



# CITY OF BATAVIA

## RIGHT-OF-WAY (ROW) PERMIT APPLICATION

The City of Batavia requires a ROW permit for:

- Any work in the right-of-way including, but not limited to (those with an asterisk require an additional form for that specific type of work):
  - Curb and gutter removal and replacement
  - Driveway Apron Replacements \*
  - Street Cuts
  - Planting Trees \*
  - Service Walks \*
  - All Sump Pump Connections
  - Utility Improvements / Repairs
  - Work where sidewalk will be removed and replaced

Please complete the checklist below and include the following items with the submittal package to:

City of Batavia  
 Building Division  
 100 North Island Avenue  
 Batavia, IL 60510  
 (630) 454-2750

Hours M-F 8am – 5pm, closed W 11am -12pm

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Plat of Survey highlighting the area in which the work will be conducted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. A Surety Bond must be provided for contractors only for either:
			a. \$10,000 or 1.5 times the estimate of cost of work, whichever is greater, being site specific by indicating the address of the job site <b>OR</b>
			b. \$75,000 to perform & complete work for a period of one calendar year from the effective date of the bond
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Insurance Certificates must be provided:
			a. Contractors need Certificates of Insurance listing the City of Batavia as Additional Insured
			b. Homeowners do not need to provide anything
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A copy of a IDOT and/or County ROW Permit, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Residential Driveway Apron Permit Application & \$32 recording fee, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Agreement for Non-Standard Pavement or Sidewalk & \$32 recording fee, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Parkway Tree Planting/Removal Permit Application, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Traffic Control Plan, if applicable

Applicant is responsible to call J.U.L.I.E. to obtain locations of underground utilities prior to excavating.

Please allow a minimum of one (1) week for permit review and issuance of either permit or comments from the date of submittal.

When designing and replacing existing materials please use the details that are attached to this permit application to comply with City standards. In addition there are samples of bonds and certificates of insurance filled out to comply with City requirements. If at any time there are questions regarding any of this information please contact the Building Division. Below is a list of available details:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Driveway</li> <li>• Curb</li> <li>• Sidewalk</li> <li>• Junction Box Connection</li> </ul> | <ul style="list-style-type: none"> <li>• Drainage Pipe / Trench</li> <li>• Pavement Cross Section</li> <li>• Commercial Driveway Approach</li> <li>• Residential Driveway Approach</li> </ul> |
|---|---|



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Please contact the Building Division at least 48 hours in advance to schedule required inspections. Required inspections include:

- **Curb:**
  - Inspect proof roll of sub-base
  - Inspect stone, rebar and curb thickness
  - Inspect grades of the curb to provide positive drainage
  - Final inspection when restoration is completed
- **Driveway Apron:**
  - Inspect width at curb and walk
  - Inspect stone and thickness
  - Final inspection when restoration is completed
- **Junction Box / Sump Pump Connections:**
  - Inspect connection point to junction box
  - Ensure that the connection is properly sealed and backfilled
  - Final inspection when restoration is completed
- **Sidewalk:**
  - Inspect sidewalk depth and thickness of stone
  - Inspect grade in conjunction with curb or overflow route
  - Final inspection when restoration is completed
- **Utility Improvements:**
  - Ensure that there is proper installation, including spring line or trench backfill
  - Ensure proper slope and grades
  - Inspect connection points
  - Inspect backfill and compaction
  - Inspect pavement and landscape
  - Verify proper testing has been completed (air, vacuum, mandrel, televised)
- **Utility Repairs:**
  - Ensure that a proper connection or repair has been made with trench backfill as necessary
  - Inspect backfill and compaction
  - Inspect roadway or pavement replacement meeting specifications
  - Final inspection when restoration is completed
- **Mailboxes:**
  - Inspect to make sure that installation complies with United States Postal Service code

**NOTE:** Not every application will require each inspection. Please contact John Kennedy in the Engineering Department regarding questions about inspections.

*Please refer to Title 7 of the Batavia Municipal Code, Chapter 1: Streets and Sidewalks, Section 3: Driveways and Title 11 of the Batavia Municipal Code, Chapter 5: Required Improvements, Section 9: Sidewalks and Driveways for more information.*



# CITY OF BATAVIA

## RIGHT-OF-WAY (ROW) PERMIT APPLICATION

Application Date: \_\_\_\_\_

P.I.N. #: \_\_\_\_\_

I, \_\_\_\_\_, do hereby apply for a permit for the following described work located at \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Curb                   | <input type="checkbox"/> Sidewalk            | <input type="checkbox"/> Mailbox      |
| <input type="checkbox"/> Driveway apron         | <input type="checkbox"/> Utility Improvement | <input type="checkbox"/> Parkway Tree |
| <input type="checkbox"/> Junction Box/Sump Pump | <input type="checkbox"/> Utility Repair      | <input type="checkbox"/> Other _____  |

Estimated time from commencement of construction until restorations are complete \_\_\_\_\_

Construction will be completed in:

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Parkway Only                     | <input type="checkbox"/> 1/2 of Street | <input type="checkbox"/> Full Street |
| <input type="checkbox"/> Other – Describe location: _____ |  |                                      |

**Owner of the Property:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

IL License #: \_\_\_\_\_

Email: \_\_\_\_\_

**I agree to comply with the City of Batavia Code governing excavations. I further agree to indemnify the City of Batavia and its employees for any loss, liability or damage that may result or accrue from or because of the conduct of the applicant, its employees and/or agents relating to the work covered by the permit. I also agree to conform to OSHA guidelines for work completed in open trenches and/or confined spaces.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## RIGHT-OF-WAY (ROW) PERMIT APPLICATION

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### FOR STAFF USE ONLY

Date Permit Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Permit # \_\_\_\_\_

City Franchised Operator  Yes  No

Bond Required  Yes  No

Cash Deposit Required  Yes  No

Approved  Yes  No

Amount \_\_\_\_\_

Amount \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF BATAVIA  
RIGHT-OF-WAY APPLICATION FOR  
PARKWAY TREE  
PLANTING / REMOVAL PERMIT**



\_\_\_\_\_  
APPLICANT'S NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S ADDRESS

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

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
LOCATION OF PLANTING/REMOVAL – (EXACT LOCATION MUST BE STAKED)

\_\_\_\_\_  
SPECIES OF TREE BEING PLANTED OR REMOVED

\_\_\_\_\_  
DIAMETER OF TRUNK  
(MINIMUM OF 1-1/2" DIAMETER 6" ABOVE GROUND)

\_\_\_\_\_  
NAME OF PERSON OR FIRM PLANTING/REMOVING TREE

\_\_\_\_\_  
NAME OF NURSERY WHERE TREE PURCHASED

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
JULIE DIG NUMBER

\_\_\_\_\_  
JULIE DIG START DATE

**PROCEDURE FOR OBTAINING A PERMIT**

- 1) The City of Batavia requires a ROW – Parkway Tree Planting/Removal Permit in addition to the standard Right-of-Way application.
- 2) Stake exact location where you wish to plant tree(s) prior to submitting application.
- 2) Call J.U.L.I.E. (1-800-892-0123) for utility locations. It takes two working days to obtain utility locations. If there are any utilities where you wish to plant, the City will not allow the tree to be planted in that area; if possible, an alternate location will be suggested. If an alternate location for planting is suggested, you will be contacted for location approval prior to issuance of a permit.
- 3) Once the location to plant has been approved, please allow seven working days for the permit to be processed. A copy of the permit along with instructions for care of newly planted trees will be mailed to you.
- 4) The attached list of trees are approved for planting in City parkways. Please note there are small, medium and large sizes, dependent on the planting location. Other tree species will need approval from the City of Batavia Street Superintendent prior to planting.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

FOR OFFICE USE ONLY

APPROVED

REJECTED

By: (Name & Title) \_\_\_\_\_

Date: \_\_\_\_\_

Reason for rejection \_\_\_\_\_

COMPLETE LOCATION DRAWING ON SEPARATE SHEET

ZONE:

SECTION:

QUAD(s):

**TABLE I  
RECOMMENDED TREES**

Tall Trees (>40')

<b>BOTANICAL NAME</b>	<b>COMMON NAME</b>	<b>CULTIVARS</b>	<b>GROWTH RATE</b>	<b>FORM</b>	<b>SUGGESTED CONDITIONS And REMARKS</b>
<i>Acer X freemanii</i>	Freeman Maple	Marmo	M	Oval	Soil Ph below 7.5; attractive fall color; hybrid of red and silver maple
		Autumn Blaze	M	Oval	Consistent red fall color
<i>Acer miyabei</i>	State Street	'Morton'	M	Upright Oval	Dark Green Leaves and golden yellow fall color
	Miyabe Maple				
<i>Acer nigrum</i>	Black Maple		M	Oval	Western, more drought tolerant. Yellow fall color
<i>Acer saccharum</i>	Sugar Maple			Oval	Seek local sources
	Crescendo	'Morton'	M	Broadly Oval	Good heat tolerance. Orange to red fall color
		'Commemoration'	M	Oval to round	Very vigorous. Faster than straight species
		'Legacy'	M	Oval	Thick green leaves, drought tolerance, good vigor. Orange-red fall color.
		'Sweet Shadow'	M	Oval	Cut-leaf form of Sugar Maple. Good vigor and growth in northern climates.
<i>Acer 'Keithsform'</i>	Hybrid Maple	Pacific Sunset	M	Oval	Upright Oval habit. Hybrid of A.platanoides and A.truncatum
		Duraheat 'Moonshine'	M	Oval	Exceptionally heat tolerant new in the market. Use only tree
<i>Celtis occidentalis</i>	Hackberry		M	Vase	Tolerates alkaline soil; slow to establish; corky bark
<i>Ginkgo biloba</i>	Ginko (male only)		S	Pyramidal	Urban tolerant; MALE TREES ONLY
<i>Gleditsia triacanthos</i>	Honeylocust	Shademaster	F	Irregular	Fruitless; vase shaped with age; ascending branches
		Skyline 'Skycole'	F	Upright	Fruitless; forms central leader
<i>Gymnocladus dioicus</i>	Kentucky Coffeetree		M	Oval	Moist, rich soil; salt tolerant; coarse textured; dioecious
	Espresso		S	Upright oval	Fruitless male form of the coffeetree with a distinct elm-like vase shaped habit
<i>Liquidambar styraciflua</i>	Sweetgum	'Moraine'	M	Pyramidal	Red-purple fall colors. Recommended northern selection.
<i>Platanus x acerifolia</i>	Bloodgood London Planetree	'Bloodgood'	F	Broadly Oval	Cross between American Sycamore & Oriental Plane resistant to anthracnose.
<i>Quercus alba</i>	White Oak		S	Round	Soil pH below 7.2; slow to transplant and establish; PROTECT SAPLINGS FROM BORERS
<i>Quercus bicolor</i>	Swamp White Oak		S	Round	Soil pH below 7.2; tolerates poor drainage; PROTECT SAPLINGS FROM BORERS

<i>Quercus macrocarpa</i>	Bur Oak		S	Round	Dry to wet soil; slow to establish; PROTECT SAPLINGS FROM BORERS
<i>Quercus muehlenbergii</i>	Chinkapin Oak		S	Round	Tolerant of alkaline soils; PROTECT SAPLINGS FROM BORERS
<i>Quercus robur</i>	English Oak		M	Round	Well drained soil; tolerant of alkaline soils
<i>Quercus rubra</i>	Northern Red Oak		M	Round	Prefers well drained alkaline soils with full sun
<i>Quercus x scheutteii</i>	Hybrid		M	Round	Hybrid of Bur and Swamp White Oaks. Great for urban conditions
<i>Quercus x warei</i>	Regal Prince	'Long'	M	Narrow	Hybrid of English Oak. Upright narrow habit
<i>Quercus x macdanielii</i>	Heritage Hybrid McDaniel Oak	'Clemons'		Round	Hybrid of Q.robur and Q.macrocarpa
<i>Tilia cordata</i>	Littleleaf Linden		M	Pyramidal	Urban tolerant; moist soils; several cultivar selections; PEST PROBLEMS
		Greenspire	M	Pyramidal	Improved form; formal habit
<i>Tilia X euchlora</i>	Redmond Linden	Redmond	M	Pyramidal	Urban tolerant; formal narrow crown widening with age
<i>Tilia x flavescens</i>	Glenleven Linden	'Glenleven'	F	Pyramidal	Fast growing straight trunk, open branching with loose leaves
<i>Tilia heterophylla</i>	Beetree Linden	'Continental Appeal'	M	Narrow Pyramidal	Urban tolerant, narrow form
<i>Tilia tomentosa</i>	Sterling Silver Linden	'Sterling'	M	Broad Pyramidal	Tough urban tree, felty (hairy) leaves. Not as attractive to Japanese Beetles.
	Green Mountain	'PNI 6051'	M	Broad Pyramidal	Numerous recommendations from many publications.
<i>Hybrid Elms</i>					Recommended on basis of disease resistance to DED and phloem necrosis
<i>Ulmus</i>	Accolade Elm	'Morton'	F	Vase	Glossy deep-green foliage
	Triumph	'Morton Glossy'	F	Vase	Similar to Accolade. may have better form
	Commendation	'Morton Stalwart'	F	Upright Oval	Better branch structure than Accolade.
<i>Ulmus Americana</i>		'New Harmony'	F	Vase	Resistant to DED per Natl.Arboratum release

Medium Trees (30'-40')

BOTANICAL NAME	COMMON NAME	CULTIVARS	GROWTH RATE	FORM	SUGGESTED CONDITIONS And REMARKS
<i>Acer pseudosieboldianum</i>	Korean Maple		S	Oval	Hardest of Asiatic small maples for our region. Orange-red fall color.
<i>Pyrus calleryana</i>	Callery Pear	Chanticleer	M	Oval	Urban tolerant; full sun; white flowers; late red fall color
<i>Carpinus betulus</i>	European Hornbeam		S	Oval	Urban tolerant; dense habit; attractive smooth bark
<i>Cornus mas</i>	Cornelian-cherry dogwood		M	Oval	Early yellow spring flowers, dark green summer foliage, ornamental late summer fruit. Attractive flaky winter bark.

<i>Prunus sargentii</i>	Sargent's Cherry		M	Upright	Full sun; intolerant of poor drained soils; attractive early pink flowers
<i>Syringa pekinensis</i>	China Snow	'Morton'	S	Broad	Sun; intolerant of drought; showy flowers mid-June,
	Peking Tree Lilac				
<i>Syringa reticulata</i>	Japanese Tree Lilac	Ivory Silk	S	Broad	Sun; intolerant of drought; showy flowers in mid-June

Low Trees (15'-30')

<b>BOTANICAL NAME</b>	<b>COMMON NAME</b>	<b>CULTIVARS</b>	<b>GROWTH RATE</b>	<b>FORM</b>	<b>SUGGESTED CONDITIONS And REMARKS</b>
<i>Carpinus caroliniana</i>	American Hornbeam		S	Oval	Moist soil; well-drained; shade
<i>Ceris canadensis</i>	Eastern Redbud Single stem		M	Broad	Sun or partial shade; good for naturalizing; occasional hardiness and disease problems
<i>Malus</i>	Crabapple	Donald Wyman	M	Round	White flowers; small, dark-red, persistent fruit, good color through winter
	Sugartyme	'Sutyzam'	S	Round	Good Disease resistance, persistent fruit
		Prairifire	S	Spreading	Magenta flowers; small, dark-red, persistent fruit; cherry-like bark
		Red Jewel	S	Pyramidal	White flowers; bright-red, persistent fruit; good color through winter
<i>Malus transitoria</i>	Golden Raindrops	'Schmidcutleaf'	S	Vase	Scab resistant, persistent fruit. Some trouble with fireblight in Wisconsin
<i>Ostrya virginiana</i>	Hop hornbeam		S	Pyramidal	Dry soil; shade, interesting hop-like fruit

**TABLE II**  
**UNACCEPTABLE TREES**

BOTANICAL NAME	COMMON NAME	PROBLEMS (s)
<i>Abies ssp.</i>	Fir	Visibility
<i>Acer negundo</i>	Box Elder	Weak wooded
<i>Acer saccharinum</i>	Silver Maple	Weak wooded
<i>Ailanthus ssp.</i>	Tree of Heaven	Weak wooded/invasive
<i>Amelanchier</i>	All Serviceberrys	Weak wooded
<i>Betula (other)*</i>	Birch	Borers/short lived
<i>Diospyros ssp.</i>	Persimmon	Litter
<i>Elaeagnus angustifolia</i>	Russian Olive	Weak wooded/short lived
<i>Fraxinus</i>	All Ash trees	Emerald Ash Bore
<i>Juglans ssp.</i>	Walnut	Litter
<i>Juniperus ssp.</i>	Juniper	Visibility
<i>Maclura pomifera</i>	Osage Orange	Litter/thorns
<i>Malus (other)*</i>	Apple	Disease/litter
<i>Morus ssp.</i>	Mulberry	Litter/short lived
<i>Picea ssp.</i>	Spruce	Visibility
<i>Pinus ssp.</i>	Pine	Visibility
<i>Populus ssp.</i>	Poplar	Weak wooded/short lived
<i>Prunus (other)*</i>	Cherry/Plum	Disease/litter
<i>Pyrus (other)*</i>	Pear	Litter/weak wooded
<i>Quercus (others)*</i>	Pin Oak	Chlorosis
<i>Rhus ssp.</i>	Sumac	Short lived/invasive
<i>Robinia ssp.</i>	Black Locust	Shallow roots/short lived
<i>Salix ssp.</i>	Willow	Weak wooded/invasive roots
<i>Thuja ssp.</i>	Arborvitae	Visibility
<i>Ulmus (other) *</i>	Elm	Dutch Elm disease

When (other)\* is indicated after botanical name it means "any species other than the approved species".(Ord. 99-43, 5-3-1999)  
At the discretion of the Street Superintendent to allow species not listed as acceptable to be planted in the parkway.