

2024

Driveway/ Curbcut/ Sidewalk Permit Application





**Public Works Department**  
**Construction and Development Services**  
425 East State Street, Rockford, IL 61104 Phone:  
779-348-7174 Fax: (815) 967-7058  
[www.rockfordil.gov](http://www.rockfordil.gov)



## DRIVEWAY / CURBCUT / SIDEWALK PERMIT APPLICATION

**PERMIT FEE : \$75.00** (One & Two Family Prop.) **\$100** (3+ Family, Commercial, Industrial Prop. + \$10 per/ft. curb cut)

### Project Details

Check all that apply: ☐ DRIVEWAY ☐ CURBCUT ☐ SIDEWALK ☐ APPROACH

Project Address:

Scope of Work:

Driveway is: ☐ NEW ☐ EXISTING

Sidewalk Installed? ☐ YES ☐ NO

Length of New Sidewalk:

Impervious Surface Percent:

Existing Width at Street:

Proposed Width at Street:

Existing Width at ROW:

Proposed Width at ROW:

### Property Owner Information

Name:

Phone:

Email/  
Fax:

Address:

City:

State:

Zip:

### Contractor Information

Name:

Phone:

Email/  
Fax:

Address:

City:

State:

Zip:

**CONTRACTOR MUST HAVE PROOF OF INSURANCE AND BOND ON FILE WITH THE CITY OF ROCKFORD TO PERFORM WORK WITHIN THE RIGHT-OF-WAY. PERMIT WILL NOT BE ISSUED UNTIL REQUIREMENTS ARE MET.**

The above applicant requests permission to excavate and/or occupy the public right-of-way in the City of Rockford and agrees to indemnify, hold harmless, and defend the City of Rockford, its officers, agents, and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with such excavation and occupancy. I hereby agree to perform the work in accordance with the provisions, specifications and requirements of all of the following:

- Chapter 26, as revised, of the City of Rockford, Code of Ordinance and the current version of the City of Rockford Zoning Ordinance.  
**Sec. 26-2.2. - Triple fee penalty; unlawful continuance.**  
(a) When a permit is required of this Code, and work is started or proceeded with prior to obtaining said permit, the fees specified shall be **doubled**. For the second offense within a 12-month period, starting or proceeding with work prior to obtaining a permit, the fee shall be **tripled**, etc.
- Traffic control shall always be provided by the applicant or contractor and will be in accordance with the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, as revised. A traffic control plan and standard details may be required based on the Engineer's or designee's discretion. 48 hour notice required for closure.
- Accessibility requirements shall be in accordance with the Illinois Accessibility Code and a current IDOT Standard shall be submitted with the application when applicable.
- Erosion & sediment control shall be in accordance with all requirements set forth in the current revision of the General NPDES Permit No. ILR10. Stabilization measures must be initiated within seven (7) days after construction activities have temporarily or permanently ceased.
- All other federal, state, and local requirements as they may apply.

(AUTHORIZED REPRESENTATIVE SIGNATURE)

(AUTHORIZED REPRESENTATIVE PRINTED NAME)

### FOR INTERNAL USE ONLY

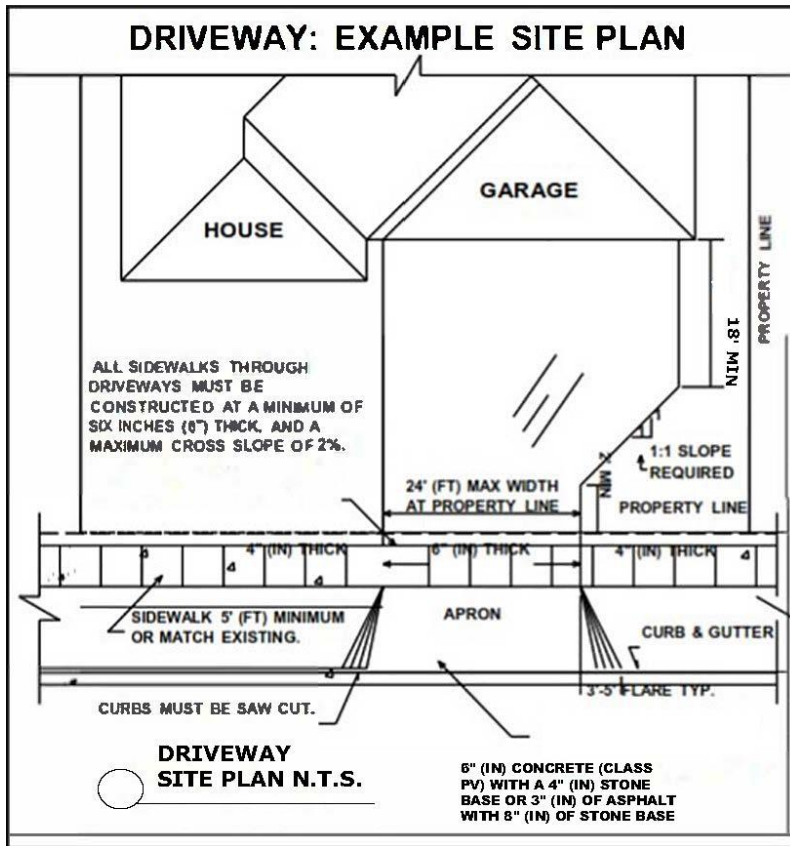
APPROVED BY: \_\_\_\_\_ START DATE: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

(PAY CODE - 10101000-61407)

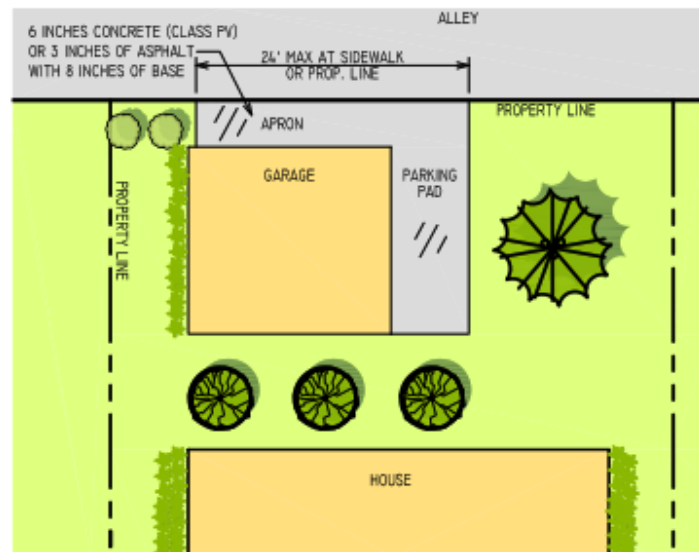
# QUICK REFERENCE GUIDE

## DRIVEWAY: EXAMPLE SITE PLAN



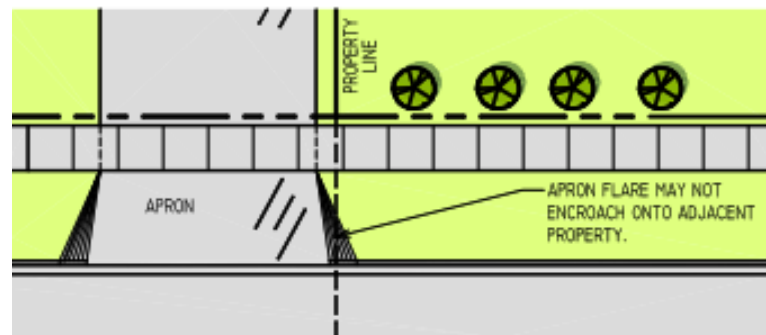
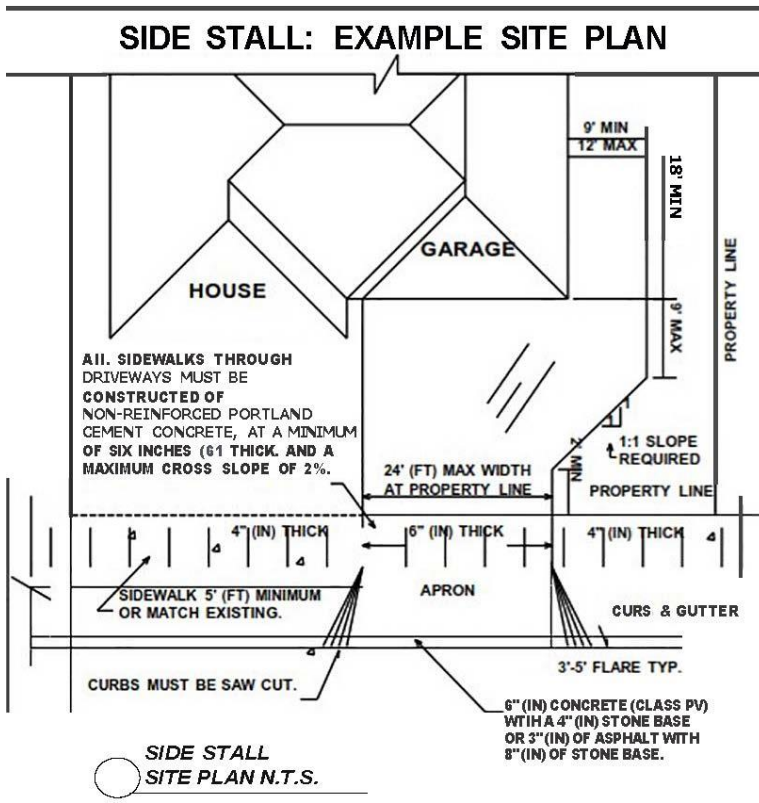
## Approaches from Alleys

- The same construction standards for Driveways apply to approaches off of alleys
- A permit is required and the same application for driveways, curbcuts, and sidewalks must be used.



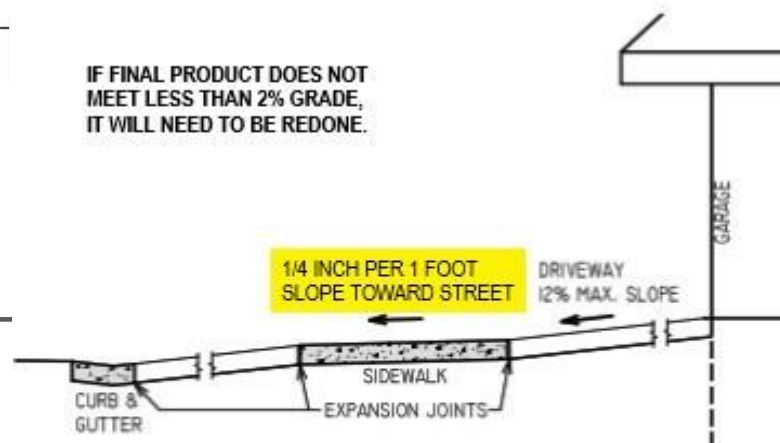
## TYPICAL SITE PLAN - ALLEY

## SIDE STALL: EXAMPLE SITE PLAN



## APRON @ PROPERTY LINE

IF FINAL PRODUCT DOES NOT MEET LESS THAN 2% GRADE, IT WILL NEED TO BE REDONE.



## SIDEWALK/DRIVEWAY CROSS SECTION

### NOTES FOR DRAWING SITE PLAN:

[illegible]

STREET DRADSEN

# SITE PLAN N.T.S.

- ### NOTES FOR DRAWING SITE PLAN:
- Show all building structures (house, garage, deck, shed, etc.)
  - Provide existing and proposed curb cut length and driveway width.
  - If there is not enough space provided please attach a separate site plan.

**CONSTRUCTION NOTES:**

- Expansion joints must be installed on both sides of the approach and sidewalk.
- Sidewalks must have a minimum of a 2" (in) stone base.
- Driveways shall be constructed of an approved material as described in the most recent revision of the Engineering Design Criteria. The natural or existing drainage pattern must be maintained. Water will not be permitted to be directed toward an adjacent property.
- All curbs must be saw cut when removed.
- Only ONE access point is allowed per lot unless the street frontage length meets the criteria for a circular driveway.