

VILLAGE OF NORTHFIELD

(847) 784-3558

APPLICATION FOR DRIVEWAY, PATIO, SIDEWALK OR GRADING WORK

Project Address: _____

Owner's Name: _____ E-mail: _____

Phone Number: (____) _____ Start Date: _____ Complete Date: _____

Description of Work: _____

Contractor: _____

Address: _____ E-mail: _____

City: _____ Zip Code: _____ Phone Number: (____) _____

SUBMITTAL REQUIREMENTS:

A driveway or grading permit **WILL NOT BE REQUIRED** if work involves patching repairs and/or seal coating existing driveway.

The following items may be required with the permit depending on the work to be performed:

- ONE COPY of an updated Plat of Survey by a licensed surveyor to include recent improvements. (Must be submitted for **ALL** work proposed).
- ONE COPY of a Topographical Survey of existing property by a licensed surveyor if the proposed driveway and/or proposed finished ground or driveway surface changes more than one (1) inch. (Topographical information could be included on the Site/Engineering Plan if the plan is sealed by a surveyor or professional engineer).
- TWO COPIES of a Site/Engineering Plan showing details of all the work to be performed (e.g. existing and proposed driveway and/or grading elevations and areas). (Must be submitted for **ALL** work proposed).
- APPLICATION for Tree Preservation/Removal Permit is required if trees are within 50 feet of construction activity path. Permit Required: Yes ____ No ____ Checked by: _____

See descriptions of other possible submittal requirements on the BACK OF THIS APPLICATION.

PERMIT FEE - \$100.00 (Account #01-00-425-4153) \$ 100.00

Construction Hours Sign - \$20.00 (Account #01-00-425-4153) \$ 20.00

Stormwater Management Fee in Lieu of Detention (Account #11-00-425-4154) \$ _____

Recording Fee - \$100.00 (Account #01-01-503-5200) \$ _____

Plan Review Fee - \$100.00 [covers 1 hour of review time] (Account #01-00-425-4153) \$ _____

Escrow Deposit Fee - \$400.00 (Account #01-00-205-2502) \$ _____

TOTAL AMOUNT DUE \$ _____

Approved by: _____ Date Approved: _____

Final Inspection: _____ Date Approved: _____

Notes: _____

NOTE: ONLY ORIGINAL COLORED COPY WILL BE ACCEPTED. NO PHOTO/FAXED COPIES.

OTHER POSSIBLE SUBMITTALS THAT MAY BE REQUIRED

Developments or remodeling projects resulting in the cumulative installation of impervious ground having a surface area of 1,000 square feet or more require providing stormwater detention to accommodate stormwater runoff. For projects that result in less than 1,000 square feet of impervious ground coverage, the property owner has the option to pay a \$4.50 fee in lieu of detention for each square foot of new impervious surface or provide the appropriate detention. Credit is given for any impervious surface that is being removed.

If the net new area being paved is greater than 1,000 ft² (minus any credits for removal of existing impervious surfaces) then three (3) copies of a Topographical Plan with engineering calculations for stormwater detention, stormwater storage capacity, detention location, detention discharge and proposed on-site grading, as described in the Village's Storm Water Management Ordinance will be required.

Additionally, if the property is located in a FLOODPLAIN or FLOODWAY, then the Village's Floodplain Ordinance regulating the use of a FLOOD HAZARD AREA must be observed. Keeping in mind that nothing can be built in the FLOODWAY and any area filled in the FLOODPLAIN will require 112% compensatory storage on the same property below the base flood elevation.

If tree removal or protection is necessary for construction or grading in the front or side yard setback, an Application for a Tree Permit must be completed.

Copies of the Village of Northfield's "Storm Water Management Ordinance" and Article V "Regulation of Flood Hazard Area" are available in the Building Department at the Village Hall.

Please note: If construction or grading will affect trees protected by the Village Tree Preservation and Protection Ordinance, an Application for a Tree Permit is required. Trees in the required front and side yard setback of single family residences are protected. Trees on the public right-of-way and all trees in non-residential, multi-family and planned development properties are protected. For more information, please request a copy of the Tree Preservation and Protection Ordinance and Landscape Plan Review Ordinance (if applicable) from the Building Department at (847) 784-3555. This ordinance went into effect on May 1, 2003.

Effective immediately the Village of Northfield will begin to require a signed drainage certification for all projects where grading or drainage may be impacted. Prior to a permit being issued, a fully executed "Drainage Certification" document must be submitted. Although there is a space for an engineer's signature, there may be grading/drainage related projects which do not require sealed engineering drawings. In these cases, the certificate should still be provided but the signature of the contractor and property owner will be sufficient.

Drainage Certification

I hereby certify either that the surface water drainage will not be changed by the construction at _____ or if the surface water drainage is changed, provision has been made, consistent with Village regulation, for diversion and collection of such surface water on the site. The adjacent lot owners' site drainage will not be affected by the construction at _____. The existing overland flow routes will conform to the original subdivision grading plan and accepted engineering practice. There will be no increase in the velocity of surface water runoff at any point onto adjacent properties and that the volume of runoff onto adjacent properties will not be increased. All requirements of the Village's codes, ordinances and regulations related to stormwater management, soil erosion control and grading shall be satisfied at all times.

Contractor: _____ Date: _____

Engineer: _____ Date: _____

Owner: _____ Date: _____