

Howard Jay Schultz  
Highway Commissioner



847-428-6789  
Fax 847-428-9714

**PROCEDURE FOR COMPLETION & SUBMITTAL OF**  
**ACCESS PERMIT FORM**

***ACCEPTABLE FORMS OF PAYMENT FOR ACCESS PERMIT APPLICATION***  
***SUBMITTAL:***

Business and Personal Checks, Certified/Bank or Cashier's Checks

***PERMIT TURNAROUND TIME:*** 30 Days from receipt of application

***All applicable information must be entered correctly and in full or application will be returned to applicant.***

**Page 1: The following fields must be completed**

Subdivision Name (if applicable) Unit and Lot Number

Permit Information: Parcel Identification Number

Address of Property Location

Draw where access (culvert) will connect to the Road. Drawing can be readjusted to fit your location.

Complete bottom Portion: Property Owner/Permittee Information

**PAGE 2: READ COMPLETELY**

**PAGE 3:**

Print Name of Permittee or Authorized Representative

Sign as Permittee or Authorized Representative

Date Application

Rotland  
Highway Permit

TOWNSHIP



Phone 847-428-6789

Fax 847-428-9714

Subdivision Name (if applicable)

Unit

Lot#

Access

Permit (Residential)

Permit Information

Parcel Identification Number: \_\_\_\_\_

Permit Number: Returnable Deposit if acceptable:	Fees: \$ <u>500.00</u>	Issuance Date:
Permit Types	Expiration Date	Comments
Minor Access		
Temp Construction Access		
<b>Description of Permitted Improvements</b> Construction of a minor access (Improvement) to the property located at _____ . The access is located _____ of the property line for the property. The access is for residential use only. The access shall have a _____ CMP or RCP culvert with flared end sections. The new residential access shall be constructed according to the "Kane County Typical Entrance Detail" and shall meet all conditions of this permit. Two inspections shall be required as described in the "Inspection Sign-Off Sheet" that is attached to this permit. The Highway Commissioner prior to placement shall approve material in the right-of-way. Site Plan below: Please draw the location of your driveway in relation to roadway or cul-de-sac. EX:		

Property Owner/Permittee Information

Name of Property Owner	
Land Use	
Location	
Township	
Section	
Highway	
Phone number	
Address	



## Township Information:

Commissioner Name: Howard J. Schultz

Office Phone Number: 847-428-6789

## General Requirements

1. The permittee shall be responsible to notify Rutland Township at each step of the improvement for the permitted access for inspection. The Permittee shall be responsible for any revisions needed to accommodate construction and/or use of this Permit due to unforeseen field conditions, error or omissions in the engineering plans and/or highway maintenance or safety problems which become apparent during construction or by inspections made by the Township Highway Commissioner or employees of Rutland Township.
2. All work in the Township right-of-way shall require a permit from the Township Highway Commissioner. This shall include property owners and utility companies (public and private).
3. Any changes in the land-use specified by this Permit shall require the current property owner to re-apply for an access permit for the new land-use proposed for the parcel.
4. The access shall be located along the frontage of the parcel so the ingress and egress maneuvers will not degrade safe and efficient traffic movements. The Highway Commissioner shall make this determination at the point of the safest sight distance according to the most current edition of the "Kane County Access Ordinance".
5. All disturbed areas in the highway right-of-way shall be restored to as good or better condition than before the work started. Landscaping in Township Right-Of-Way – Landscaping and trees may be allowed provided an appropriate plan is submitted and approved in writing by the Highway Commissioner. The property owner is responsible for restoring the right-of-way after all building construction is completed. This shall include grade of the ditchline restored to insure positive flow and vegetative growth (seed and erosion control blanket) to eliminate erosion.
6. Construction and other related activities of this permit shall not at any time or under any circumstances, create any hazard to the motoring public. Obstructions in the Right-Of-Way – Brick, rock, metal or stone appurtenances are not allowed in the right-of-way without written permission from the Highway Commissioner and will be the responsibility of the property owner to remove. Mailbox material shall be according the US Postal Regulations. Material shall be breakaway in design.
7. Only one access is allowed per parcel according to the "Kane County Access Regulations". Written permission will be required from the Township Highway Commissioner for an additional access and may require additional fees.
8. Rutland Township reserves the right to control the operation and traffic movements of the permitted access including future changes in operation and traffic movements needed because of improvements to or changing conditions of the Township Highway.
9. The Township reserves the right to suspend or reduce the minor access permits for the subject property if it is found that any of the items listed in this permit have been violated or not accomplished.

## Maintenance and Relocation Responsibilities

10. The Permittee, after completion and acceptance of this Permit, shall be responsible for the removal of snow, ice, gravel, and other debris from the paved surface on the Access, and keeping this Access in a safe condition for the General Public. Also, no person can change the drainage system within the highway right-of-way (including changing ditch lines, extending culverts or storm sewers); do any excavation work (including sewer and water connections); enlarge or construct new accesses; build headwalls, place rocks, logs, fences, railroad ties or signs; plant bushes, trees, flowers, or gardens; dump lawn, bush or tree trimmings, leaves, garbage, sand, topsoil or other debris; construct berms (ILCS 5/9-115) or do any other work within the highway right-of-way without the express written authorization of Rutland Township.
11. Rutland Township also reserves the right to modify, rebuild or make changes to the Access Permit to conform to current Permit requirements or improvements made to or maintenance of the Township Highway.

