

Village of South Elgin  
Community Development Department

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

# DRIVEWAY/SIDEWALK PERMIT APPLICATION

## PROPERTY INFORMATION

Address: \_\_\_\_\_ **South Elgin, IL 60177**

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## CONTRACTOR INFORMATION (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## OTHER CONTACT INFORMATION (If applicable)

Contact Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## ADDITIONAL INFORMATION

Estimated Value of Work: \_\_\_\_\_ Applicant (check):  Property Owner  Contractor  Tenant  
 Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

### For Office Use Only

Submission Checklist:  Application Complete  Submittal Checklist  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# DRIVEWAY/SIDEWALK PERMIT WORKSHEET

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## DESCRIPTION

Drive Type (check):  Concrete  Asphalt  Pavers  Other, please specify: \_\_\_\_\_

Thickness of Gravel: \_\_\_\_\_ Thickness of Surface Material: \_\_\_\_\_

Does work include approach?  Yes  No Does work include city sidewalk?  Yes  No

Does work include private sidewalk?  Yes  No Driveway Dimensions: \_\_\_\_\_ by \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## SUBMITTAL CHECKLIST

- Provide a plat of survey (11" x 17" max.) showing all existing structures (with dimensions) and indicating the location of the proposed structure (with dimensions).
  - Detailed plans of the driveway/sidewalk, include approach and B box location (if applicable)
  - If working within the Village Right of Way provide a \$10,000 bond and certificate of insurance.
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**Village of South Elgin**  
**Driveway/Sidewalk Permit Fact Sheet**



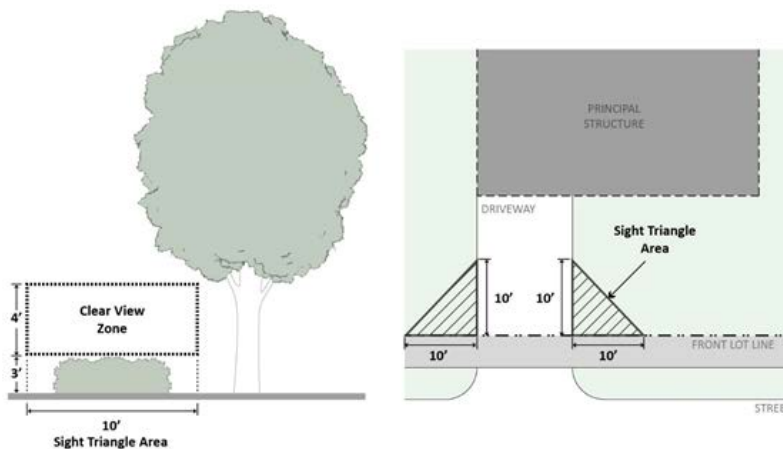
**MINIMUM REQUIREMENTS:**

***Zoning:***

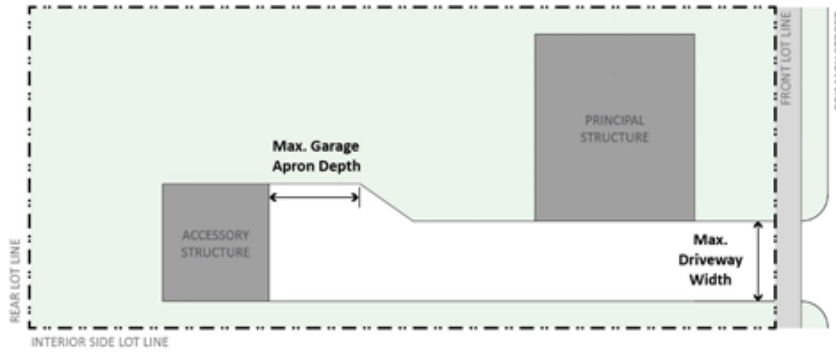
1. The maximum proportion of the gross area of a lot occupied by surfaces that do not allow stormwater infiltration cannot exceed the maximum primary lot coverage for the applicable zoning district. *156.06B*
2. No accessory structure shall be constructed prior to the construction of the principal building to which it is accessory. *156.07D1a*
3. Driveways are permitted to encroach into the required front yard, corner side yard, interior side yard and/or rear yard, but shall be at least one foot from the interior side lot line, except when the driveway provides shared access for two adjacent properties. *156.08J1*
4. One driveway per street frontage is allowed, provided that the minimum frontage requirements established in § 156.06 (Zoning District Regulations) are met. Driveways shall be located at least 60 feet from a signalized intersection, and 30 feet from all other intersections. *156.08J2*
5. Driveways shall be constructed in compliance with the following driveway width table. Driveway width shall be measured at the lot line. *156.08J3*

Uses	One-Way Driveway	Two-Way Driveway
Single-Unit and Two-Unit Dwellings	n/a	26 ft
Townhouse Dwelling Units	n/a	26 ft
Multi-Unit Dwellings	12 ft	26 ft
Commercial, Civic, and Institutional	12 ft	26 ft
Industrial	15 ft	30 ft

6. All off-street parking lots, loading areas, drive-thru facilities, and driveways shall be constructed using a hard surface, all-weather, dustless material. *156.08A3*
7. No building, structure, sign, or landscape element shall obstruct the area between three feet and seven feet in height within the sight triangle area on each side of any driveway. Beginning at the intersection of the driveway with the lot line, the sight triangle shall be formed by measuring 10 feet along the lot line in the opposite direction of the driveway and 10 feet along the driveway in the opposite direction of the lot line, then connecting the endpoints of the lines across the subject property. *156.08J4*



8. In locations where a sidewalk is crossed by a driveway, the sidewalk shall be constructed of a permanent, concrete surface with a minimum width of five feet. *156.08J5a*
9. Driveway aprons installed within the right-of-way shall be constructed of concrete material and in compliance with the South Elgin *Engineering Inspection and Design Policy Manual*. *156.08J5c*
10. A sidewalk or sidepath shall remain level across the driveway with a running slope not to exceed the grade of the adjacent roadway, and a cross slope not to exceed 2 percent. *156.08J5d*
11. A driveway apron the width of the garage, carport, or parking pad served by the driveway is permitted to extend up to 20 feet in depth from the garage doors or rear edge of the carport or parking pad before tapering back to the required driveway width. *156.08J6*



12. No water service B box shall be located in a new sidewalk or driveway. *51.20*
13. Storage of materials is not permitted in the right-of-way, sidewalk or street.
14. If working within the Village's Right of Way (e.g. sidewalk or approach): The subdivider, contractor, builder or resident shall indemnify the village and its consulting engineers against any personal injury claims or other claims resulting from the performance of any work in connection with the installation of public improvements. All contractors working on public improvements shall be required to obtain and maintain comprehensive general liability and other insurance as prescribed below (and as approved by the village) which will provide protection from any of the aforesaid claims which may arise out of or result from the performance of work by anyone directly or indirectly employed by the contractor, or by anyone for whose acts the contractor may be liable:
  - a. Workers compensation and employer's liability insurance in an amount not less than limits required by statute.
  - b. Comprehensive general liability insurance including coverage in the amount of \$500,000 per accident for property damage and \$1,000,000 per person and \$3,000,000 aggregate per accident for bodily injury, sickness or disease, or death of any person.
  - c. Comprehensive automobile liability insurance covering all automobiles, trucks, trailers and any other motorized equipment owned or leased by the contractor.
15. If working within the Village's Right of Way (e.g. sidewalk or approach), a Performance Bond in the amount determined by the Public Works Director is required.

***Building:***

1. J.U.L.I.E. (811) must be notified two (2) working days prior to digging.
2. The installer is responsible for following manufacturer's specifications.

***Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.***

**PERMIT FEE:**

1. \$60, which includes the required inspections. Payable when permit is issued.
2. \$100, for Right of Way Permit, if work includes the approach and/or public sidewalk.
3. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. A base inspection is required, prior to placement of surface material (i.e. asphalt or concrete).
2. A final inspection is required when the work is complete.
3. If working within the Village Right of Way (e.g. public sidewalk or approach), a pre-construction meeting with Public Works is required prior to commencing work. All required inspections will be defined at this meeting. **Failure to schedule an inspection will result in penalties.**

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign and date the permit application.
  2. Provide detailed plans of the driveway, including the approach and B box location.
  3. Provide a plat of survey (11" x 17" max.) showing all existing structures (with dimensions) and indicating the location of the proposed driveway/sidewalk (with dimensions).
  4. If working within the Village Right of Way provide a bond and certificate of insurance.
- Permit applications **will not** be processed without complete information.