



### Right-of-Way Permit Checklist

- Submit Right-of-Way (ROW) permit application through the City of Wood Dale's Citizen Self-Service portal [my.wooddale.com](http://my.wooddale.com). Applicants will need to create an account to apply.
- After permit approval, review the permit requirements and conditions. If a 24-hour contact was not included in the permit application, email the appropriate information to Wendy Bednarz at [wbednarz@wooddale.com](mailto:wbednarz@wooddale.com).
- If a Franchise Agreement is required, the agreement and payment must be received prior to the start of work. Franchise agreements fees are billed annually.
- If construction is in a residential area, provide a copy of the door-hanger or alternate communication method to Wendy Bednarz at [wbednarz@wooddale.com](mailto:wbednarz@wooddale.com) and include the list of impacted addresses.
- Following completion of work and televising of appropriate storm/sewer/lateral lines submit the completed affidavit and digital video to [wbednarz@wooddale.com](mailto:wbednarz@wooddale.com).

Questions related to Right-of-Way permits may be directed to Wendy Bednarz at [wbednarz@wooddale.com](mailto:wbednarz@wooddale.com) or (630) 787-3738.

#### General Notes:

- Approvals by other governmental agencies (i.e. Illinois Department of Transportation, DuPage County Department of Transportation, IEPA, etc.) may also be required prior to permit issuance. Verify these requirements prior to applying for a permit.
- Contact information for a general contractor and a 24/hour emergency contact.
- A description of the work, including type of utility, start and end date and time, square footage of disturbance and estimated cost of the right of way restoration.
- Certificate of Insurance and Project Drawings.
- Review turnaround time is typically 10-15 business days from time of application, based on volume of work.