

**DRV1 or DRV2 – PRIVATE DRIVEWAY (1) – APPROACH/SIDEWALK INCLUDED (2)  
APPLICATION FORM**

<b>FOR OFFICIAL USE ONLY</b>		TOTAL FEE _____ BLDG _____ PLRV _____	
PERMIT APPLICATION NO	1 —		
SUBMITTED	_____/_____/_____		
NOTIFIED	_____/_____/_____		
ZONING	_____		
Classification _____	WEB www.AURORA-il.org FAX (630) 256-3139 TELEPHONE (630) 256-3130	<b>DIVISION OF BUILDING &amp; PERMITS</b> 65 WATER STREET AURORA, ILLINOIS 60505	

**LAND / PARCEL INFORMATION**

PROPERTY ADDRESS _____ PROPERTY OWNER & Contact Name _____ OWNER'S ADDRESS _____ PHONE # ( ) _____ FAX # ( ) _____ E-MAIL _____	TENANT & Contact Name _____ ADDRESS _____ PHONE # ( ) _____ FAX # ( ) _____ E-MAIL _____
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**REQUIRED SUBMITTAL ITEMS / STEPS**

- Two Plats of Survey with indications of paving locations must accompany this form.
- If your property is located in one of Aurora's Historic Districts, you must contact the Historic Preservation Division at (630) 844-3648 and apply for a Certificate of Appropriateness.
- It is the responsibility of the contractor/owner to notify J.U.L.I.E. at (800) 892-0123 to mark any utilities.
- Please refer to the Aurora Zoning Ordinance for more details.
- Obtain Homeowners Association's permission if needed.

**PAVING INFORMATION**

Is property in a flood prone area?  Yes (DRV2)  No

Is any paving in the Public Right of Way (from sidewalk to the street, including the side walk)?  Yes (DRV2)  No

Are you requesting an additional curb-cut?  Yes (DRV2)  No (DRV1)

Is your proposed paving adjacent to a Driveway?  Yes  No

CHECK applicable paving material type

Asphalt  Other (indicate) \_\_\_\_\_

Concrete  Unit Pavers

**PAVING COST**

TOTAL COST OF IMPROVEMENTS \$ \_\_\_\_\_

**PAVING CONTRACTOR**

HOMEOWNER IS DOING THE WORK

BUSINESS NAME \_\_\_\_\_

AURORA REGISTRATION # \_\_\_\_\_ - \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

I, the applicant agree to conform to all applicable laws of the City of Aurora. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

CONTRACTOR \_\_\_\_\_  
(PRINT)

CONTRACTOR \_\_\_\_\_  
(SIGNATURE)

OWNER \_\_\_\_\_  
(PRINT)

OWNER \_\_\_\_\_  
(SIGNATURE)

DATE OF COMPLETION \_\_\_\_\_

\*\*\* 2019 \*\*\*

# DRIVEWAY ASSISTANCE PROGRAM (DAP)

PARTIAL REIMBURSEMENT TO PROPERTY OWNERS FOR REPAIRS TO DRIVEWAY APPROACH, SIDEWALK AND CURB AND GUTTER LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY



ENGINEERING DIVISION  
(630) 256-3200

1. This Program allows Property Owners to request PARTIAL REIMBURSEMENT for the cost to replace an existing driveway approach, sidewalk and curb & gutter that are badly deteriorated, broken and/or hazardous as determined by the Engineering Division. The City of Aurora may require the replacement of the curb & gutter (or a "curb cut") and/or sidewalk when the drive approach is being replaced.
2. Partial Reimbursements will only be considered for projects that have been approved by the Engineering Division prior to the start of work.
3. Partial Reimbursement shall not exceed 50% in either Unit Prices or total amount paid.
4. This is an assistance program for residential, and approved commercial, property owners to replace existing asphalt or concrete driveways. New construction, driveway widening, driveway relocation, private sidewalks, private driveways and property redevelopment projects are not eligible for this program. The Engineering Division will inspect each location to determine the limits of repairs that will qualify for this program.
5. The property owner shall secure at least one bid proposal for the repairs to be completed. Bids should include a sketch showing the existing items to be repaired, details and dimensions of the proposed work.
6. Work shall begin only after the Permit has been approved.
7. Upon completion, the property owner shall obtain a receipt stating "Paid in Full" from the contractor. This receipt shall be submitted to the Engineering Division for processing. The property owner should receive the Partial Reimbursement payment within 4 to 6 weeks of submittal.
8. The City of Aurora shall assume no liability for the work completed by the Property Owner's Contractor.

### **Program Procedure:**

1. Apply for a DRV2 Permit at Building and Permits, 77 S. Broadway, Aurora, IL 60505. Required information includes a drawing of driveway, approach, sidewalk and curb & gutter, showing scope of work and Contractor information. Contractors must be licensed to work in the Public Right-of-Way, by obtaining a Public Works License.
2. The DRV2 application is initiated and completed by the Division of Building and Permits, during their process, they obtain sign-offs from the Divisions of Zoning and Engineering, who review the Permit Application information.
3. No work may begin until the DRV2 application is approved. This process may take up to seven (7) working days.
4. To participate in the Driveway Reimbursement Program, the Property Owner should also complete the Driveway Assistance Program (DAP) application with Name, address, contact info and the name of the licensed Contractor.
5. The completed DAP application may be delivered to the Division of Engineering, 77 S. Broadway, Aurora, IL 60505, via email (to [EngGenMail@aurora-il.org](mailto:EngGenMail@aurora-il.org)), Fax (at 630-256-3229), US Mail or hand delivered.
6. Required – Contractor will contact Engineering 24 Hours prior to start of construction.
7. Required – Engineering Division will complete a Pre-Pour Inspection and document the Inspection.
8. Required – Engineering Division will complete a Final Inspection and measure the completed work and document the Inspection and measurements.
9. The Property Owner shall complete payment to the Contractor and receive a receipt stating “Paid in Full”, and submit the receipt to the Division of Engineering, 77 S. Broadway, Aurora, IL 60505, via email (to [EngGenMail@aurora-il.org](mailto:EngGenMail@aurora-il.org)), Fax (at 630-256-3229), US Mail or hand delivered.
10. The Engineering Division will assemble the approved Permit, DAP application, Pre-Pour Inspection and Final Inspection information for review and then process the Partial Reimbursement.

### **Contractor Notes:**

1. Contractor shall not begin work prior to Permit approval.
2. Contractor shall contact Engineering Division, at 630-256-3200, 24 Hours prior to start of work and to schedule the Pre-Pour Inspection
3. DAP applications will not be accepted from Contractors.
4. The City of Aurora will not accept damaged or vandalized concrete work.
5. Contractor shall warranty all work for a period of one (1) Year from the date of placement.
6. Contractors shall familiarize themselves with the work site and submit a detailed Proposal with unit prices that include all saw cutting, removal, disposal, restoration and traffic/pedestrian control devices.
7. The Proposal and Final Invoice shall include separate prices for each item of work (driveway approach, curb & gutter and sidewalk) that are within the Public Right-of Way.
8. No extra charges will be accepted including root removal or cartage charges.
9. Curb & Gutter that is not depressed shall be sawcut or replaced to be eligible
10. Contractor’s failure to follow these rules will result in removal from list of Licensed Contractors.

### **Construction Notes:**

1. All work shall be done according to the IDOT Standard Specifications for Road & Bridge Construction, latest edition, and City of Aurora Standard Specifications.
2. Portland Cement Concrete Drives and Sidewalk in driveways shall be 6” thick placed on a 4” granular subbase.
3. Sidewalk outside of driveways shall be 5” thick placed on 4” granular subbase (min.).
4. Hot-Mix Asphalt Driveways shall be 2” thick placed on 6” subbase (min.).
5. Curb & Gutter shall be Type B6.12 with 8” thick gutter placed on a 4” granular subbase (min.).
6. All concrete shall be Class SI and properly cured & sealed and protected from the elements.
7. Subbase material shall be Crushed Stone, Gradation CA-6 or approved equal.
8. All work areas shall be signed according to IDOT Traffic Control Standards.
9. Work shall not begin prior to the 1st Monday in April and be completed no later than the 3rd Friday in October (weather permitting).

# CITY OF AURORA – 2019 APPLICATION FOR PARTIAL REIMBURSEMENT

Name of Property Owner

Address of Property Owner

Zip Code

Project Site (if different from above)

Phone Number

Proposed Work in the Public Right-of-Way – check all boxes that apply:

- Remove Existing Drive Approach and install new Hot-Mix Asphalt Drive Approach.
- Remove Existing Drive Approach and install new Portland Cement Concrete Drive Approach.
- Sidewalk Removal and Replacement, 6" – in Driveway.
- Sidewalk Removal and Replacement, 5".
- Curb & Gutter Removal and Replacement
- Curb Cut (roll-curb in good condition)

Licensed Contractor's Name

<b>City of Aurora Use Only</b>			Maximum Reimbursement	
Work Item Completed in Public Right-of-Way	Measured Quantity	Units	Unit Price (not to exceed 50% of paid unit price)	Total Amount
Hot-Mix Asphalt Drive Approach		SQ FT	\$2.50/Square Foot	\$
P.C. Concrete Drive Approach (includes 6" sidewalk in driveway)		SQ FT	\$3.50/Square Foot	\$
Curb Replacement or Curb Cut to provide depressed curb		FOOT	\$15.00/Foot	\$
Sidewalk, 5"		SQ FT	\$3.00/Square Foot	\$
Misc.				\$
			<b>TOTAL REIMBURSEMENT</b>	\$
Final Inspection Completed Signed			Date	
City of Aurora				