with trench backfill using pumping or jetting outside of the casing. The inside of the casing shall be sealed or filled using the external void procedures.

74. A minimum depth of 42 inches shall be maintained from the ground surface to the top of the conduit, cable, or pipe and a minimum depth of 36 inches from the true flow line of the drainage ditch to the top of the conduit, cable or pipe.
75. Proposed underground utilities running parallel to existing water main or sanitary sewer shall adjust the alignment if the utility is within 5 feet of the outer wall of the water main or sanitary sewer. The proposed utility shall maintain 5 feet or greater while running parallel to the existing water main or sanitary sewer. The distance between parallel or crossing sanitary or storm sewer with water main shall meet IEPA requirements.

**Winter Moratorium Condition**

76. During the winter months, (November 1 through April 15) the CCDOTH imposes a moratorium for the open cutting of pavement due to snow removal and the scarcity of ready mixes required to properly restore the pavement. This includes observation holes over existing utility facilities while performing directional bore operations, as well as lane closures for manhole access.
77. Each request to open cut the pavement or require a lane closure will be decided on a case by case basis. Should the request be approved, the following measures will be taken and adhered to:
  - Unless it is a dire emergency, no lane closures will be set up or work performed within the pavement areas on days that snow is predicted, or if the snow has yet been removed from the pavement.
  - There will be no overnight lane closures, unless approved in advance by CCDOTH.
  - All restoration must be completed by the end of each workday or backfill is required. The use of steel plates is prohibited. The temporary pavement patch size shall be backfilled with flowable fill (per Section 1019 of the Standard Specifications for Road and Bridge Construction).
  - All temporary pavement restorations will be permanently restored in the following Spring.