



## DuPage County Division of Transportation

421 N. County Farm Road Wheaton, IL 60187-2553

630/407-6900 (Fax) 630/407-6901

**ADDITIONAL ITEMS REQUIRED:** Additional items may be required by the Division of Transportation following final approval of the engineering or site plan prior to the issuance of the permit, as follows:

1. **HIGHWAY PERMIT BOND:** The general contractor/owner shall provide a performance bond in the amount of 110% of the contract price of all work performed within the County's rights-of-way (or a minimum of \$1500.00 for single-family residential or \$2500.00 for multi-family or commercial, whichever is greater). An Engineer's Probable Cost Estimate or the contractor's contract quantity costs shall accompany the bond confirming the bond amount. The bond shall be either:
  - a. A Letter of Credit (per the County sample attached) or
  - b. A cashier's or certified check (made payable to the "DuPage County Division of Transportation") or via credit card. Personal or business checks are **NOT** acceptable and will be returned. Credit cards are processed through the Illinois State Treasurer's E-pay system. A convenience fee is assessed by the Treasurer for this option. Contact the Highway Permitting Department for details on credit card payment processing.
2. **INSURANCE:** The general contractor shall provide a Certificate of Insurance, naming "County of DuPage c/o Division of Transportation" as Certificate Holder, based upon the requirements of Art. 107.27 of IDOT's "Standard Specifications for Road and Bridge Construction" (latest edition) for said project per the attached information and sample certificate. The description of the certificate should include the note; "The Certificate Holder is named as additional insured with respect to general liability for all work performed within DuPage County rights-of-way" rather than solely for the specific project. DPC DOT requires specific endorsements listing the "County of DuPage c/o Division of Transportation" as additional insured for Commercial General Liability and Auto Liability. We also require Notice of Cancellation endorsements for ALL policies listed on the Certificate of Insurance.
3. **IMPACT FEE RECEIPT:** Any proposed construction (new or improvement) within the County's highway rights-of-way requires the provision of proof of payment and compliance with the County's Roadway Impact Fee Ordinance for the site building construction prior to issuance of the permit.
4. **SPECIAL EVENT COVER LETTER, FLYER, WAIVER and ROUTE MAP:** Provide a cover letter detailing the date, time (including event start/finish time and needed set-up/clean-up time), copy of the special event flyer (including the waiver) and a route/location map (if applicable). The event waiver shall include the statement; "The County of DuPage, its successors, assigns and employees shall be held harmless for any injury to persons and/or damage to property for participating in said event" along with any other applicable agencies or groups necessary for the requested event.
5. **SPECIAL EVENT MINOR RELEASE:** A parent or legal guardian must sign a release for any minors (under 18 years of age) participating in a scouting or school sponsored event (outside of an organized race or event covered by the standard event flyer/waiver required in item #4 above).
6. **RUUGARD GAZEBO (VILLA PARK) USE PERMIT-** Use of the gazebo at Park Blvd./Ardmore Ave. in Villa Park requires provision of a copy of the permit issued by the Villa Park- Parks & Recreation Dept. for use of it's facility within the County's trail right-of-way in addition to those items listed previously in item(s) #4 and/or #5.
7. **PERMIT FEES:** The Highway Permitting Department shall calculate permit fees, based upon the Fee Attachment to the Ordinance, and the Fee Summary provided to the Applicant for payment.
  1. Fees may be made by cash, personal or business check, money order or credit card payment. Credit cards are processed through the Illinois State Treasurer's E-pay system. A convenience fee is assessed by the Treasurer for this option. Contact the Highway Permitting Department for details on credit card payment processing.
  2. Checks shall be made payable to the "DuPage County Division of Transportation".
  3. Information on basics Permitting Fees assessed are included following these procedures.

**SAMPLE ONLY (ON BANK'S STATIONARY)**

**IRREVOCABLE LETTER OF CREDIT**

Application Tracking #: \* \_\_\_\_\_

**BENEFICIARY**

County of DuPage  
c/o Division of Transportation  
421 N. County Farm Road  
Wheaton, IL 60187-2553

**PERMIT APPLICANT**

(Company) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City/State/Zip) \_\_\_\_\_  
(Contact/Title) \_\_\_\_\_  
(Phone) \_\_\_\_\_

AMOUNT: \*\* \_\_\_\_\_

EXPIRATION DATE: \*\*\* \_\_\_\_\_

Dear Sir/Madam:

We hereby establish in your favor our Irrevocable Standby Letter of Credit # \_\_\_\_\_, which is available for negotiation for your drafts at sight, drawn on us, and bearing the clause "Drawn under \_\_\_\_\_ Bank, Letter of Credit # \_\_\_\_\_", and accompanied by:

An officially signed statement by the County of DuPage reading to the effect that, in connection with (define improvements) \_\_\_\_\_, in/on/upon/along (County Highway Route Name and Number) \_\_\_\_\_ not all public improvements have been satisfactorily completed within the time permitted and/or to the requirements/conditions of the permit and the approved engineering plans/specifications.

Except as otherwise specified herein, this Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Publication No. 600.

Address all drafts, documentation and correspondence regarding this Letter of Credit to (Department Name/Bank Name/ Bank Address) \_\_\_\_\_ at the above mentioned address referring specifically to our Letter of Credit # \_\_\_\_\_.

Without regard to the expiration date, this Letter of Credit shall not expire unless the County of DuPage c/o the Division of Transportation is notified in writing by registered or certified mail (return receipt requested) a minimum of ninety- (90) days prior to the expiration date of this Letter of Credit.

We hereby engage with drawers and/or bonafide holders that drafts drawn and negotiated in conformity with the terms of this Letter of Credit will be duly honored on presentation. The amount of each draft must be endorsed on the reverse of this Letter of Credit by the negotiating bank.

Very truly yours,

\_\_\_\_\_  
President/Vice-President (Signature)

\_\_\_\_\_  
President/Vice-President (Print)

**FOR INFORMATIONAL PURPOSES ONLY (NOT TO BE INCLUDED IN ORIGINAL LOC):**

\* **Application tracking number assigned at time of submittal MUST be provided to ensure provision to the correct project.**

\*\* LOC Amount = minimum of 110% of contract price for all work performed within County rights-of-way based upon an engineer's probable cost estimate attached hereto or as directed by the DuPage County Engineer.

\*\*\* Expiration Date = Two- (2) years from issuance of the Letter of Credit.