

# City of Mattoon Illinois

Date \_\_\_\_\_

## **APPLICATION FOR STREET/BOULEVARD EXCAVATION AND USE PERMIT**

The undersigned hereby makes application for a permit to excavate / occupy the street or boulevard located  
at: \_\_\_\_\_ on \_\_\_\_\_ until \_\_\_\_\_ by \_\_\_\_\_  
address of project date of beginning date of ending company or contractor name

Is applicant the owner in fee of property described? ☐ Yes ☐ No

**BUILDING CODE REQUIREMENTS:** If such application is made by a person other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner in fee that the person making the application is authorized to make application.

If the applicant is not the owner in fee of the property described; give name and address of owner in fee:

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Give a brief description of proposed project stating type of project contemplated, or any unusual details regarding said project:

\_\_\_\_\_

### **CONTRACTOR / APPLICANT INFORMATION**

Business Name \_\_\_\_\_

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

Email: \_\_\_\_\_ Typed Signature \_\_\_\_\_

This is used to send you a copy of your permit

- ☐ Excavation - \$50.00  
(Only the excavation fee is assessed when areas cut are restored by the property owner or their contractor)
- ☐ Street Cut - \$250.00
- ☐ Sidewalk Cut - \$60.00
- ☐ Curb Cut - \$60.00
- ☐ Alley Cut - \$60.00
- ☐ Use of Street - \$25.00 \_\_\_\_\_

**Notification must be given 48 hours in advance of starting the project by contacting Public Works: 217-235-5171**

#### **OFFICE USE ONLY BELOW**

PERMIT NO. \_\_\_\_\_

ISSUED/PAID DATE \_\_\_\_\_

PERMIT FEE CALCULATION \_\_\_\_\_

PERMIT FEE \_\_\_\_\_

ISSUED BY \_\_\_\_\_

# City of Mattoon Illinois

## PREPARATION AND BACKFILL REQUIREMENTS

- 1) ALL PAVEMENT/ CURBING/ SIDE-WALKS MUST BE SAW CUT IN A UNIFORM MANNER.
- 2) IF WATER OR SEWER PIPE IS UNDERCUT IT MUST HAVE A GRANULAR BACKFILL COMPACTED BENEATH THE PIPE.
- 3) THE EXISTING PIPE MUST BE COVERED BY AT LEAST 6 INCHES OF GRANULAR BACKFILL.
- 4) THE REMAINING PORTION OF THE BACKFILL PROCEDURE FOR AREAS IN THE ROADWAY (STREET OR ALLEY) AND TWO FEET BEYOND THE IMPROVED ROADWAY SHALL USE A NON AIR ENTRAINED CONTROLLED LOW STRENGTH MATERIAL (COMMONLY KNOWN AS FLOWABLE FILL). THIS MATERIAL SHALL BE BROUGHT UP TO THE TOP OF SUBGRADE, THAT IS TO THE BOTTOM OF THE EXISTING STREET SURFACE. THE CONTRACTOR SHALL NOT PLACE THE FLOWABLE FILL UNTIL A REPRESENTATIVE OF THE CITY HAS INSPECTED THE TRENCH.
- 5) THE CITY WILL PROVIDE THE CONTRACTOR WITH A METAL BRIDGE PLATE TO PLACE OVER THE EXCAVATION SO TRAFFIC CAN PASS OVER THE EXCAVATION.
- 6) THE CONTRACTOR SHALL REMOVE THE METAL BRIDGE PLATE THE NEXT WEEKDAY (MONDAY THROUGH FRIDAY) AND FILL THE REMAINING PORTION OF THE EXCAVATION WITH CA6 AGGREGATE.
- 7) **ROAD AND/OR SIDEWALK AREA SHALL BE BACKFILLED WITH FLOWABLE FILL UP TO 6 INCHES BELOW EXISTING GRADE. THE REMAINING 6 INCHES SHALL BE CA 6 AGGREGATE.**
- 8) ANY EMERGENCY EXCAVATION IN ANY PUBLIC RIGHT-OF-WAY ON DAYS WHEN CITY FORCES DO NOT NORMALLY WORK CALL BE REPORTED TO THE CITY BY CALLING THE WATER TREATMENT PLANT AT 217-234-2454.

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**217-235-5171**

***CALL FOR INSPECTION WHEN COMPLETED***

Revised 04/17/2024

# GUIDANCE

## *CITY OF MATTOON REQUIRED TRENCH BACKFILL CROSS SECTION*

(WITHIN TWO FEET OF IMPROVED PUBLIC ROADWAY)

