

**WHEATLAND TOWNSHIP
HIGHWAY DEPARTMENT
HANDBOOK**

REV. O
8-14-14

A Message From the Highway Department

Dear Resident:

The Wheatland Township Road District is pleased to provide this resident handbook. The handbook addresses the most- often- asked questions regarding services and other information that is related to the unincorporated areas of Wheatland Township. Be sure to note the list of important dates, especially for brush pick-up.

If you have any further questions, suggestions, or concerns, please do not hesitate to contact us at 630-717-0092

Be sure to give a contact name, address and phone number. We look forward to talking with you.

Sincerely,

The Wheatland Township Highway Department

Road District

The Wheatland Township Road District maintains the right-of-way of many of the streets in all unincorporated areas. The Road District does not maintain State, County Municipal or private roads. With few exceptions, that right-of-way is 66 feet wide or 33 feet from the center of the street to the property line. Within that 66 feet, the Road District assumes many responsibilities. Among these are the following maintenance responsibilities:

Asphalt Patching	Asphalt Re-surfacing
Drainage	Gravel Shouldering
Roadside Mowing	Traffic Control Signing
Road Striping	Winter Tree Removal
Winter Snow and Ice Control	

The Township also offers these additional services.

Brush Pick-up

Wood Chip Program

Christmas Tree Pick-up

Your Road District is equipped to handle most of these duties and to contract some with private enterprise. We have excellent intergovernmental cooperation with the municipalities in and around township boundaries. Manpower and equipment are often exchanged to make all of us more efficient.

PERMITS ARE REQUIRED FOR ALL WORK WITHIN THE RIGHT-OF-WAY AND FOR SOME PROJECTS ON PRIVATE PROPERTY.

The following pages will explain how these various programs work, what the Road District is trying to accomplish and how you, the taxpayer, can assist us and benefit from our services.

PERMITS

As stated on the previous pages, permits are required for all work except grass cutting in the parkways. **SOME WORK THAT REQUIRES A WILL COUNTY ALSO PERMIT REQUIRES A REVIEW AND A TOWNSHIP ROAD DISTRICT PERMIT/BOND.**

Projects requiring County Building Permits, but exempt from Township permits and/or bonds, are:

Satellite Dishes
Signs (except large billboards)

Alarm Systems
Electrical/Plumbing work

For a construction project, a permit will be issued with a Surety Bond of \$10,000 from the contractor and a Certificate of Insurance for \$1,000,000 with Wheatland Township Road District listed as the certificate holder. There is a \$25.00 application fee.

Should there be any damage to the ditch, the shoulder or the road that is not corrected, the contractor will be responsible for making the repairs.

Under no circumstance is the Township road pavement and /or road right-of-way to be used for dumping of any material.

Any time work is done in the parkway or street in front of the property a permit is required. Examples are tree planting, driveway installation or driveway replacement. **It is important that the Road District be notified at least two weeks prior to the scheduled date of driveway improvements. The drainage ditch and condition of the existing culvert will be evaluated.** In some instances the Township will need to do ditch work, or provide a culvert for replacement by the homeowner. To avoid having a newly paved driveway disturbed, this should be completed before any driveway improvements have started.

Driveway lights and sprinkler systems cannot be installed in the parkway. They should be installed within the confines of your property. Damage to unauthorized installations is the complete responsibility of the homeowner. **Unauthorized work may be removed and charges for the work assessed to the homeowner.**

Examples of projects requiring a \$10,000 Surety Bond:

New construction, replacement or relocation of driveway, in-Ground Pool, sprinkler systems, room, additions, garages, and concrete patios. Other examples are sheds, paver brick patios, dumpsters and mailbox structures

1. Commercial Permit – Rate determined at time of request in the amount of the improvement in the parkway.
2. Mailbox structures are a potential hazard and are not condoned by the Township. A homeowner wishing to construct a mailbox structure must obtain a permit to do so. In the event a mailbox structure is damaged, repairs/replacement is the sole responsibility of the property owner.
3. This is only a guide and is not all inclusive. Permit fees are subject to change. Any expenses (such as lawyer fees, restoration of right-of-way, removal of unauthorized drainage pipe, bank charges for returned checks, etc.) incurred by the Township due to any issue involving a permit are the responsibility of the obligor designated on the permit/bond.
4. Permit inspections are not conducted during the winter months when snow is on the ground.

Call the Road District Office, 630-717-0092 to make an appointment.

BRUSH PICK-UP PROGRAM

Wheatland Township offers brush pick-up as a service to residents in the unincorporated areas. The Township has *not been* directed by Will County to offer these services and the Township is not reimbursed by the County for the cost of supplying these services. Therefore, we ask for your cooperation in following the guidelines.

The Township Brush Removal Program is for the homeowner's convenience. We have a brush chipper designed to chip those limbs and branches that do not qualify as YARD WASTE. Our equipment is not designed to grind small twigs and evergreen trimmings. **IF IT CAN BE PUT INTO A BAG, THEN IT IS YARD WASTE.**

WHEN: Brush is picked up six (6) times a year beginning with the second Monday of April, May, June, August, September and October. It takes approximately one week per month to pick up the this brush throughout the Township

WHAT: Brush is hereby defined as trimmings from bushes or shrubs, as well as tree branches from trimming and/or pruning trees. Not considered to be brush are logs, root balls (not dirt), stumps, grass clippings, flowers, weeds, plants, leaves, lumber or anything in plastic bags or other such containers. Also the Highway Department will not pick up Evergreens **This brush pick-up program is for the sole use of the residents of unincorporated Wheatland Township, and shall not be used by contractors and/or residents clearing lots for homes, private roads, entrances or more open space.** Cutting down a tree is not considered to be trimming or pruning and the Township will not remove the debris.

GUIDELINES: Brush must not be placed on the parkway any earlier than the Saturday before the scheduled Monday pick-up in the area.

All brush must be cut in lengths up to six (6) feet and no larger than twelve (12) inches in diameter. Cut end facing out! For future pickup, brush must look like this:



***Items that do not conform to these guidelines will not be picked up by the Township and will be the sole responsibility of the homeowner as to their proper disposal.**



*Note – Anything more than 12” in diameter should be cut into fireplace-length logs and used as such.

Please do not “hide” thorny tree branches (such as Olive or Washington Hawthorne trees) inside piles. Place these next to the larger brush piles and our crews will take them. They need special care since they can cause injury.

If there is a question regarding brush placement, please give our office a call at 630-717-0092.

WOOD CHIP PROGRAM



As a result of brush pick-up, wood chips are available for your use. Placing wood chips around trees and bushes is an excellent landscaping tool. Nutrients are provided, soil stays moist longer, there is less lawn to mow and homeowners do not scar trunks and stems. We cannot guarantee the quality of the wood chips; however, more than 300 homeowners have told us our wood chips are good material. At the present time there is no charge for this service. To be placed on the chip list call the Highway Department office at 630-717-0092.

STORM DAMAGE: One week after a severe storm, the Township may start brush pick-up to remove debris. **A severe storm is defined as a storm producing enough damage that the Township road crews need to clear roads and rights-of-ways of trees/branches for traffic. Please follow the brush pick-up guidelines.** Should a tree come down during a storm on private property it is the responsibility of the homeowner for its proper disposal.



Disposal of Christmas Trees – The Road District will conduct a special pick-up for Christmas trees,

SNOW & ICE CONTROL

Wheatland Township begins salting when the snow starts to accumulate and traffic safety is affected. We spread rock salt which will melt snow and ice when ambient temperatures are as low as 0 degrees. The Township's goal is to remove snow and/or ice from the road pavement.

Please do not park on your street if snow is anticipated or has not yet been plowed. Parking on cul-de-sacs, dead ends, turn-arounds and on the street should be avoided when plow trucks are out. Parked cars in these areas prevent the plows from removing the snow properly and/or turning around and are subject to being towed at the owner's expense. Our crews will not intentionally "plow in" your drive nor aim for your mailbox. Our snowplows are of the same side delivery design as all other municipalities. This is the fastest and most efficient means to remove snow from streets. As a result, snow is discharged toward the road edges and inevitably into driveways. If possible, delay the time you clear the driveway until the plows have cleared your street.

Garbage cans should be placed off the road and on your driveway to avoid being hit by the plow. Prompt removal of empty containers is also recommended.

Occasionally, heavy slush discharged from a plow will knock down a mailbox. Most mailboxes, if properly placed and installed, will withstand heavy slush. The homeowner should periodically inspect and repair the mailbox in order to avoid it being damaged by heavy slush. The Township will not be responsible for damage to improperly placed or neglected mailboxes. If your mailbox meets specifications and is damaged as a result of our work, contact the Road District and we will replace it.

A SMART WAY TO SHOVEL YOUR DRIVE

Here is a good way property owners can clear their driveways to reduce the possibility of becoming snowbound after plows complete their work. By shoveling or plowing snow in the same direction as traffic and making a snow collection pocket, the snow collected by the plows will accumulate in the pocket rather than into the driveway opening.



DRAINAGE

Do's and Don'ts

Do's

Keep culverts, swales, and pipes open and clear of debris.

Talk to your neighbors about drainage in your area.

Have sump pumps discharge to the rear of your property per the Will County ordinance

Keep fences out of easements

Direct sump pumps at least 40 Ft. From property line and NOT in the Road Right of WAY or in gutters

Don'ts

Pour contaminants in the culverts or sewers

Put grass clippings, leaves or other yard waste into the culvert or storm sewer.

Direct sump pumps towards neighboring property

Construct fences perpendicular to the water flow

Place dirt, sand, rock, retaining walls or other material in a culvert or sewer.

Wheatland Township road District Ordinance No. 93-11-O

“ No person, firm, association or corporation shall construct, alter ,remove, add to, diminish, any part or portion of any Wheatland Township Road District road or right-of-way or commence to cut, alter, remove, add to, diminish, or demolish, without the authorization of the Highway Commissioner.”

*Note: For more information refer to the Will County Homeowner's Guide to Drainage.

MAILBOX INSTALLATION GUIDELINE

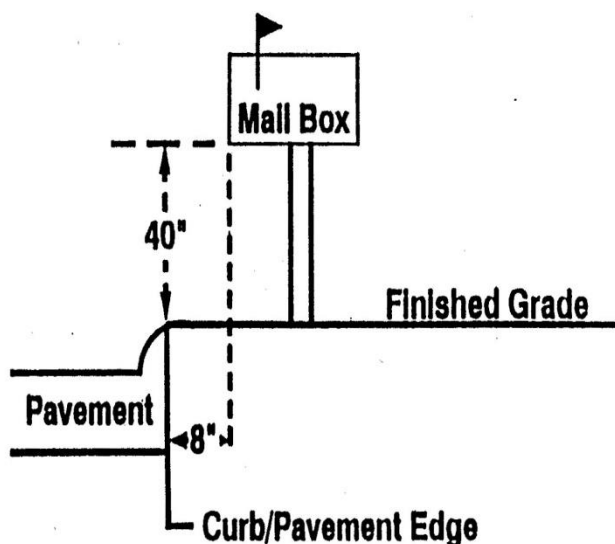
The following Postal Service guidelines apply to the installation of a rural style mailbox on a post in front of your home:

The bottom of the mailbox should be forty (40) inches above the ground. The front of the mailbox should be eight (8) inches in from the back of the curb or edge of the road or shoulder. Posts should be 4 x 4 inch wood posts or a two (2) inch thin-wall steel pipe. Not acceptable are mailboxes closer than eight (8) inches or protruding into the street. Not acceptable are posts larger than 4 x 4 such as railroad ties, mailboxes in brick piers, I-beams, etc.

Snow removal for mailbox approaches is the responsibility of the homeowner when mailboxes are not installed according to the guidelines.

If installed properly and the mailbox is damaged by Township equipment when snow plowing, we will replace it with a “standard” 4 x 4 wood post and support. Mailbox replacement is the standard box, model 1C. If the post is damaged, it will be repaired temporarily and replaced in the spring or summer. Not all mailbox damage is from the Township equipment. Old, rotted, rusted through posts, or vandalized boxes are not the Township’s responsibility. If the mailbox does not conform to the above guidelines, the Township will not be held responsible.

Mailbox structures are a potential hazard and are not condoned by the Township. A homeowner wishing to construct a mailbox structure must obtain a permit to do so. In the event a mailbox structure is damaged, repairs/replacement is the sole responsibility of the property owner.



MISCELLANEOUS MAINTENANCE

Traffic Signs – We erect and maintain most of the stop, speed limit and caution signs on Township rights-of-way. Stop signs are inspected weekly and other signs are inspected each month. If you notice a missing sign, please notify this office so we can quickly replace it and avoid potential accidents. Stop signs and speed limit signs, new or changes to existing signs, are regulated by the Will County Engineer. Requests for signs or sign changes must come from the Township Highway Commissioner. Do not contact the County directly; contact the Road District office, 630-717-0092 to start the procedure.

Mowing – We mow rural area rights-of-way 4-5 times per season.



Ditch Work –

Not all ditches need to be re-ditched.

This work is performed April to October.

Restoration of the worked area will be completed at a later time.

You will be put on the ditch list when you call.

Asphalt Patching –

Potholes are filled as required.



Tree Removal – Trees that are dead on the Township road right-of-way are marked in the summer or early fall and then removed during the winter season.

Litter Pick-up – Performed as necessary.

Right-of-way – Usually 33 ft. from the pavement centerline. R.O.W.'s are for the exclusive use of the Township and Utilities.

R.O.W.'s are not to be used by homeowners. Keep the following on the homeowner's property:

1. Fences (including invisible dog fences)
2. Plantings (Keep landscape plantings off the R.O.W)
3. Additional drainage (Altering existing drainage is not allowed)
4. Decorative landscape
5. Sprinkler systems

Do not use the road pavement or R.O.W. for dumping gravel, mulch, black dirt, etc. All materials and/or equipment should be on the homeowner's property

Block Parties – Advance notification is required when planning a block party. A permit is required. Residents assume complete responsibility for this activity, which includes notifying the Will County Sheriff's office as well as the appropriate Fire Protection District. At all times, residents who live in the area must have access to their property. Permits are available at the Road District office.



YOUR HELP IS NEEDED

To help keep costs down and consequently keep your taxes down, we offer the following suggestions:

Brush Pick-up – Please do not throw your brush into a tangled heap. Do not pile it too high. Do not bring it out after the truck has passed. It will not be picked up until the next scheduled month. It will help expedite the work if instructions are followed.

Snow Plowing – Please move cars off the street when you hear the forecast predicting a snowfall. It helps us to do a better job. **Do not clean your driveway into the street. It presents a hazardous condition to motorists and is against the law. Keep your garbage cans in your driveway on those snowy days.** Helpful hint: When facing the street, pile snow on the right side of your driveway to help avoid the snow plow from re-dumping snow into driveway.

General – Newly seeded areas need water. Please help us to water them.

Street Lights – Within unincorporated Township areas, street lights are maintained by ComEd. If you see a street light with a burned-out bulb, call ComEd customer service number 1-800-334-7661. Should a replacement not be made within a reasonable period of time, please call this office.

Safety First! – Please watch for construction signs and construction crews working on a project. Slow down and be careful.

Abandoned Vehicles – Please call the Will County Sheriff at 815-727-8575. When reporting an abandoned vehicle, which is parked on the Township Road Right-of-Way, include the following information: make, model, color, location and license plate number.