



Village of Machesney Park

Public Works Department

300 Roosevelt Road • Machesney Park, IL 61115

Public Works Construction Permit

Application Received:

Permit #:

Permit Information: (Required)

Applicant Name: _____

Project Address: _____

Location Description: (Required)

Project Information: (Required)

Total Disturbed Area: _____

Construction Activity Description: _____

Project Start Date: _____

Expected Completion Date: _____

Are Traffic Closures Required? YES _____ NO _____

If Yes, What Roadways Will Be Closed? _____

Closure Start Date and Time: _____

Closure End Date and Time: _____

Applicant Information: (Required)

Contact Name: _____

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contractor Information: (If Applicable – Note if work is to be self-performed by applicant)

Contact Name: _____

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

24 Hour Emergency Callout Contact #1: (Required)

Name: _____

Phone Number: _____

Permit Fee: (Required)

		Permit Fee	Check All That Apply
Type of Construction	Driveway Construction (2000 sq ft and under)	\$20.00	
	Driveway Construction (Over 2000 sq ft)	\$0.01 per sq ft	
	Sidewalk Construction	\$5.00	
	Pavement Cut	\$5.00	
	Street Closure	\$5.00	
	Curb or Gutter Replacement	\$5.00	
	ROW Work/Other	\$5.00	

Total Permit Fee: \$ _____ Receipt #: _____

List of Attached Plans: (Required)

List all attached plans, diagrams, sketches or other supporting documents being submitted in conjunction with this permit including the required Erosion and Sediment Control Certification Statement:

Document Name:	Number of Pages:
_____	_____
_____	_____
_____	_____
_____	_____

Permit Application Certification:

I certify under penalty of law that this document and all attachments were prepared in accordance with all applicable Local, County, State and Federal laws. The information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment of knowing violations.

I certify that I have read and understand the ordinances of the Village of Machesney Park which relate to the proposed work and that I will comply with the provisions of said ordinances.

Further, I hereby agree that if I shall injure or alter, for any purpose whatsoever, any publicly owned property, I shall be responsible and liable to the Village for damages to persons or property in consequence thereof which the Village shall suffer or be adjudged to pay. Publicly owned property includes but is not limited to streets, alleys, pavement, sidewalk, curb, gutter, sanitary sewer systems, storm sewer systems, water systems, trees in the Right-of-Way, vegetated areas, parkways and any other structure owned by the Village.

Further, I agree to repair all damage to any street or public property that may arise due to operations by me, or my agents, and I further agree to hold the Village harmless against all claimants for any injuries to person or property occasioned by, or in any manner resulting from, my operations or public property.

I certify that my operations relating to this permit will not pose a significant risk to the general public and that all necessary safety measures will be taken to ensure the proper completion of the project.

Traffic control will be in accordance with all MUTCD standards. Trenches must be plated or covered during non-working hours on all through streets.

Applicant Signature: _____ Date: _____

Applicant Name: _____

Public Works Department Permit Review:

Permit Approved: Permit Rejected: Permit Requires Changes:

Erosion and Sediment Control Certification Statement Complete: _____

Approved By: _____

Signature: _____

Date: _____

Review Comments: _____

