

City of Rockford, Illinois
 Public Works Department
 Construction and Development Services
 425 East State Street, Rockford, IL 61104
 Phone: 779-348-7174 Fax: (815) 967-7058
 Web: www.rockfordil.gov



DRIVEWAY / CURBCUT / SIDEWALK PERMIT APPLICATION

Project Details

PERMIT FEE : \$40.00

Check all that apply: ☐ DRIVEWAY ☐ CURBCUT ☐ SIDEWALK ☐ APPROACH

Project Address:

Scope of Work:

Driveway is: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	Sidewalk Installed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Length of New Sidewalk:	Impervious Surface Percent:
Existing Width at Street:	Proposed Width at Street:	Existing Width at ROW:	Proposed Width at ROW:

Property Owner Information

Name:	Phone:	Email/ Fax:
Address:	City:	State: Zip:

Contractor Information

Name:	Phone:	Email/ Fax:
Address:	City:	State: Zip:

CONTRACTOR MUST HAVE PROOF OF INSURANCE AND BOND ON FILE WITH THE CITY OF ROCKFORD TO PERFORM WORK WITHIN THE RIGHT-OF-WAY. PERMIT WILL NOT BE ISSUED UNTIL REQUIREMENTS ARE MET.

The above applicant requests permission to excavate and/or occupy the public right-of-way in the City of Rockford and agrees to indemnify, hold harmless, and defend the City of Rockford, its officers, agents, and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with such excavation and occupancy. I hereby agree to perform the work in accordance with the provisions, specifications and requirements of all of the following:

- Chapter 26, as revised, of the City of Rockford, Code of Ordinance and the current version of the City of Rockford Zoning Ordinance.
- Traffic control shall always be provided by the applicant or contractor and will be in accordance with the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, as revised. A traffic control plan and standard details may be required based on the Engineer's or designee's discretion. 48 hour notice required for closure.
- Accessibility requirements shall be in accordance with the Illinois Accessibility Code and a current IDOT Standard shall be submitted with the application when applicable.
- Erosion & sediment control shall be in accordance with all requirements set forth in the current revision of the General NPDES Permit No. ILR10. Stabilization measures must be initiated within seven (7) days after construction activities have temporarily or permanently ceased.
- All other federal, state, and local requirements as they may apply.

THE FOLLOWING ITEMS ARE TO BE SUBMITTED WITH THE APPLICATION:

- **CERTIFICATE OF INSURANCE** - \$3,000,000 per occurrence, City of Rockford listed as additional insured, and valid through the permit period.
- **CERTIFICATE OF BOND** - \$50,000 limit, acceptable forms are Right-of-Way and License & Permit, City of Rockford listed as Obligatee, and valid through the permit period.
- **PROJECT DESCRIPTION** - including site plan / drawings and schedule for all activities taking place in the public right-of-way including dimensions of pavement cuts.
- **TRAFFIC CONTROL PLAN** - Any closure of streets or sidewalks shall require a traffic control plan to be submitted.

 (AUTHORIZED REPRESENTATIVE SIGNATURE)

 (AUTHORIZED REPRESENTATIVE PRINTED NAME)

FOR INTERNAL USE ONLY

APPROVED BY: _____ START DATE: ____ / ____ / ____ EXPIRES: ____ / ____ / ____

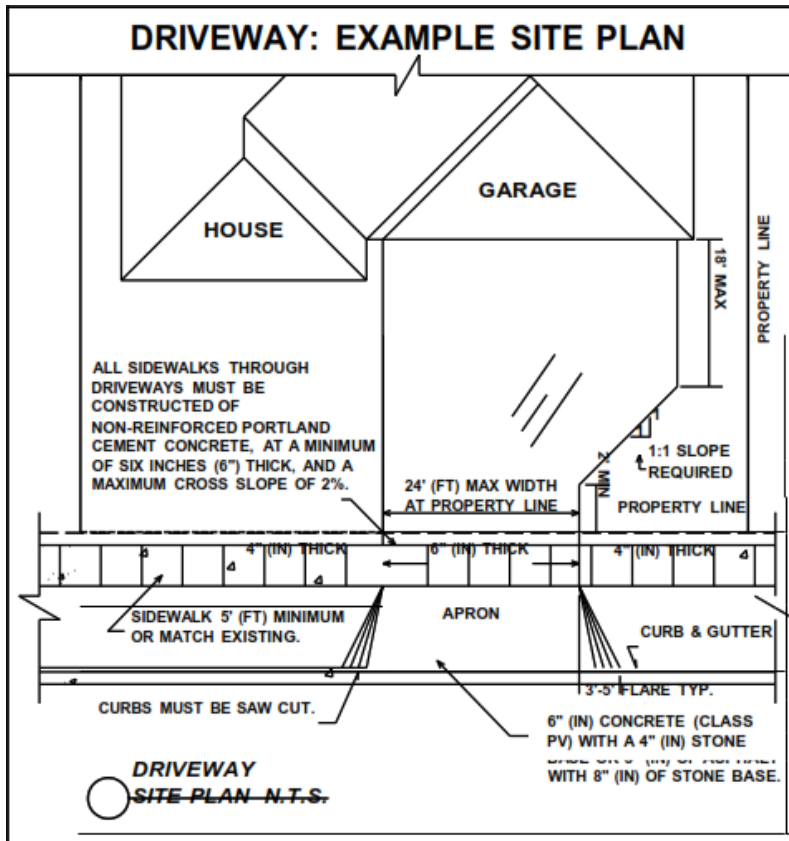
APPROVAL DATE: ____ / ____ / ____ PERMIT FEE: _____ PERMIT #: _____

(PAY CODE - 10101000-61407)

Special Conditions:

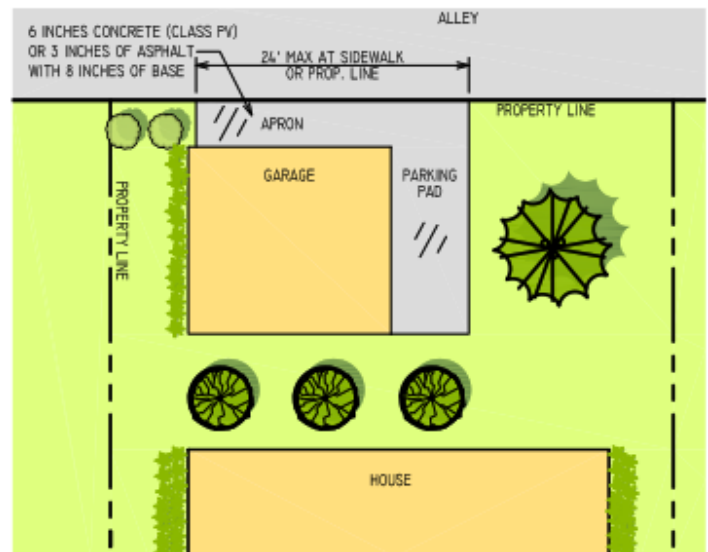
QUICK REFERENCE GUIDE

DRIVEWAY: EXAMPLE SITE PLAN



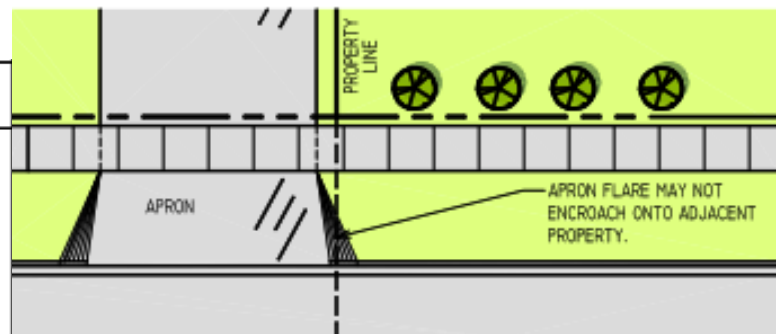
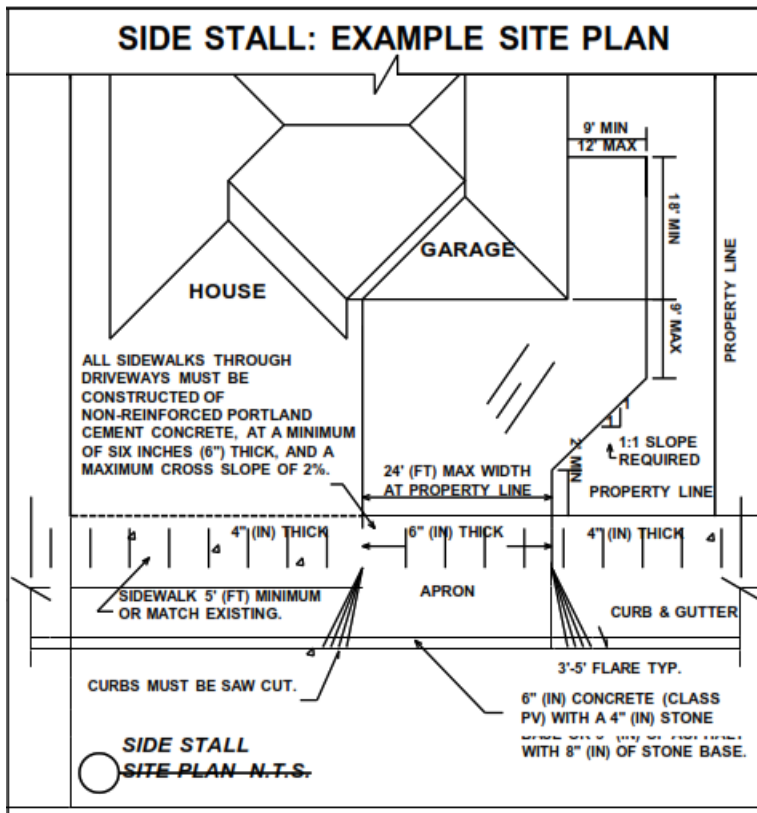
Approaches from Alleys

- The same construction standards for Driveways apply to approaches off of alleys
- A permit is required and the same application for driveways, curbcuts, and sidewalks must be used.

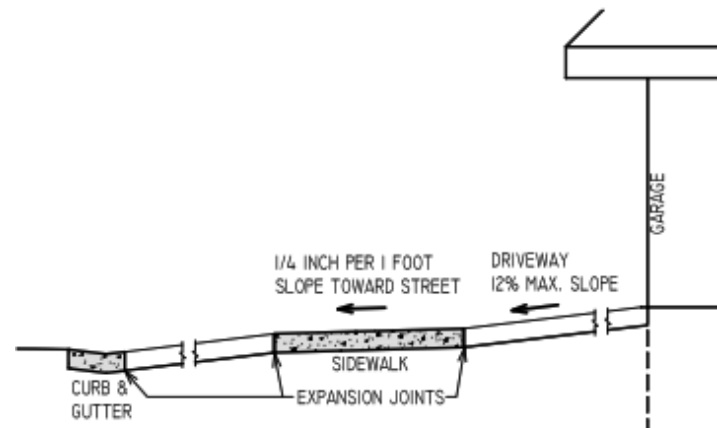


TYPICAL SITE PLAN - ALLEY

SIDE STALL: EXAMPLE SITE PLAN

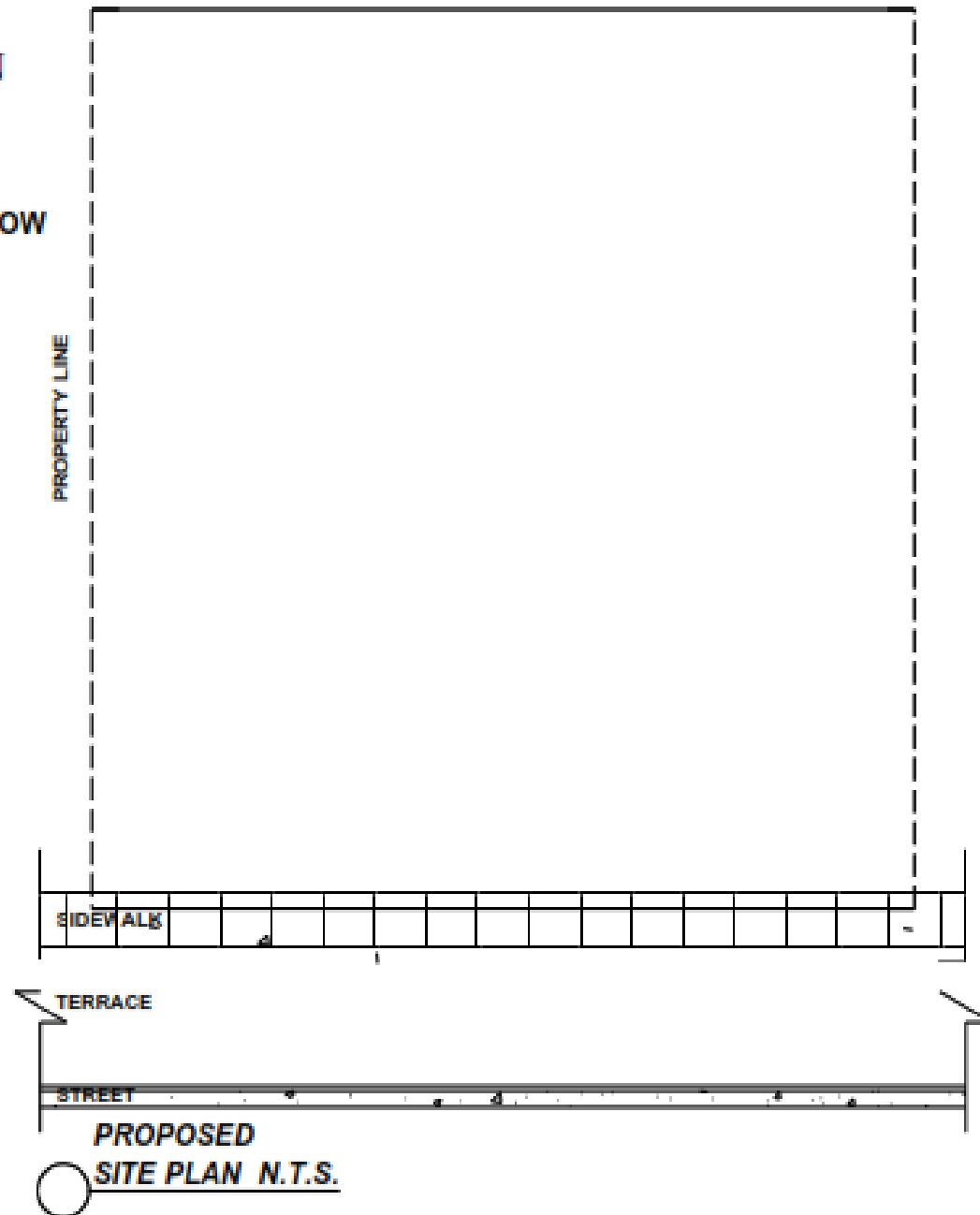
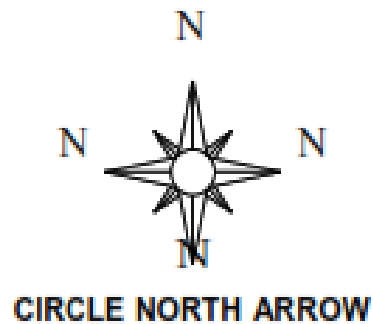


APRON @ PROPERTY LINE



SIDEWALK/DRIVEWAY CROSS SECTION

****DRAW YOUR PROPOSED DRIVEWAY SITE PLAN BELOW****



NOTES FOR DRAWING SITE PLAN:

- Show all building structures (house, garage, deck, shed, etc.)
- Provide existing and proposed curb cut length and driveway width.
- If there is not enough space provided please attach a separate site plan.

CONSTRUCTION NOTES:

- Expansion joints must be installed on both sides of the approach and sidewalk.
- Sidewalks must have a minimum of a 2" (in) stone base.
- Driveways shall be constructed of an approved material as described in the most recent revision of the Engineering Design Criteria.
- The natural or existing drainage pattern must be maintained. Water will not be permitted to be directed toward an adjacent property.
- All curbs must be saw cut when removed.
- Only ONE access point is allowed per lot unless the street frontage length meets the criteria for a circular driveway.