



**Village of Arlington Heights Public Works department**  
**Right of Way Permit**  
**222 N. Ridge Ave, Arlington Heights, Illinois 60005**  
**(847) 368-5800**  
[publicworks@vah.com](mailto:publicworks@vah.com)

**Contractor/Firm:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**SITE LOCATION:** \_\_\_\_\_

(Street, property address, or distance and direction from nearest public street intersection)

**ON SITE/EMERGENCY CONTACT: Name:** \_\_\_\_\_ **Number** \_\_\_\_\_

**NATURE OF WORK:** \_\_\_\_\_

**DESCRIPTION:** Please include a detailed description & drawing or plans of the location of the obstruction or Lane closure.

Dumpster  Lane Closure  POD Container  Crane/Mobile Lift  Scaffolding/Covered Canopy  
**Additional Info:** \_\_\_\_\_

<b>ROW IMPACT</b>	<input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parkway
How many linear Feet?	Traffic Lane _____ Parking Lane _____ Sidewalk _____ Parkway _____
<b>EXISTING SURFACES/ MATERIALS IMPACTED</b>	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Brick Pavers <input type="checkbox"/> Gravel <input type="checkbox"/> Grass <input type="checkbox"/> Curb <input type="checkbox"/> Curb and Gutter <input type="checkbox"/> Other (specify)
<b>DOCUMENTS REQUIRED</b>	<input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Traffic Plan
<b>REQUESTED DATE</b>	
<b>LENGTH OF TIME REQUESTED</b>	

**THE FOLLOWING ITEMS ARE TO BE SUBMITTED WITH THE APPLICATION**

**CERTIFICATE OF INSURANCE** valid for permit period, naming the "Village of Arlington Heights" as additional insured with General, Umbrella, and Automobile policies marked.

**PROJECT DESCRIPTION** to include drawings/plans and schedule for all activities taking place in the public right-of-way.

**TRAFFIC CONTROL PLAN** for safe movement of pedestrians and vehicles, plan must meet MUTCD standards.

**NOTIFICATION OF NEIGHBORING PROPERTIES** and the Village 48 hours in advance of the construction start.

**FULL LANE CLOSURE (If permitted)** The road will not be blocked until after rush hour (8:00am) and the equipment will be off the roadway by 4pm.

You need to block off the necessary parking spots prior to 6 am on the starting date. On street parking will pose a problem after 6 am. Keep the jobsite clean.

**Dumpsters & POD's** shall be placed on wood to minimize any damage to the street or parkway. Placement shall not block the view of intersections and driveways. Each dumpster or POD will need two working lighted barricades placed on each end. Area around dumpster or POD shall be kept clean of debris. Three days maximum on ROW.

**Sidewalk Canopy** shall be ADA compliant, a scaffold design will be required with the proper third party engineering approval.

Once Public Works staff has received the proper documentation you will be emailed a notification of approval. The Police and Fire Departments will be notified so emergency vehicles do not have a conflict.

*Any changes to operations set forth in this application will need prior approval.*

**A copy of this permit shall be available for review at the job site at all times when work is occurring in the right-of-way.**

Requester Signature:
Approved Date:

Date:
CW Permit #