



## Stormwater Incentive Program Property Owner Acknowledgement Form

APPLICANT INFORMATION			
Property Owner Name:			Date:
Address:	City:	State:	ZIP Code:
Phone:	Email:		

INCENTIVE PROGRAM OPTIONS		
Describe scope of work:		
Which option are you applying for?	<input type="checkbox"/> <b>Group A</b> – 50% of the total cost not to exceed \$3,500	<input type="checkbox"/> <b>Group B</b> – 50% of total cost not to exceed \$5,000
Select from the options below:		
<b>Group A</b>	<b>Group B</b>	
<input type="checkbox"/> Bioretention systems (rain gardens, bioswales, etc.)	<input type="checkbox"/> Sump pump/foundation drain disconnection and re-route	
<input type="checkbox"/> Underground infiltration systems (dry wells, infiltration trenches or basins, etc.)	<input type="checkbox"/> Downspout/roof drain disconnection and re-route	
<input type="checkbox"/> On-site storage systems (cisterns, rain barrels, etc.)	<input type="checkbox"/> Yard drain disconnection and re-route	
<input type="checkbox"/> Porous pavement systems or permeable pavers <b>NEW</b>	<input type="checkbox"/> Any other clean source connection that is disconnected and re-routed.	
<input type="checkbox"/> Porous pavement systems or permeable pavers <b>PREVIOUSLY INSTALLED</b>	<input type="checkbox"/> Other (please describe)	

ACKNOWLEDGEMENT & SIGNATURE	
<p>By signing this document, I hereby acknowledge, understand and accept that I, the owner/representative of the owner seeking a permit from the Village of Wilmette for the property listed above, am responsible for compliance with the requirements of this Program. I understand that all work must be completed and approved by October 31 (of the year the permit is issued) and any incentive payment is contingent upon fulfillment of all the permit requirements and submission of an itemized record of payment for construction costs. I understand that eligibility for the program is contingent upon a review of Village records to confirm the subject property has no pending building code violations or current past due payments. An acknowledgement form submitted for existing porous pavement or permeable pavers must be accompanied by a certification from a professional engineer indicating the pavement has been maintained and is functional.</p>	
Signature of Property Owner:	Date:
Printed Name of Property Owner:	Title:

FOR ADMINISTRATIVE USE ONLY		
<input type="checkbox"/> Owner must fill out permit application Pages A, B & C, submit a plan and cost estimate		
<input type="checkbox"/> Project number(s):	Customer #:	Vendor #:
<input type="checkbox"/> Funds available: <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Village records check	

TO BE COMPLETED BY APPLICANT – PLEASE FILL OUT COMPLETELY

SECTION 1 – PROJECT INFORMATION

PLEASE PRINT CLEARLY

FOR STAFF USE

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

REAL ESTATE INDEX NO.: \_\_\_\_\_

APPLICATION FOR: ☐ ACCESSORY STRUCT. ☐ ADDITION - OUT ☐ ADDITION - UP ☐ AIR CONDITIONER

☐ DECK ☐ DEMOLITION ☐ DETACHED GARAGE ☐ DRIVEWAY ☐ DRIVEWAY APRON

☐ ELECTRICAL ☐ ELEVATOR ☐ FIRE ALARM ☐ FIRE SPRINKLER ☐ FLATWORK

☐ GENERATOR ☐ LANDSCAPING ☐ NEW CONSTRUCTION ☐ PATIO ☐ POOL/SPA

☐ PORCH ☐ PLUMBING ☐ REMODELING ☐ SIDING ☐ SPORT COURT

☐ STOOP/STEPS ☐ OTHER (SPECIFY) \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

PLAN REVIEW/ESCROW: \$ \_\_\_\_\_ PAID \_\_\_\_\_

PLAN REVIEW/ESCROW: \$ \_\_\_\_\_ PAID \_\_\_\_\_

SEE SEPARATE PERMIT APPLICATION FORMS FOR FENCES, ROOFS, DUMPSTERS, TREE REMOVAL, AND PORTABLE STORAGE CONTAINERS

DESCRIPTION OF WORK: \_\_\_\_\_

ESTIMATED COMBINED CONSTRUCTION VALUE FOR ENTIRE IMPROVEMENT ON PRIVATE PROPERTY ONLY: \$

PROPOSED PROPERTY USE: ☐ SINGLE FAMILY ☐ TOWNHOUSE UNIT ☐ MULTI FAMILY UNIT ☐ COMMERCIAL

☐ TWO UNIT ☐ TOWNHOUSE DEVELOPMENT ☐ MULTI FAMILY BUILDING ☐ INSTITUTIONAL

FOOTING/FOUNDATION WORK: ☐ YES ☐ NO IF YES, COMPLETE PERMIT APPLICATION PAGE B IS THIS A REVISION TO AN EXISTING ISSUED PROJECT: ☐ YES ☐ NO

WORK IN RIGHT OF WAY: ☐ YES ☐ NO IF YES, COMPLETE PERMIT APPLICATION PAGE B

DUMPSTER TO BE USED: ☐ YES ☐ NO IF YES, COMPLETE SEPARATE DUMPSTER FORM IS THIS AN EXTENSION OF AN EXISTING ISSUED PROJECT: ☐ YES ☐ NO

JULIE DIG #: \_\_\_\_\_ CALL 811 TO OBTAIN DIG NUMBER

SECTION 2 – CONTRACTOR INFORMATION

NAME	ADDRESS, CITY, ZIP	DAY PHONE	24 HOUR PHONE
GENERAL CONTRACTOR:			
PAID _____ CUST. NO. _____			
ARCHITECT:			
CUST. NO. _____			
CARPENTRY:			
PAID _____ CUST. NO. _____			
CONCRETE:			
PAID _____ CUST. NO. _____			
ELECTRICAL:			
PAID _____ CUST. NO. _____			
EXCAVATION:			
PAID _____ CUST. NO. _____			
INSULATION:			
PAID _____ CUST. NO. _____			
MASONRY:			
PAID _____ CUST. NO. _____			
MECHANICAL:			
PAID _____ CUST. NO. _____			
PLUMBING/SEWER:			
CUST. NO. _____			
ROOFING:			
PAID _____ CUST. NO. _____			
OTHER:			
PAID _____ CUST. NO. _____			
OTHER			
PAID _____ CUST. NO. _____			

SECTION 3 – APPLICANT AND PROPERTY OWNER INFORMATION

APPLICANT NAME: _____	OWNER NAME: _____
APPLICANT ROLE: _____	OWNER CUSTOMER NO. _____ VENDOR NO. _____
APPLICANT ADDRESS: _____	OWNER ADDRESS, IF DIFFERENT THAN PROPERTY: _____
APPLICANT SIGNATURE: _____	
APPLICANT DAYTIME PHONE: _____	OWNER PHONE DAYTIME: _____ EVE: _____
APPLICANT EMAIL: _____	OWNER EMAIL: _____
THIS WILL BE THE PERSON THAT THE VILLAGE CONTACTS REGARDING THIS PROJECT PLEASE NOTE PREFERRED CONTACT FORM: <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL	HAS THE PROPERTY OWNER CHANGED RECENTLY: <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE PROOF OF OWNERSHIP

FOR OFFICE USE ONLY

THE WORK AUTHORIZED UNDER THIS APPLICATION IS  
CONDITIONED UPON THE CONDITIONS CONTAINED ON  
THE APPROVED CONSTRUCTION PLANS AND THE  
CONDITIONS FOUND ON APPLICATION PAGE C.

PERMIT NUMBER / PROJECT ISSUE DATE:

TOTAL PERMIT FEES: \_\_\_\_\_

ROW DEPOSIT: \_\_\_\_\_

TOTAL BALANCE DUE: \$

TO BE COMPLETED BY APPLICANT – PLEASE FILL OUT SECTION(S) COMPLETELY

FOR OFFICE USE ONLY

SECTION 4 – PROJECT INFORMATION

PLEASE PRINT CLEARLY

FOR STAFF USE

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

EXCAVATION TYPE: **FOOTING** OR **FOUNDATION** WORK: ☐ YES ☐ NO IF YES, COMPLETE SECTIONS 5 & 8 BELOW  
WILL THERE BE WORK IN RIGHT-OF-WAY: ☐ YES ☐ NO IF YES, COMPLETE SECTIONS 6 & 8 BELOW  
IS THE STREET TO BE OPENED: ☐ YES ☐ NO IF YES, COMPLETE SECTIONS 7 & 8 BELOW

IS THIS A REVISION TO AN EXISTING ISSUED PROJECT: ☐ YES ☐ NO

PROJECT NUMBER: \_\_\_\_\_

THE WORK AUTHORIZED UNDER THIS APPLICATION IS CONDITIONED UPON THE CONDITIONS CONTAINED ON THE APPROVED CONSTRUCTION PLANS AND THE CONDITIONS FOUND ON APPLICATION PAGE C.

SECTION 5 – GRADING AND DRAINAGE PERMIT APPLICATION

THIS PERMIT IS VALID FOR 18 MONTHS

DESCRIPTION OF GRADING/EXCAVATION WORK: \_\_\_\_\_

EXCAVATOR: \_\_\_\_\_  
NAME ADDRESS, CITY, ZIP DAY PHONE 24 HOUR PHONE

PAID \_\_\_\_\_ CUST. NO. \_\_\_\_\_  
JULIE DIG #: \_\_\_\_\_  
CALL 811 TO OBTAIN DIG NUMBER I UNDERSTAND THAT I MAY BE REQUIRED TO DISTRIBUTE A COPY OF THE GRADING AND DRAINAGE PERMIT APPLICATION NOTICE TO ALL ADJACENT PROPERTY OWNERS A MINIMUM OF FIVE DAYS PRIOR TO THE ISSUANCE OF A GRADING AND DRAINAGE PERMIT. APPLICANT SIGNATURE: \_\_\_\_\_

SECTION 6 – PUBLIC RIGHT-OF-WAY PERMIT / PROTECTION APPLICATION

THIS PERMIT IS VALID FOR 18 MONTHS

DESCRIPTION OF RIGHT-OF-WAY WORK: \_\_\_\_\_

CONCRETE: \_\_\_\_\_  
NAME ADDRESS, CITY, ZIP DAY PHONE 24 HOUR PHONE

PAID \_\_\_\_\_ CUST. NO. \_\_\_\_\_  
CERTIFICATE OF INSURANCE \_\_\_\_\_ EXP. DATE \_\_\_\_\_ JULIE DIG #: \_\_\_\_\_  
CALL 811 TO OBTAIN DIG NUMBER

SECTION 7 – PUBLIC RIGHT-OF-WAY PERMIT APPLICATION FOR STREET OPENING

THIS PERMIT IS VALID FOR 6 MONTHS

DESCRIPTION OF RIGHT-OF-WAY WORK: \_\_\_\_\_

EXCAVATOR: \_\_\_\_\_  
NAME ADDRESS, CITY, ZIP DAY PHONE 24 HOUR PHONE

PAID \_\_\_\_\_ CUST. NO. \_\_\_\_\_  
CERTIFICATE OF INSURANCE \_\_\_\_\_ EXP. DATE \_\_\_\_\_ JULIE DIG #: \_\_\_\_\_  
CALL 811 TO OBTAIN DIG NUMBER

**STREET OPENING #1:**  
ESTIMATED DIMENSIONS (FEET): [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] X [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] = \_\_\_\_\_ (SQUARE FEET) \_\_\_\_\_ CONTRACTOR INITIALS

**STREET OPENING #2:**  
ESTIMATED DIMENSIONS (FEET): [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] X [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] = \_\_\_\_\_ (SQUARE FEET) \_\_\_\_\_ CONTRACTOR INITIALS

**STREET OPENING #3:**  
ESTIMATED DIMENSIONS (FEET): [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] X [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] = \_\_\_\_\_ (SQUARE FEET) \_\_\_\_\_ CONTRACTOR INITIALS

**STREET OPENING #4:**  
ESTIMATED DIMENSIONS (FEET): [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] X [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] = \_\_\_\_\_ (SQUARE FEET) \_\_\_\_\_ CONTRACTOR INITIALS

**STREET OPENING #5:**  
ESTIMATED DIMENSIONS (FEET): [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] X [ \_\_\_\_\_ + 4' = \_\_\_\_\_ ] = \_\_\_\_\_ (SQUARE FEET) \_\_\_\_\_ CONTRACTOR INITIALS

**CALCULATED PAVEMENT DEGRADATION FEE:** STREET RATING: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_ (SQUARE FEET) X FEE RATE: \_\_\_\_\_ (\$ PER SQUARE FOOT) = \$ \_\_\_\_\_

IF THE ACTUAL SIZE OF THE STREET OPENING IS LARGER THAN THE ESTIMATED SIZE, A RECALCULATION OF THE PAVEMENT DEGRADATION FEE SHALL BE REQUIRED. THE CONTRACTOR OR PERMIT HOLDER SHALL NOTIFY THE ENGINEERING DEPARTMENT OF THIS CHANGE BEFORE THE BASE INSPECTION. IF THIS IS NOT DONE BEFORE THE BASE INSPECTION OR IF THE ADDITIONAL FEES ARE NOT PAID BY THE FINAL INSPECTION, AN ADDITIONAL ADMINISTRATIVE FEE OF \$250.00 SHALL ALSO BE DUE. THESE FEES SHALL BE PAID BEFORE THE DEPOSIT MAY BE RELEASED.

I WILL CALL THE ENGINEERING DEPARTMENT AT (847) 853-7550 WITHIN 30 DAYS TO REQUEST A FINAL INSPECTION FOR A REFUND OF THE DEPOSIT.

APPLICANT SIGNATURE: \_\_\_\_\_

SECTION 8 – PUBLIC RIGHT-OF-WAY PERMIT / PROTECTION DEPOSIT

**PLEASE REVIEW THIS INFORMATION PRIOR TO PAYING THE DEPOSIT.** THE DEPOSIT WILL BE PAID BY AND RETURNED TO THE PAYOR BELOW. IF THE PERSON PAYING THE DEPOSIT IS NOT THE PERSON LISTED BELOW, PLEASE ADVISE STAFF IMMEDIATELY. ANY INCONSISTENCY IN PAYOR INFORMATION MAY RESULT IN DELAYS IN THE DEPOSIT BEING RETURNED. A ROW PERMIT & ROW PROTECTION DEPOSIT IS ALSO REQUIRED FOR PROJECTS REQUIRING A SITE DEVELOPMENT PLAN.

\_\_\_\_\_  
PAYOR NAME ADDRESS, CITY, ZIP DAY PHONE

ROLE: \_\_\_\_\_ CUSTOMER. NO. \_\_\_\_\_ VENDOR NO. \_\_\_\_\_

PERMIT NUMBER / PROJECT ISSUE DATE:

**VILLAGE OF WILMETTE**  
**PUBLIC RIGHT-OF-WAY PAVEMENT OPENING PERMIT CONDITIONS AND REQUIREMENTS**

**WATER/SEWER CONNECTIONS, DISCONNECTS, AND BACKFILL** - Plumbing Inspector (847) 853-7550

- Inspections are required for water and sewer connections and disconnects. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**. The permit holder shall be prepared to restore pavement openings immediately upon the successful completion of the required plumbing inspections.

**STREET RESTORATION** - Engineering Inspector (847) 853-7660

- All street pavement shall be saw cut to full depth before removal. For brick streets, pavers are to be carefully removed and saved for re-placement. All openings and patches shall be a minimum of 3-foot by 3-foot in size, squared, parallel, and perpendicular to the curb.
- All pavement restoration must be conducted in accordance with the specifications set forth in the Village of Wilmette Department of Engineering and Public Works Standards Handbook.
- Village streets and curbs shall be backfilled immediately after the utility work and upon the successful completion of any required plumbing inspections. The proper aggregate is to be used for pipe bedding and must also be placed and properly compacted to 12-inches above the utility pipe. The remainder of the trench is to be backfilled with Controlled Low Strength Material (CLSM), IDOT Mix I as specified in section 1019 of the IDOT Standard Specifications. Material tickets from the CLSM supplier must be submitted to the Engineering Department Inspector at the time of the base inspection and must include the mix description, quantity, time, date, and location of delivery.
- Street pavement base inspections are to be scheduled to take place at the time of backfill application. Final inspections are to be scheduled once the project is completed and once the Public Right-of-Way has been fully restored to pre-existing conditions or better. The permit holder is responsible for scheduling all required inspections **at least 24 hours in advance**.

**PAVEMENT DEGRADATION FEE** - Engineering Inspector (847) 853-7660

- Chapter 20: Each person or entity receiving a Public Right-of-Way Permit under this Chapter that grants permission to excavate a public street in the village shall also, in addition to paying the applicable permit fee, pay to the village a pavement degradation fee prior to issuance of said permit. The amount of the pavement degradation fee shall be calculated as: Impacted Street Area x Adjusted Pavement Degradation Fee Rate.
- The street opening dimensions shall be a minimum of 3-foot by 3-foot in size, squared, parallel, and perpendicular to the curb. The Impacted Street Area is the square footage of the street opening plus 4 additional feet added to the length and width of the excavation.
- The pavement degradation fee is a separate non-refundable fee, in addition to the Public Right-of-Way deposit, to be paid at the time of permit issue.

**SIDEWALK, DRIVEWAY APRON, CURB AND GUTTER** - Engineering Inspector (847) 853-7660

- All concrete shall be saw cut to full depth before removal.
- Base/forming inspections are required prior to the placement of any pavement in the Public Right-of-Way. Final inspections are required once work is completed. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**.
- Granular materials shall conform to Illinois Department of Transportation's (IDOT) Standard Specification coarse aggregate (CA) gradations.
- All sidewalks must extend through driveways and be 6 inches thick. All other public sidewalk shall be 5 inches thick. Base material shall be compacted before concrete is poured. Expansion joints must be located between all new and existing concrete.
- Concrete aprons within the Public Right-of-Way shall be 6 inches thick. There shall be no WWF, Mesh, or Rebar located within the Public Right-of-Way. Base material shall be 4 inches thick and be compacted before concrete is poured. Expansion joints must be located between new and existing concrete.
- Asphalt aprons within the Public Right-of-Way shall be 3 inches thick compacted. Base material shall be 4 inches thick and be compacted before asphalt is placed.
- Curb shall be saw cut to full depth before removing. Base material must be compacted before the concrete is poured. The gutter flag shall have a minimum depth of 10 inches. Expansion joints must be located between new and existing concrete and at every 60-foot interval. Contraction joints shall be made every 15 feet. In cases where a curb cut is needed, shaving off the top of curb is **not allowed** and full-depth depressed curb is required.

**PARKWAY** - Engineering Inspector (847) 853-7660

- Trees shall be protected as required by Village Code of Ordinances and in accordance with the specifications set forth in the Village of Wilmette Department of Engineering and Public Works Standards Handbook.
- Sprinkler heads must be **a minimum of 12 inches** away from all public sidewalks, driveway aprons, and curbs, and 12 inches under the base of all public sidewalks.
- The permit holder shall be solely responsible for any and all damage caused by or related to its activities in the Public Right-of-Way including but not limited to, damage to: private sprinkler systems, custom materials, or any other improvements installed, placed, or planted in the Public Right-of-Way.
- The parkway shall be restored within 10 working days of completion of the utility installation. Backfill with clean excavated material or torpedo sand. Topsoil shall be a minimum of 4 inches thick with new sod placed in disturbed areas. Owner shall be responsible for watering the new sod.
- Final inspection is required once the parkway is restored. The permit holder is responsible for scheduling the inspection **at least 24 hours in advance**.

**TRAFFIC CONTROL** - Engineering Inspector (847) 853-7660

- Traffic control plans shall follow the latest traffic control standards as specified by the Manual on Uniform Traffic Control Devices (MUTCD) guidelines and IDOT.
- The roadway shall be open to local traffic at all times. No openings in the roadway shall be left uncovered overnight. Openings located within an active lane of traffic require a steel road plate to open the roadway between April 1<sup>st</sup> & December 1<sup>st</sup> (or the first snowfall of the season). Steel road plates are not to be used between December 1<sup>st</sup> (or first snowfall) and April 1<sup>st</sup>. Any street excavations during these winter months must be properly backfilled and capped with cold patch overnight. Street crossings must be done one lane at a time or by directional boring.
- Lighted barricades must protect all sidewalk, curb, and street openings until they can be returned to service. Reflective type traffic cones alone are not acceptable.

**RESPONSIBILITY FOR DAMAGE/REFUND OF DEPOSITS** - Engineering Inspector (847) 853-7660

- Deposits shall be refunded only after any and all required inspections by the Village have been approved.
- Deposits may be forfeited if: 1) any of the required inspections were not done prior to completion of the work; 2) the Public Right-of-Way is not restored within 10 working days of completion of the work; 3) damage to the Public Right-of-Way has not been satisfactorily repaired; or 4) there remains an unpaid balance on the permit.
- Any deviation of the actual size of the street opening shall require a recalculation of the pavement degradation fee. Any additional monies owed to the Village of Wilmette shall be paid before the deposit may be released.

**PERMIT HOLDER SHALL BE SOLELY RESPONSIBLE FOR ALL DAMAGE, LOSS, OR CLAIMS ARISING OUT OF ITS ACTIVITIES IN THE PUBLIC RIGHT-OF-WAY; AND SHALL INDEMNIFY AND HOLD THE VILLAGE HARMLESS AGAINST SAME.**

Please be aware of these permit and construction requirements when undertaking any demolition and/or construction project.

Permit Activity and Eligibility:

- Once a construction permit is issued, work must begin within 6 months of the issuance date, or the permit will be considered null and void.
- Demolition and construction permits are issued for a time period of 12 months. If the work for which the permit was issued has not been completed (i.e. a Certificate of Occupancy issued for a new home or commercial project or a final inspection for other work), a permit renewal (extension) fee of 1/12<sup>th</sup> of the original permit fee will be assessed for every 30 days after the expiration of the original permit until a certificate of occupancy or final inspection is approved. No certificate of occupancy shall be issued or final inspections conducted until after any additional permit extension fee is paid.
- Work that is started without a permit will be surcharged according to the Village fee schedule, in addition to the applicable permit fees. This includes work that is conducted outside of the scope of construction for which a permit has been obtained.

Additional Permits May Be Required:

- In addition to a demolition and/or construction permit, other permits may apply. This includes from the Village of Wilmette a permit for a dumpster, fence, and elevator. Permits from other agencies, such as Cook County, the Metropolitan Water Reclamation District of Greater Chicago, and the State of Illinois may also be required. It is the applicant’s responsibility to obtain any and all necessary permits.
- A Site Development Plan must be submitted and approved before a permit shall be issued for demolition, new construction, additions to the building footprint, and detached garages. Please see the Construction/Demolition Permit Handbook for more information.

During Construction:

- Stamped approved drawings must be available on site at all times.
- Construction hours are Monday through Friday 7:00 a.m. to 7:00 p.m.; Saturdays 9:00 a.m. to 6:00 p.m. Please see the reverse side of this sheet for a complete description of construction hours.
- A MINIMUM of 24 hours is required to schedule an inspection. Inspection requests are subject to availability. The project number is required to schedule an inspection. It is the owner’s/representative of the owner’s responsibility to request an inspection to be scheduled. Call (847) 853-7550 for building inspections. Call (847) 853-7660 for grading and right-of-way inspections.
- The Village reserves the right to charge for reinspections of projects that are not ready at the scheduled inspection time or for additional inspections as required by the building and engineering inspectors.
- Compliance with site maintenance regulations is required at all times. A complete description of the site maintenance requirements is on the reverse side of this sheet.

Use of the Public Right of Way

- The storage of building materials is not permitted on the public right-of-way.
- Parkway trees must be adequately protected at all times in accordance with Village of Wilmette ordinances. No inspections will be conducted until adequate parkway tree protection is provided. Contact the Forestry Division at (847) 853-7500 for a pre-construction inspection.
- All removed or damaged curb, sidewalk, driveway, apron, alley or parkway shall be replaced by the applicant within **10 working days**. Call the Engineering Department at (847) 853-7660 to request a final inspection for refund of the deposit.

Additional Requirements for New Residential Construction

- For new single-family home construction, the Engineering Department must inspect the top of foundation.
- For new single-family home construction, a spot survey of the foundation must be submitted and approved before framing may begin.
- For new single-family home construction, an elevation survey of the top of the framed first floor must be submitted and approved before framing of the structure may continue.
- For new single-family home construction, the Engineering Department must inspect and approve the final grading of the site. A final Certificate of Occupancy will not be issued without this approval.

Additional Requirements for Construction On or Near School Walking Routes

- There shall be no construction activity within the right-of-way at least one half-hour before school starts in the morning and one half-hour after school ends in the afternoon. This includes accepting deliveries of material or equipment and removal or delivery of dumpsters.
- The sidewalks, crosswalks and roadways shall be completely free from debris, construction material, and equipment.
- There shall not be any open holes within any sidewalk, crosswalk or roadway.
- Open holes in the vicinity of school walking routes shall be protected with backfill material, construction fencing or well-barricaded and protected with yellow caution tape.
- Walking surfaces that are backfilled with stone shall be graded such that the surface is level and does not pose a trip hazard.

By signing this document, I hereby acknowledge, understand and accept that I, the owner/representative of the owner seeking a permit from the Village of Wilmette for the property listed below, am responsible for compliance with the heretofore listed requirements.

I hereby certify that the statements in this Application are true and correct. I understand that any false or inaccurate information contained in or in connection with this permit application may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

Name (please print)

Signature

Date

Role of Signer

Property Address

## VILLAGE OF WILMETTE CONSTRUCTION SITE MAINTENANCE REQUIREMENTS

- Erecting (including excavating) demolishing, altering or repairing any building other than between the hours of **7:00 a.m. and 7:00 p.m. on weekdays**, and **9:00 a.m. and 6:00 p.m. on Saturdays**, except in case of urgent necessity as determined by the Director of Engineering Services; provided, however, that a homeowner or occupant may engage in construction activities personally between 9:00 a.m. and 5:00 p.m. on Sundays. Commercial erection, demolition, alteration, or repair of any building is also **prohibited** on the following holidays: **New Year's Day, Memorial Day, The Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day**; provided, however, that a homeowner or occupant may engage in construction activities personally between 9:00 a.m. and 5:00 p.m. on these holidays.
- Accumulated construction debris shall be hauled away and disposed of in accordance with all applicable laws, on a regular basis, but no less than one time per week. Any debris temporarily stored on site must be stored and secured so as to prevent a safety risk or danger. In addition to any applicable dumpster requirements set forth in the Village Code, dumpsters shall be emptied or removed when full. Debris from construction sites shall not be disposed of in dumpsters located at any other construction site within the Village of Wilmette without the prior approval of the Director of Community Development.
- Construction materials shall be stored, maintained, and secured so as to prevent safety risk or danger. Construction materials shall not be stored in the right of way.
- Unless otherwise approved by the Community Development Department, all construction sites must be enclosed with a 6' tall chain link fence. A "No Trespassing" sign shall be mounted on the fencing in conspicuous locations around the site until construction is completed and approved. Any gate in a perimeter fence shall be adequately hinged to prevent entry, except to allow ingress and egress to and from the site. Such gate must be locked at all times, other than permitted hours of construction. A separate fence permit is not required for a construction fence.
- A Demolition and Construction notice shall be posted with the name and phone number of the general contractor and the expected week of demolition or construction commencement. The sign shall be posted not less than 7 days in advance of such commencement.
- At least 24 hours in advance of actual demolition, the applicant shall provide written notice of the exact date of demolition to nearby residents on a form approved by the Community Development Department.
- All mud, dirt or debris deposited on any street, alley, crosswalk, sidewalk or other public property as a result of construction shall be removed and broom cleaned to the extent possible at the end of each day that construction work has occurred. Debris shall be disposed of in accordance with all applicable laws.
- Except while delivery or removal of materials to and from the construction site is occurring, to the extent any sidewalk, street or other public right-of-way shall be blocked, closed or otherwise rendered impassable, approval of the Director of Engineering Services must be obtained and appropriate signage, cones and/or construction horses must be used to ensure public safety.
- Portable toilets shall be required at every construction site prior to the commencement of construction, unless an existing facility is available on site. Portable toilets shall be located to the extent possible at the rear of the site and out of plain view of any public right of way. Portable toilets shall be serviced no less than once a week.
- Routes of access for ingress and egress to the construction site, which will provide protection to pedestrians and minimize disruption of traffic and damage to the public rights-of-way, shall be followed.
- The parking of construction personnel vehicles shall not occur in any manner so as to block access to or through any public alley, sidewalk, or street. The Village may restrict construction-related parking in any particular location on a public right-of-way if the Village determines that such parking has a significant adverse impact on neighboring property or traffic control. All uses of vehicles shall also comply with applicable regulations related to parking and time of operation of vehicles.
- Oversized construction vehicles will be allowed only on those streets or rights-of-way designated by the Director of Engineering Services.
- All trees and other vegetation on the public right-of-way shall be protected from damage by means of appropriate fencing. Fencing around trees on the public right-of-way shall be placed so as to protect the critical root zone, which is that circular area under the tree as determined by a one-foot radius for each one-inch in diameter. All tree protection measures set forth in any approved Tree Protection Plan must also be followed.
- Airborne particulates shall be controlled at the construction site at all times during work.
- When determined by the Director of Engineering Services to be appropriate and practicable, the applicant shall cause a gravel mat to be installed at the construction site.
- The making of, continuing, or causing to be made or continued any excessive and unnecessary loud and raucous sound or noise or any unnecessary sound or noise which because of its volume, duration or character annoys, disturbs, injures or endangers the comfort, health, or safety of reasonable persons of ordinary sensibilities shall not be allowed.
- No person shall undertake any work from which the discharge of any wastewater will be cause or associated, without prior approval of the Director of Engineering Services.
- Stormwater shall be managed during all phases of demolition and construction so as not to impact adjacent properties and/or any public right-of-way and in accordance with any approved Grading and Stormwater Management Plans submitted as part of the permitting process.
- On-site electricity is required for construction-related work as soon as is practicable.
- To the extent any existing structure is to be demolished and replaced with new construction, no permit for demolition shall be issued until the existing sewer and water services have been disconnected at each main and the new sewer and water services have been installed and stubbed to the parkway. In addition a complete building permit application must be submitted to the Community Development Department. If construction does not commence within 60 days after demolition has occurred at the site, or within 30 days after the issuance of a building permit, whichever is less, then, weather permitting, the construction site must be properly graded and sodded until such times as construction commences.
- No loading, unloading, or storage of demolition debris, spoil or construction materials shall be permitted within any right-of-way, on any public property or within ten feet of any right-of-way adjacent to public or private property, unless specifically approved by the Village.
- All other applicable requirements of the Wilmette Village Code shall be adhered to.