

## **Procedures for Utility Permit Application for work within COA ROW Based on Ord. 07-126**

Note: steps in this guide are subject to the specific requirements of the ordinance and provide a general overview only of the application process.

1. All contractors, subcontractors, utility companies doing work within the public Right-of-Way must be licensed for that work. Please contact the Engineering Division to determine the appropriate license. (630)-256-3200.
2. Application for work within the Public Right-of-Way is made at the Building & Permits Division, via a "R.O.W." Permit. Record and reference the permit number for all inquiries.
3. Fill out the application and attach, at a minimum, all requested information per Ordinance 07-126, Sec. 42-303 subsection (d) "Minimum General Application Requirements".
4. Pay any associated permit fees as required by the ordinance.
5. The application and all required documentation is routed to the Engineering Division for review.
  - a. Major items of review:
    - i. Professional certification of plans if required
    - ii. IDOT traffic control plan if required
    - iii. Verification of other required permits if required
    - iv. Verification of contractors licensing
    - v. Drawing plans/specs, with exist utilities (field verified) within 30 feet of proposed work, review
    - vi. Verification of minimum Vert. and Horiz. clearances ( 5' ea)
    - vii. City Fiber conflict notice
    - viii. Landscaping fees paid if required
  - b. Rejections will be in writing, stating the reasons for the rejection.
6. Approvals are governed by the Ordinance, Sec. 42-305 "Effect of Permit".
7. 24/7 Status inquiry may be accomplished via City of Aurora main web pages utilizing the "click to gov" link. Use the permit number to review permit status and comments associated with the review. All other questions may be directed to the Engineering Division at (630)-256-3200 – RE: "Right-of-Way Permits".