

**VILLAGE OF NORTH AURORA
RIGHT OF WAY CONSTRUCTION GUIDELINES**

NORTH AURORA PUBLIC WORKS DEPARTMENT
25 EAST STATE STREET
NORTH AURORA, IL 60542
(630) 897-8228 PHONE
(630) 897-8258 FAX

The following procedures are in place to regulate the construction of all above ground facilities within the public right-of-ways within the Village of North Aurora. The permit application and permit information form are supplemental to this instruction guide. The specific requirements of the attached permit application must be met prior to authorization.

1. Permit applicant and contractor/subcontractor schedule a pre-application meeting with the designated Public Works personnel to discuss facility location and any preliminary concerns. Pre-application meetings can be scheduled by calling the Public Works Department at **(630) 897-8228, ext. 230**.
2. Upon completing the pre-application meeting, and receiving verbal permission to move forward with the application process, the permit applicant or contractor/subcontractor completes the permit application (attached) and submits said application to the Public Works Department with the **\$420*** permit application fee (25 E. State St., North Aurora, IL 60542).
3. The application shall be accepted as written, accepted with conditions, or denied within forty-five (45) days from submission of the application that is complete in the detail requested by the application.
4. Upon notification of permit approval, and engineering plan sign-off, the applicant/contractor may begin work within the designated right of way in accordance with the construction standards set forth in the permit application.
5. Upon completion of the above ground facility, the applicant/contractor contacts the Public Works Department for inspection **(630-897-8228, ext. 230)**. Inspections are to be scheduled within 48 hours after the applicant/contractor has notified the Public Works Department of completion of the facility.
6. The designated Public Works inspection personnel will inspect the facility for compliance with the guidelines set forth in the permit application, and the Right of Way Ordinance.
7. If the facility and restoration meets the standards as set forth by the permit application guidelines and the Right of Way Ordinance, a Certificate of Acceptance will be issued to the applicant/contractor, and the facility will be considered operational by the Village.

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IF THE INITIAL INSPECTION IS FAILED:

1. If the initial inspection is failed, the applicant/contractor will be issued a Notice of Requirement for Re-inspection Form, and will be verbally counseled on the actions necessary in order to pass inspection. The applicant/contractor will be billed the actual cost of re-inspection (\$142.74/hr.), based on the Village's hourly inspection fee schedule.
2. Upon issuance of the Notice of Requirement for Re-inspection Form, the applicant/contractor will have 90 days to address any and all outstanding issues and schedule a second inspection. If the applicant/contractor does not comply with these guidelines within the 90 day time frame the Village reserves the right to deduct from the Letter of Credit as is required with the permit application. Any and all work done on the above ground facility after the 90 day period will require the applicant/contractor to re-apply for the Right of Way Construction Building Permit and remit the required **\$420** permit fee.
3. If the facility passes the second inspection, the Certificate of Acceptance will be issued and the facility will be considered operational by the Village.

* **THE \$420 PERMIT APPLICATION FEE COVERS THE FOLLOWING:**

- **PRE-APPLICATION MEETING;**
- **PERMIT PROCESSING AND INSPECTION SCHEDULING;**
- **INITIAL INSPECTION.**

* **IF AN ADDITIONAL INSPECTION OR MEETING IS REQUIRED, AS DEEMED NECESSARY BY VILLAGE PERSONNEL, THE APPLICANT IS BILLED AT COST BASED ON THE HOURLY RATE OF THE DESIGNATED INSPECTORS (\$142.74/HR.).**