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# Engineering Submittal Guidelines

## For

# UNDERGROUND UTILITY DESIGN & CONSTRUCTION

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*Updated January 1, 2026*

Permitting Notes:

1. **The maximum amount of linear feet that can be applied for in one permit is 2,640 or half a mile.**
2. **The Village will not issue multiple permits. An existing permit must be closed out before another permit can be issued**

### **Requirements for Reviews**

1. Any approved permits or pending permit applications for any applicable work within IDOT, CCDOTH, MWRD, IEPA, USACE, IDNR, or any other jurisdictions must be included.
2. Any relevant supporting plans, plats, studies, reports, or documents pertaining to the construction of the project must be included.
3. All utility engineering/construction in the Village must conform to Village code: Section 6-2 CONSTRUCTION OF UTILITY FACILITIES IN VILLAGE RIGHTS-OF-WAY.

4. Plan Details
  - a. Utility owner's emergency contact information must be included on the plan.
  - b. Plan must show location of Public Right-of-Way (R.O.W.), and private property limits if pertinent to the project.
  - c. Plan must show all easements (utility, access, drainage, etc.).
  - d. All engineering submittals shall be on a maximum 1-inch (1") per 40-foot (40') scale and must include north arrow, legend, and general notes.
  - e. Any design where proposed Village utilities are being crossed via trenchless methods must include utility elevations for the crossing. The engineer must show that the existing utility depths have been verified. (Top of Village utility and bottom of proposed utility relative to a datum). **No utilities may cross under existing Village utilities.**
  - f. Standard detail drawings of any applicable disruption to facilities in the public R.O.W. must be included in the submittal. This may include but is not limited to:
    - Trench detail(s) showing proposed depth of cover, excavation width, backfill depth, and restoration for Hot-Mix Asphalt (H.M.A.) street, H.M.A. alley, H.M.A. Driveway, H.M.A. Path, Portland Cement Concrete (P.C.C.) street, P.C.C. alley, P.C.C. driveway, P.C.C. sidewalk, parkway/landscaping.
    - American Disabilities Act (A.D.A.) sidewalk and detectable warning detail.
    - Utility separation detail showing horizontal and vertical clearances from existing Village utilities.
    - Tree separation detail and tree protection detail.
    - Standard maintenance of Traffic detail(s) or site-specific plan.
  - g. Excavation within the critical root zone of parkway trees is prohibited. Any excavation near a parkway tree must show the distance of the excavation limit to the tree.
  - h. Restoration must be completed within 30 days of construction.
  - i. Utility company provide affected residents in the project area with a construction notice letter that details the scope of work, contact information for the project manager, and contact information for questions regarding restoration. Notice letters shall be delivered no sooner than 14 calendar days prior to the commencement of construction.
  - j. A final inspection by the Right-of-Way must be requested once the project and restoration has been completed to close out the permit. Failure to do so will result in the denial of future permit requests.
  - k. The utility company and its contractor are responsible for any damage to irrigation systems in the R.O.W as part of the work.
5. The following Construction Notes (a through j) must be displayed on the plans:
  - a. Construction Hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday and 7:00 a.m. to 12:00 p.m. Saturday. No work shall be permitted on Sundays or legal, observed holidays. Contractor must notify adjacent properties 2 weeks in advance.

- b. Contractor must notify the Department of Public Works (847-675-0888) no less than forty-eight (48) hours prior to construction.
- c. Contractor shall obtain a Right of Way permit from the Illinois Department of Transportation and/or the Cook County Department of Transportation and Highways, where applicable, in addition to a Village permit.
- d. Contractor shall retain a copy of any approved permit(s) at all times during construction operations.
- e. Dust must be controlled on site at all times, including any demolition.
- f. No construction debris, soil or material shall be permitted within the public R.O.W.. Any debris, soil, etc. must be removed at the developer's expense and may require the use of a street sweeper.
- g. No stockpiling within the public R.O.W. without separate prior approval from Village.
- h. No equipment storage within the public R.O.W. without separate prior approval from Village.
- i. No excavation may remain unattended without separate prior approval from Village.
- j. Any parking restrictions related to construction activities must be approved by the Village no less than two (2) weeks prior to the start of construction.
- k. Any traffic closures/detours/restrictions related to construction activities must be approved by the Village no less than two (2) weeks prior to the start of construction.
- l. Any easement or general construction access required to private property must be performed no less than two (2) weeks after notifying property owners via letter.

#### 6. Utilities

- a. All existing Village utility structures and mains (storm, sanitary, water, and fiber optic) must be shown on plan.
- b. Contractor must maintain a minimum vertical separation of 18 inches (18") and a minimum horizontal separation of 60 inches (60") (edge-to-edge) from all Village utilities. Any variances must be requested and may be approved by the Village prior to installation. No utilities may cross under existing Village utilities.
- c. All construction within the vicinity of the Village's Potable Water Transmission Main must be performed via trenched construction methods and exposed via hand-dig only. Where these projects occur, the following note must be displayed on the plans:  

WARNING: Potable Water Transmission Main in the vicinity of this project. Contractor must hand-dig at all crossings. The department of Public Works must be on site during excavation of this facility and notice must be given no earlier than 48 hours prior to commencement. Please call (847) 675-0888.
- d. All construction within the vicinity of the Village's Emergency Fiber Optic Cable must be performed via trenched construction methods and exposed via hand-dig only. Where these projects occur, the following note must be displayed on the plans:

WARNING: Emergency Fiber Optic Cable in the vicinity of this project. Contractor must hand-dig at all crossings. The department of Public Works must be on site during excavation of this facility and notice must be given no earlier than 48 hours prior to commencement. Please call (847) 675-0888.

- e. Contractor must maintain a minimum 30-inch (30") depth of cover for any proposed underground utility facilities. Any variances must be approved by the Village prior to installation.
- f. Contractor shall abide by rules and requirements set forth by private utility owners.
- g. Proposed utility structures may not be placed within sidewalks.

#### 7. Excavation Requirements

- a. Prior to any excavations within the entirety of the Village, the contractor must contact JULIE (1-800-892-0123) for underground utility facility locating.
- b. All excavation must comply with OSHA safety regulations.
- c. All excavated soils must be kept at least three feet (3') from trench edges.
- d. For any excavation greater than three feet (3') in depth occurring within the R.O.W. and within five feet (5') of any property line or R.O.W., the owner of the utility shall reinforce or brace adjacent land, buildings and structures so as to prevent any sagging, settling, cracking or collapse occurring to the adjacent land, sidewalks, fences, structures, foundations or walls. Where bracing, shoring or reinforcement is required within the structural zone of influence of an adjacent structure, an Illinois licensed structural engineer shall design such bracing, shoring or reinforcement, and shall stamp and seal the plans therefor. Installation of the bracing, shoring or reinforcement shall be in accordance with such design requirements and as directed by the structural engineer. The owner of the utility shall be responsible for the cost of any required bracing, shoring or reinforcement.
- e. All heavy equipment must be operated in a manner that will not sacrifice the stability of the excavation.
- f. All excavations must be covered with a traversable steel plate after the close of each workday and protected with snow fencing around the area.
  - i. Steel plates are prohibited from November 1<sup>st</sup> to April 30<sup>th</sup>
- g. No work may take place under raised loads or materials.

#### 8. Trenchless Construction Methods

- a. The contractor must pothole locations of expected Village water and sewer crossings prior to commencement of drilling, unless acquired survey data shows Village facilities within a safe depth of crossing with Village approval. In such cases, potholing may be avoided, and the proposed plans must describe the elevation data at the location in question. This will not apply to the Potable Water Transmission Main and Emergency Fiber Cable, as exposure of these facilities will always be required when crossing, regardless of survey data.
- b. All Village restoration requirements during potholing of utilities apply.

- c. All horizontal and vertical clearance requirements apply for auger boring and horizontal directional drilling.
- d. Trenchless methods are prohibited for construction near the Village Potable Water Transmission Main and Emergency Fiber Optic Cable.
- e. **Utilities must stay above Village utilities.**

9. Village Restoration Requirements

- a. All excavated surfaces shall be replaced in-kind and at the satisfaction of the Village.
- b. All pavement cuts on streets that have been resurfaced within the last 5 years are prohibited unless under emergency repair.
- c. All restoration must be drawn on the proposed plans and include the description of quantity, description of material, and shown with labeled dimensions.
- d. Plan must include typical cross section or standard detail showing restoration material and typical depths to be used.
- e. All Hot-Mix Asphalt (H.M.A.) street restoration on streets that have been resurfaced within the last 5 years must be completed at a minimum ten-foot (10') width centered at the proposed utility. All restoration limits must be parallel or perpendicular to the curb line or edge of pavement. Any variances must be approved by the Village prior to installation.
- f. Multiple potholes (2 or more) along the width of a street will require a H.M.A. street restoration that is a minimum of ten feet in width and from curb to curb.
- g. All surface H.M.A. street restoration constructed to match existing conditions must be performed with hot-mix asphalt only. Other materials, including other asphalts, may be temporarily allowed and only with prior approval of the Village.
- h. All Portland Cement Concrete (P.C.C.) and H.M.A. alley restoration must be completed at full width.
- i. All P.C.C. street, driveway, and sidewalk restoration must be completed to nearest joints.
- j. Any P.C.C. alley apron restoration must be completed in its entirety, including undisturbed sections, but excluding undisturbed curb and gutter.
- k. All parkway and landscaping restoration must be replaced in kind and can be subject to the satisfaction of the adjacent property owner.
- l. Any P.C.C. sidewalk ramp replacement at corners of intersections with ramps that are not American Disabilities Act (ADA) compliant must be replaced so that receiving ramps meet ADA standards. This includes any necessary additional sidewalk replacement, curbing, pavement patching.
- g. No wire mesh shall be permitted in the R.O.W. for concrete driveway construction.

10. Soil Erosion and Sediment Control (SE/SC)

- a. Site engineering plan must include any pertinent SE/SC measures with detail drawings.

- b. Inlet filters are required for any drainage structures that are downstream of the construction drainage.

11. Work within the Public R.O.W.

- a. All proposed utilities must be located entirely within Public R.O.W., unless documentation is provided that demonstrates the existence of a legally binding utility easement agreement.
- b. All proposed utilities must be entirely serviceable from within the limits of the R.O.W. and/or a legally binding utility easement agreement.
- c. Typical utility construction is considered entirely serviceable within the R.O.W. when it is a minimum of 3' from its limit. More distance may be required for larger facilities.

12. Dimensioning

- a. Where required separation to existing Village facilities and R.O.W. limits are being approached, a dimension must be provided in the plans to physical elements in the field so that the separation limits are visible during construction.
- b. Excavation near a parkway tree must show the distance between the proposed bore pit and the location of the tree.

13. Proposed Appurtenances

- a. All at-grade and above-ground appurtenances within the R.O.W. must be approved by the Village prior to installation.
- b. Structures cannot be placed within sidewalks.
- c. Small Wireless Facility projects must adhere to these guidelines, as well as the Village Code. Applications must be processed through the Building Department.
- d. The size of handholes is limited to a maximum of 18"x30" on collector streets and 30"x48" on arterials.

14. Required Final Inspection

- a. An as-built plan or record drawing must be submitted prior to scheduling an inspection.
- b. Two (2) working days advance notice required for a final inspection, to be inspected by the Right-Of-Way Inspector.

## **Regulations and Guidelines**

1. Streets and Sidewalks
  - a. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction
  - b. Illinois Department of Transportation Bureau of Design and Environment Manual
  - c. Illinois Department of Transportation Bureau of Local Roads and Streets Manual
  - d. Illinois Department of Transportation Highway Standards
  - e. Illinois Department of Transportation District 1 Standards
  - f. Illinois Accessibility Code
  
2. Stormwater Management and Sanitary Sewers
  - a. Metropolitan Water Reclamation District of Greater Chicago
  - b. Illinois Environmental Protection Agency
  - c. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction
  - d. Ten State Standards for Wastewater Works
  - e. Standard Specifications for Water & Sewer Main Construction in Illinois
  
3. Water Mains
  - a. Illinois Environmental Protection Agency
  - b. Illinois Department of Transportation Standard Specifications for Road and Bridge Construction.
  - c. Ten State Standards for Water Works
  - d. Standard Specifications for Water & Sewer Main Construction in Illinois
  
4. Traffic Facilities and Traffic Control
  - a. Manual on Uniform Traffic Control Devices
  - b. Illinois Supplement to the Manual on Uniform Traffic Control Devices
  - c. Illinois Department of Transportation Highway Standards
  - d. Illinois Department of Transportation District 1 Standards
  
5. Village of Lincolnwood
  - a. Chapter 6, Article 2 – Construction of Utility Facilities in Village Rights-of-Way
  - b. Chapter 12, Article 2– Water Main and Sewer Service Connections
  - c. Chapter 12, Article 4– Sanitary and Storm Sewers
  - d. Chapter 12, Article 6– Stormwater Management
  - e. Chapter 12, Article 7 – Flood Hazard Protection
  - f. Chapter 16, Article 5– Grading and Stormwater Drainage
  - g. Chapter 16, Article 6– Streets and Rights-of-Way