



CONSTRUCTION ACCESS PERMIT OVERVIEW

All organizations not under direct contract with the Forest Preserves, or their authorized sub-contractors, who wish to perform any work, stage any equipment, or erect any temporary structure on Forest Preserve property are required to obtain a Construction Access Permit. The Construction Access Permit has a maximum term of 30 days and is subject to a non-refundable upfront application fee of \$250.00. Additional fees may be applicable depending upon the nature and scope of the activity in accordance with the Impact Fee Schedule. The permit allows two separate 30 day extensions pursuant to additional extension fees.

Submittal Requirements:

To apply for the Construction Access Permit please submit the following:

1. Completion of the Construction Access Permit Application Form.
2. Attachments A-D, consisting of all attachments as indicated in the application form.
3. A fully refundable security deposit in the amount of \$1,500.00 (all major credit cards are acceptable; checks should be made out to the Forest Preserve District of Cook County). This amount may, at the sole discretion of the Forest Preserve District, be increased based upon nature of work.
4. A non-refundable application permit fee in the amount of \$250.00 (all major credit cards are acceptable; checks should be made out to the Forest Preserve District of Cook County).
5. For more information on Construction Access Permits please contact:

Name: John Sterenberg
Address: Forest Preserve District of Cook County
Dept. of Planning & Development
536 N. Harlem Ave.
River Forest, IL 60305
Phone: (708) 771-1192
Email: John.Sterenber@cookcountyil.gov



CONSTRUCTION ACCESS PERMIT APPLICATION

The following form must be completed and submitted at least four weeks before your requested date(s).

CONTACT INFORMATION	
Contact Person	
Contact Title	
Name of Group	
Complete Address	
Phone	
Cell- Phone	
Email Address	

ACTIVITY DETAILS	
Requested Time Frame	
Requested Location(s)	
Project Description	
Scope of Work	
Short Term & Long Term Impacts on FPDCC property	
Short Term & Long Term Benefits to FPDCC property	
List & Describe Equipment To Be Used	
Describe any roadway or other restriction barriers needed	
Other Questions or Concerns	

Application Requirements

1. Completed Application Form
2. Attachment A: A letter on the organizations official letterhead requesting the permit, including **(a)** A detailed description of the scope of proposed use or activity; and **(b)** anticipated start and end dates.
3. Attachment B: A detailed site plan of each proposed work location, including **(a)** Proposed access routes to and from the site, **(b)** The location of proposed alternate routes and signage for pedestrian and bicycle traffic which may be restricted or redirected due to work activities (if necessary), **(c)** Proposed site security fencing and gate access (if necessary), **(d)** all trees located within the security fenced area, **(e)** Details of all vehicles or equipment that will be used on site; and, **(f)** all proposed construction drawings.

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CONSTRUCTION ACCESS PERMIT APPLICATION

4. **Attachment C:** Consisting of required Insurance; Minimum Coverage. Permittee at its sole cost and expense shall purchase and maintain in full force and effect during construction the following minimum insurance coverage: comprehensive general public liability insurance (including contractual liability insurance covering Permittee's indemnification obligations hereunder) in an amount not less than \$3,000,000.00 per occurrence for bodily injury or death and \$1,000,000.00 for property damage; comprehensive automobile liability insurance in the same amounts as the comprehensive general public liability coverage; and worker's compensation insurance and employer's liability insurance with limits of not less than \$500,000.00. All such policies of insurance (except worker's compensation) shall name the Forest Preserve District of Cook County, its commissioners, officers, agents, and employees as additional insured and shall provide that the District shall be notified ten (10) days prior to any change or cancellation of the policy.
5. **Attachment D:** Consisting of the signature page of "Special Access Permit Terms and Conditions" signed by the applicant.
6. A fully refundable security deposit in the amount of \$1,500.00 (all major credit cards are acceptable; checks should be made out to the Forest Preserve District of Cook County).
7. A non-refundable application permit fee in the amount of \$250.00 (all major credit cards are acceptable; checks should be made out to the Forest Preserve District of Cook County).
8. Fee Payment. Including, additional fees as determined by the Forest Preserves.

Rules & Regulations

1. Organizations with outstanding or unpaid fines and /or monetary damages assessed from previous permitted (or non-permitted) work may not be issued permit extensions or permits until the outstanding assessments are paid in full.
2. Applications should be received no later than fifteen (15) business days in advance for review, before wishing to begin a project.
3. Any activities conducted on Forest Preserves property must not leave materials or equipment behind after project completion.
4. For more information please contact:

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