



Utility Permit Guidelines

The majority of the Utility Permit requests that we receive are done electronically via email. In an effort to facilitate the processing of these permit requests we have established the following submittal guidelines that will assist us in expediting the process. All permit requests should be directed via email to COEDryUtilityPermits@cityofelgin.org.

Application Email

The "Subject:" line of the e-mail for the permit and all subsequent correspondence concerning the permit should contain:

1. The name of the utility requesting the permit
2. The utility's companies work order, job number or file number for reference
3. The address or location of the work to be permitted

Examples:

ATT – WO#545815 – 567 Oak Street – 309 Elm Street
NICOR Permit – Request 150425 – Stonebrook Subdivision
Comcast Permit App - DC-SE0205ME – 200 Iroquois Drive, Elgin, Illinois
WOW! Permit App: W-EL1009 ; 978 N Mclean Blvd, Elgin

Application Letter

The permit Application Letter should include the following information:

1. Name of Utility Company
2. Address and or general location of proposed work
3. Utility company's application number (number should match on application, drawings and the email subject line)
4. Date of request
5. Date of revision(s) if any
6. A description, in layman's terms, of the work to be performed - not simply an acronym or model number that is proprietary to the utility company (we need to know if you are going to be hanging some piece of equipment the size of a small vehicle on a pole)
7. A description of the method of installation (i.e. will the equipment be pole mounted, or installed via open trenching or directional bore)
8. Utility Company contact familiar with work
9. Contact persons phone number(s)
10. Contact persons email
11. Name of Company applying for permit (If different than utility company)
12. Applicants' name



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13. Applicants' phone number(s)
14. Applicants' email
15. Name of company installing for utility company (If different than utility company)
16. Installers contact name
17. Installers contact phone number(s)
18. Installers contact email
19. Signature of Applicant
20. Signature block for City Representative
21. Completion date to be entered and returned by the utility at such time as the work is completed and the right-of-way restored.

Application Drawing/Sketch

The application should include a drawing illustrating the location of the proposed work. An aerial exhibit with the proposed work overlaid on it is the preferred method of submittal. The drawing should include the following information at a minimum:

1. Location Map
2. Index of Sheets if more than one
3. North Arrow
4. Scale
5. Right of Way Lines
6. Property lines
7. Easements
8. Easement dimensions
9. Existing improvements within the right of way such as pavement, curb and gutter, sidewalks, streetlights, street trees, street lights, traffic signage, etc.
10. Existing utility facilities, if applicable
11. 100 year flood plain, floodway, & wetland boundaries

Stormwater Application

If applicable, a complete stormwater applications should be provided. This information can be found on the City of Elgin website.

NOTE: The permit submittal should be one (1) .pdf file with the above information. All pages should be rotated to the correct orientation and the name of the file should match the subject line which was previously outlined.