

**Robert J. Lovero**  
 Mayor  
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 Building Director



City of Berwyn  
 6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701  
 Phone: (708) 788-2660 Fax: (708) 788-1427  
 www.berwyn-il.gov

**BUILDING PERMIT APPLICATION – RIGHT OF WAY**

**SMALL CELL APPLICATION**

**JOB SITE OR NEAREST ADDRESS:** \_\_\_\_\_

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

*For attachment to poles in the Right of Way:*

**OWNER OF POLE:** City of Berwyn \_\_\_\_ OR \_\_\_\_ ComEd \_\_\_\_ OR Other \_\_\_\_ **PHONE:** \_\_\_\_\_

**LONGITUDE/LATITUDE OF POLE:** \_\_\_\_\_

**INCLUDE A PICTURE OF THE POLE.**

**DESCRIPTION OF WORK** *(Please include a detailed description and scaled drawings or plans of the work for all permits sought. Identify any structures to be installed, the size and depth of any proposed excavation, and a proposed traffic plan):*

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**PLEASE INDICATE BELOW THE ITEMS TO BE DISTURBED AND INCLUDE INFORMATION ON THE DRAWINGS/PLANS OF WORK**

<b>ROW IMPACT</b>	<input type="checkbox"/> Driveway <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parkway <input type="checkbox"/> Alley <input type="checkbox"/> Metered Parking
How many linear Feet?	Traffic Lane _____ Parking Lane _____ Sidewalk _____ Parkway _____ Alley _____
<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"/> Decorative Stone <input type="checkbox"/> Curb <input type="checkbox"/> Curb and Gutter <input type="checkbox"/> Other (specify) _____
<b>UTILITIES</b>	<input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Cable/Telephone <input type="checkbox"/> Drainage/Culvert <input type="checkbox"/> Traffic Signals <input type="checkbox"/> Street lights <input type="checkbox"/> Other (specify) _____
<b>OTHER IMPACTS</b>	<input type="checkbox"/> Landscaping <input type="checkbox"/> Trees <input type="checkbox"/> Irrigation <input type="checkbox"/> Signs <input type="checkbox"/> Fire Hydrants
<b>METHOD OF INSTALLATION</b>	<input type="checkbox"/> Open-Cut <input type="checkbox"/> Directional Bore <input type="checkbox"/> Aerial/Poles Attachment <input type="checkbox"/> Other (specify) _____ Linear feet of buried: _____ Linear feet of aerial: _____ Utility Owner: _____ Number of Openings: Sidewalk _____ Parkway _____ Street _____ Alley _____

**VALUE OF WORK, INCLUDING MATERIALS AND LABOR:**

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**NOTE:**

- 1. A PERMIT PLAT shall accompany ANY permit applications involving equipment / items located on the ground.
- 2. ALL CONTRACTORS performing work at this address MUST BE LICENSED AND BONDED with the City of Berwyn- Contact the Collectors Office for the requirements (708)788-2660 X6457,X6458,X6459 OR X6460
- 3. Contracts with FULL SCOPEs of work are REQUIRED from ALL CONTRACTORS at time of submittal.
- 4. LETTER OF INTENT will NOT be ACCEPTED.

**Permit Acceptance and Liability Waiver** (to be signed by authorized company representative or homeowner)

I request permission to excavate and/or occupy the public right-of-way in the City of Berwyn in accordance with Section 1080, *et seq.* of the City Code. For consideration of such permission, I agree to indemnify, hold harmless and defend the City of Berwyn, 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 further agree to do all work in accordance with the conditions, regulations and city standards provided with this application. 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.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Permit Fee	\$ _____	Preliminary Electrical	\$ _____	Electrical Service	\$ _____
Electrical Underground	\$ _____	Electrical Rough	\$ _____	Electrical Final	\$ _____
Parkway Use	\$ _____	Street Opening	\$ _____	Sidewalk Opening	\$ _____
Pre-Pour Street/Sidewalk	\$ _____	Restoration Inspect	\$ _____	Service Charge	\$ _____
City Consultation Fee	\$ _____	Backfill	\$ _____		

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **TOTAL:** \$ \_\_\_\_\_

**SUBCONTRACTOR LIST**

All subcontractors need to be licensed with the City of Berwyn. Please contact the Collectors Office at (708) 788-2660 Ex. 6457, 6458, 6459 or 6460

<b><u>CONTRACTOR NAME</u></b>	<b><u>ADDRESS</u></b>	<b><u>PHONE</u></b>
General _____		
Electrical _____		
Concrete _____		
Excavator _____		
Sewer _____		
Dumpster _____		

Please list NAME, ADDRESS, FAX & PHONE of ANY ADDITIONAL CONTRACTORS Performing Work

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**Distributed Antenna System or Small Cell Facility**

For the Installation of a Distributed Antenna System or Small Cell Facility, a telecommunications retailer / company shall pay the following application fees:

- 1) *Two thousand dollars (\$2,000.00) for a new facility OR*
- 2) *Two thousand dollars (\$2,000.00) for the attachment to and, if applicable, replacement of a City-owned facility OR*
- 3) *One thousand dollars (\$1,000.00) for the attachment to a utility-owned facility.*

A telecommunications retailer / company that obtained a permit and installed a Distributed Antenna System or a Small Cell Facility within the City’s jurisdiction shall pay the following ANNUAL LICENSE FEES:

- 1) *Three thousand six hundred dollars (\$3,600.00) for a new facility OR*
- 2) *Three thousand six hundred dollars (\$3,600.00) per attachment to and; if applicable, replacement of a City-owned facility OR*
- 3) *One thousand two hundred dollars (\$1,200.00) per attachment to a utility-owned facility.*

The City shall invoice the telecommunications retailer for such annual fee(s) due on or about January 1 of each year, and the telecommunications retailer shall pay such invoice within thirty (30) calendar days after its receipt thereof.

**The applicant must comply with all policies, rules and regulations referred to in the City of Berwyn Ordinance No. 17-39 and ALL Ordinances referred to therein. The applicant must also comply with all other relevant ordinances, laws, rules, or regulations of the City of Berwyn, the County of Cook, the State of Illinois, and any other public entity having jurisdiction over the proposed site or project.**

**Section 1080.02 Permit Required; Permit Application.**

**The application shall contain (all requirements must be met before the permit application will be deemed complete):**

- 1. Applicant’s name, address, email, telephone, facsimile numbers and a statement of the Applicant’s interest in the work;**
- 2. A general description of the proposed work;**
- 3. Evidence that the applicant has placed on file with the City;**
  - a. A written traffic control plan**
  - b. An emergency contingency plan**
- 4. Drawings, plans and specifications showing the work proposed;**
- 5. Evidence of insurance as required by Section 1080.03;**
- 6. Any request for a variance; and**
- 7. Evidence that any “Certificate of Public Convenience and Necessity” or other regulatory authorization that the applicant has been issued by the ICC or another entity with jurisdictional authority.**

**Application Fees:** Unless otherwise provided by the applicable franchise, license or similar agreement, all applications for permits pursuant to this Chapter shall be accompanied by a fee, as reasonably determined by the City each year.

**Insurance must meet all required coverages and limits per Ordinance 17-39.**

