

CITY OF NAPERVILLE
Standard Construction Plan Notes for Right-of-way Permit Submittals
JUNE 2025

The following notes must be included on all plans submitted for right-of-way permits:

1. A MINIMUM OF 48-HOURS NOTICE SHALL BE GIVEN TO THE CITY OF NAPERVILLE (630-420-6100, OPTION 1) PRIOR TO STARTING WORK OR RESTARTING WORK AFTER AN EXTENDED WORK STOPPAGE.
2. THE OWNER OR THEIR REPRESENTATIVE IS RESPONSIBLE FOR OBTAINING ANY AND ALL PERMITS REQUIRED BY APPLICABLE GOVERNMENTAL AGENCIES.
3. ALL CONTRACTORS DOING WORK IN THE PUBLIC RIGHT-OF-WAY MUST BE LICENSED (WHEN APPLICABLE) TO MAKE PUBLIC IMPROVEMENTS WITHIN THE NAPERVILLE CORPORATE LIMITS. NAPERVILLE REQUIRES ALL CONCRETE CONTRACTORS AND ELECTRICIANS TO BE REGISTERED WITH THE CITY.
4. THE OWNER OR THE CONTRACTOR ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR ANY ACTION RESULTING FROM THEIR WORK WITHIN THE PUBLIC RIGHT-OF-WAY.
5. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF NAPERVILLE'S DESIGN MANUAL AND STANDARD SPECIFICATIONS (CURRENT EDITION) AND WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION'S "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" (CURRENT EDITION).
6. THE OWNER OR CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF ADJACENT PROPERTY OWNERS IMPACTED BY THE WORK. THE DOWNTOWN NAPERVILLE ALLIANCE MUST ALSO BE NOTIFIED OF ANY WORK IN THE DOWNTOWN.
7. APPROPRIATE TRAFFIC CONTROL MUST BE PROVIDED FOR ANY WORK PERFORMED WITHIN THE LIMITS OF, OR DIRECTLY ADJACENT TO, THE PAVEMENT. TRAFFIC CONTROL MEASURES MUST CONFORM TO THE LATEST MUTCD/IDOT STANDARDS. UPON REQUEST, THE CONTRACTOR SHALL PROVIDE A DETAILED TRAFFIC CONTROL PLAN TO THE CITY PRIOR TO STARTING WORK.
8. LANE CLOSURES FOR ARTERIAL ROADWAYS ARE PROHIBITED FROM 6:00AM TO 9:00AM AND FROM 3:00PM TO 7:00PM. ANY WORK IN A TRAFFIC LANE ON AN ARTERIAL ROADWAY REQUIRES THE USE OF AN ARROW BOARD. MINIMUM 48-HOUR NOTIFICATION OF ANTICIPATED LANE CLOSURE TO BE COMMUNICATED TO AND CONFIRMED BY THE CITY OF NAPERVILLE 630-420-6100, OPTION 1. ADDITIONAL RESTRICTIONS MAY BE REQUESTED FROM OTHER JURISDICTIONS.

The following notes must be included on all plans submitted for right-of-way permits that include excavation or utility installations:

9. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ADEQUATELY IDENTIFY AND LOCATE ALL EXISTING UTILITIES PRIOR TO EXCAVATION. BEFORE STARTING CONSTRUCTION, THE CONTRACTOR SHALL CONTACT JULIE FOR THE LOCATION OF ANY AND ALL UTILITIES. THE TOLL-FREE NUMBER IS 800-892-0123. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE ANY OTHER FACILITIES NOT INCLUDED IN THE JULIE SYSTEM.
10. IF ANY UNMARKED ELECTRICAL CABLES ARE EXPOSED DURING EXCAVATION, IMMEDIATELY NOTIFY NAPERVILLE ELECTRIC DISPATCH AT 630-420-6187.

11. ALL FACILITIES INSTALLED IN THE PUBLIC RIGHT-OF-WAY OR IN PUBLIC UTILITY EASEMENTS MUST BE LABELED WITH THE OWNER'S INFORMATION.
12. ALL AERIAL COMMUNICATION LINES SHALL PROVIDE FOR A MINIMUM OF 15.5' VERTICAL CLEARANCE ABOVE ANY VEHICULAR ROUTES INCLUDING DRIVEWAYS, ALLEYS, PARKING LOTS, AND ROADWAYS.
13. NEW HANDHOLES, PEDESTALS OR OTHER STRUCTURES MUST BE PLACED IN GRASSY AREAS AT LEAST ONE FOOT FROM THE EDGE OF A SIDEWALK OR OTHER PAVEMENT. TRENCH BACKFILL MATERIAL IS REQUIRED FOR TRENCHES AND PITS WITHIN TWO FEET OF ANY PAVEMENT, INCLUDING SIDEWALK.
14. ANY SIDEWALK DAMAGED OR REMOVED BY THE CONTRACTOR MUST BE REPLACED PER CITY OF NAPERVILLE STANDARDS AND CURRENT ADA REQUIREMENTS. ALL SIDEWALKS MUST BE FULLY RESTORED, OR TEMPORARILY RESTORED WITH HARD SURFACE MATERIAL, BEFORE REOPENING TO PEDESTRIANS. A STONE OR GRAVEL SURFACE IS NOT ACCEPTABLE.
15. DIRECTIONAL BORING NEAR PARKWAY TREES SHALL FOLLOW THE CITY STANDARD DETAIL 790.10 – TREE PROTECTION WHICH ESTABLISHES A PROTECTION ZONE AROUND TREES AND MINIMUM OFFSETS AND DEPTHS FOR AUGERING WITHIN THE PROTECTION ZONE. MACHINERY AND MATERIAL SHALL BE KEPT OUTSIDE THE PROTECTION ZONE TO AVOID DAMAGING THE EXISTING ROOT SYSTEM.
16. ALL OPEN HOLES, INCLUDING BORE AND RECEIVING PITS, SHALL BE BARRICADED AND PROTECTED IN ACCORDANCE WITH APPLICABLE STANDARDS.
17. APPROPRIATE EROSION CONTROL MEASURES SHOULD BE INSTALLED AROUND STOCKPILES AND ANY AREAS SUSCEPTIBLE TO EROSION.
18. ALL DISTURBED AREAS MUST BE RESTORED TO LIKE OR BETTER CONDITION WITHIN 14 CALENDAR DAYS OF CONSTRUCTION OR BY MAY 1 FOR WINTER WORK.