

VILLAGE OF WILMETTE

Construction/Demolition Permit Handbook

Typical projects and tasks that require a building permit are listed below. The Community Development Department and the Engineering Department reserve the right to review and require a permit for any proposed work. Note: This list pertains to typical single-family projects only.

Group 1

- Awnings and canopies
- Air conditioning
- Bath tub/shower replacement
- Boilers, heating units
- Cabinets (kitchen, bath, etc.)
- Chimneys, below roof line
- Clean outs/sewer repair
- Decks
- Demolition of an accessory structure
- Demolition of a detached garage
- Doors (change in size or location)
- Drain tile (exterior and interior)
- Driveways, private property
- Drywall, plaster, over 100 s.f.
- Electrical service, new, upgrade or temporary
- Elevators/wheelchair lifts
- Fire damage and structural repairs
- Fireplaces
- Framing, interior (floors, walls, roofs)
- Footings, foundation walls, stairs, slabs
- Fuel tank installation or removal
- Furnaces
- Garbage disposal units
- Generators
- Hot tubs, jacuzzi, spas (inside)
- Insulation
- Interior piping changes
- Lawn sprinkler systems
- Low voltage wiring
- Outlets or lights, new, including exterior
- Patios
- Railings
- Ramps (for wheelchairs, etc.)
- Satellite dishes, over 18" in diameter
- Security systems (see Police Department)
- Sewage disposal systems
- Sewer service changes
- Sheds, over 64 s.f. or on a solid base
- Siding, over 100 s.f.
- Skylights
- Smoke detectors, directly wired, new

Group 1 (continued)

- Solar panels
- Sport courts - tennis, basketball, etc
- Sprinkler systems for fire protection
- Stairways
- Steps
- Sump or ejector pumps
- Tents, for temporary uses (see tent handbook)
- Tile, over 100 s.f.
- Trailers (construction, sales, etc.)
- Walks, private property
- Water service changes
- Windows (change in size or location only)

Group 2

- Additions – expanding building footprint
- Additions – building above an existing structure only
- Carports
- Driveway apron, public property (new and repair)
- Garages, new and replacement
- Geothermal heating systems
- Grading changes
- Hot tubs and jacuzzi (outside)
- New single-family home
- Porches (open and enclosed)
- Sidewalks and carriage walks, public property
- Retaining walls
- Street openings/curb openings
- Swimming pools and spas, installation
- Swimming pools and in-grounds spas, removal

Group 3

- Demolition of a coach home
- Demolition of a single-family home

Group 4

- Dumpsters (temporary)
- Fences, arbors, trellises (new or repair)
- Portable storage containers
- Roofs (new and repair over 100 s.f.)
- Tree removal (10" DBH or greater)

Village of Wilmette

Permit Application Required Submittals and Checklist

For projects in **GROUP 1 OR 2**, please submit:

- Completed permit application Page A sections 1 through 3, including:
 - Estimated cost of construction
 - Owner information
 - Applicant information
 - Contractor information, including professional license and insurance information where applicable
- Completed permit application Page C
- Boundary Plat of Survey (if exterior work proposed)
- Two sets of construction plans
- Floor area ratio worksheets (if change in lot coverage or floor area)
- Tree protection affidavit (if there is change in structure footprint on the lot) (see pages 14 and 20-21 of this handbook)
- Permit deposit/plan review fee
 - Due at the time of application
 - See the fee schedule for the fee amount
- For **additions above an existing structure**, completed permit application Page B sections 4 and 8
- For **new residential construction**, completed Entry Authorization Form (see pages 8 and 26 of this handbook)
- For **new single-family construction or an addition that includes substantial remodeling** of an existing structure, completed ResCheck checklist
- For **new single-family construction**, completed Building Height Certification Form (see pages 7 and 27 of this handbook)
- For **new single-family construction or an addition that expands the footprint by 50% or more**, completed Tree Canopy Worksheets (see pages 13 and 28-30 of this handbook)
- For **new single-family construction** that includes a fire sprinkler system, fire sprinkler submittals (see pages 8-9 of this handbook)

Construction signage must be posted (see pages 7 and 15 of this handbook)

Have questions? Contact us at (847) 853-7550 or at comdev@wilmette.com
Visit our website at www.wilmette.com
Visit the office at 1200 Wilmette Avenue, Wilmette, Illinois, 60091 on
Monday, Tuesday, Thursday, and Friday from 7:30 a.m. to 4:30 p.m. and
on Wednesday from 7:30 a.m. to 2:00 p.m.

For projects in **GROUP 2**, please **ALSO** submit:

- Completed permit application Page B, sections 4, 5 and 8
- Boundary plat of survey
- Grading permit neighbor notification affidavit (see pages 9 and 22-23 of this handbook)
- Completed grading permit submittal checklist, **page 32** of this handbook
- Required submittals from checklist on **page 32** of this handbook
- Site development plan application (see page 13 of this handbook)
- Site development plan – 11” x 17” in size

Village of Wilmette
Permit Application Required Submittals and Checklist (Continued)

For projects in **GROUP 3**, please submit:

- Completed permit application Page A sections 1 through 3
 - Completed permit application Page B sections 4 and 5
 - Completed permit application Page C
 - Completed demolition checklist, including all attachments/supporting documents (separate packet)
- Demolition/construction signage must be posted (see pages 7 and 18 of this handbook)
Demolition notice is required to nearby properties (see pages 7 and 24-25 of this handbook)

For projects in **GROUP 4**, please see page 5 of this handbook.

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Village of Wilmette Summary of Permit Submittals by Project Type

The following tables summarize the necessary permit submittals by project type.

Required Submittals	New House	Addition Out (Change in Footprint)	Addition Up Only (Above Existing)	Detached Garage	In Ground Swimming Pool and Spa ⁽³⁾
Permit Application Page A Sections 1-3	X	X	X	X	X
Permit Application Page B Section 4	X	X	X	X	X
Permit Application Page B Section 5	X	X		X	X
Permit Application Page B Section 6	X				
Permit Application Page B Section 7	When street is to be opened				
Permit Application Page B Section 8	X	X	X	X	
Permit Application Page C	X	X	X	X	X
2 Copies of Plat of Survey	X	X	X	X	X
2 Sets of Building Plans	X	X	X	X	X
ResCheck	X	X	X		
FAR Worksheet Packet	X	X	X	X	
Building Permit Deposit Payment	X	X	X	X	X
Grading Permit Plan Review Fee	X				
Tree Notice Affidavit	X	X		X	X
Plumbing Contractor Letter of Intent	X	X	X		X
Grading Plan	X	X			
Grade Elevations				X	
1 Copy of Site Plan for Engineering	X	X		X	X
Neighbor Grading Notice Affidavit	X	X		X	X
Tree Canopy Coverage Worksheet	X	X ⁽¹⁾			
Entry Authorization Form	X				
Site Development Plan	X	X		X	X
Contractor Acknowledgement	X	X		X	X
Dumpster Permit	When a dumpster is to be used				
Tree Removal Permit	For any tree 10" DBH or greater that is to be removed				
Demolition Permit	X			X	
Water/Sewer Disconnect Permit	X				
3 Sets of Fire Sprinkler Plans	X ⁽²⁾				
1 Set of Cut Sheets for Sprinkler	X ⁽²⁾				
Fire Plan Review Fee	X ⁽²⁾				

- (1) Tree canopy coverage worksheet required for addition projects that expand the building footprint by 50% or more.
- (2) Fire sprinkler submittals and plan review fee apply only when a fire sprinkler system is proposed. See page 8 for information about when fire sprinkler systems are required.
- (3) All swimming pool and/or spa requests require Administrative Zoning Review Committee review. Please see the separate handbook for swimming pools and spas.

Village of Wilmette
Summary of Permit Submittals by Project Type - Continued

Required Submittals	Decks	Driveways	Interior Remodeling	Patios	Porches
Permit Application Page A Sections 1-3	X	X	X	X	X
Permit Application Page B Section 4					
Permit Application Page B Section 5					
Permit Application Page B Section 6		If public property			
Permit Application Page B Section 7					
Permit Application Page B Section 8		If public property			
Permit Application Page C	X	X	X	X	X
1 Copy of Plat of Survey	X	X		X	X
2 sets of Plans	X	X	X	X	X
FAR worksheet packet	If >6.5' above grade				X
Plan Review Fee	X	X	X	X	X
Tree Notice Affidavit	If change to footprint only				
Plumbing Contractor Letter of Intent			X		
Dumpster Permit	When a dumpster is to be used				
Tree Removal Permit	For any tree 10" DBH or greater that is to be removed				

Required Submittals	Air Conditioners	Fences	Generators	Roofing	Satellite Dish
Permit Application Page A Sections 1-3	X	Separate app	Separate app	Separate app	X
Permit Application Page C	X		X		X
1 Copy of Plat of Survey	X	X	X		X
2 sets of Plans	Site plan with location		Site plan with location		
Other Information		Details on fence	Generator and transfer switch specs	Details on roofing work	
Plan Review Fee	X		X		
Dumpster Permit	When a dumpster is to be used				
Tree Removal Permit	For any tree 10" DBH or greater that is to be removed				

Required Submittals	Dumpster	Portable Storage Containers	Tree Removal
Permit Application	X	X	X
Plat of Survey or Site Plan			X
Other Information	Duration on site, location on site	Duration on site, size of unit	Species and size of trees to be removed

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Dumpster permit application	Permit application pages A, B, and C
Fence permit application	Site development plan application
Floor area worksheets (available on website)	Tree removal permit application

Village of Wilmette Explanation of Requirements

Building Height Certification

For new residential construction only, a building height certification form is required to be submitted at the time a demolition permit is filed. The building height certification form is on page 27 of this handbook. To complete the form, follow these steps:

1. Identify the established front yard setback for the subject property. Contact Community Development at (847) 853-7550 to confirm the established setback.
2. Identify the existing pre-construction elevations on the existing grading plan for the new home.
3. From the grading permit submittal, calculate the existing elevation of grade.
4. Add the proposed building height to the elevation of grade.
5. Identify the elevation of grade on the building plans.

The grading plan submittal should include identifying the two elevation points that make up pre-existing grade. The building permit plans should indicate the grade for height purposes on the elevation and/or building section.

Construction Water

When a service address is not equipped with a water meter, including water service for construction activities temporarily supplied, the water customer will be billed a flat rate of \$5 per day on their water bill. For more information about your water bill, contact the Finance Department at (847) 853-7620.

Construction Signage Required

The site maintenance ordinance requires that all construction sites post construction signage that contains the name and telephone number of the general contractor and the week construction is expected to commence. The signage is to be posted not less than 7 days in advance of the start of construction and is to remain until the construction is completed. There are specific requirements for the content and size of this signage, which may be found on page 18 of this handbook.

For demolition and new construction, a construction sign specifically stating this is required. The signage must contain the name and telephone number of the general contractor and the week demolition is expected to take place. The signage is to be posted not less than 7 days in advance of the demolition. The signage is to remain until the completion of demolition or new construction, whichever is longer. There are specific requirements for the content and size of this signage, which may be found on page 19 of this handbook.

Demolition Notice Requirements

The site maintenance ordinance requires that an applicant provide written notice of the specific date of demolition at least 24 hours in advance of the actual demolition. Such notice is to be provided to nearby residents. The notice form is on page 24 of this handbook. An affidavit certifying the completion of this notice is to be submitted to the Village upon completion of the notice. The affidavit form is on page 25 of this handbook.

Dumpster Permit

A dumpster permit is required whenever a dumpster is to be used for a project. The Village has contracted with Veolia, therefore only Veolia dumpsters may be used for demolition and construction. Dumpsters are required to be placed on private property. If there is no room on private property, an inspection of the site must be made to determine if the dumpster can be placed on public property. If the dumpster is approved to be placed on public property, a \$400 deposit will also be required at the time of permit issuance. This will be refunded after the dumpster is removed and the right of way inspected. For a dumpster permit application, please see the Village staff for the separate form.

Entry Authorization for New Construction

The site maintenance ordinance requires that every applicant seeking a permit for new construction submit authorization granting the Village permission to enter the construction site and to take any remedial action deemed necessary upon failure of the property owner to comply with the terms of the site maintenance ordinance. The entry authorization form is on page 26 of this handbook.

Fire Sprinkler Systems/Use of Light-Weight Construction

Effective August 1, 2010, an approved automatic fire sprinkler system is to be installed in all new one- and two-family dwellings and townhouses where light weight frame construction is used.

Light-weight frame construction shall be defined as a type of construction whose vertical and horizontal structural elements are primarily formed by a system of repetitive wood or cold-formed steel framing members. The wood elements are comprised of engineered structure elements such as trusses, glue laminated beams, truss-type open-web or perforated floor joists; I-joists, structural composite lumber, structural insulated panels, and wood structural panels. Traditional milled or sawn-cut dimensional lumber such as “2x4”, “2x6”, “2x8”, “2x10” and continuing are not considered as light-weight frame construction.

When an automatic fire sprinkler system is installed, it shall be installed in compliance with the following codes:

2006 International Fire Code

2006 National Fire Protection Association (NFPA) Life Safety Code, as amended

NFPA 13D Standard on fire Sprinklers for One and Two Family Dwellings and Townhomes

Fire Department Requirements and Design Expectations

- Installation shall be performed by a licensed plumber or fire sprinkler contractor
- Audible and Visual alarm shall be installed on exterior of home
- Domestic water service may be utilized, tied in before the meter
- All materials must adhere to CPVC product listings. (Includes fire stopping)
- All new piping shall be hydrostatically tested for 2 hours at 200 PSI (manufacturer’s recommendations)
- **Do not** have communication wiring contact CPVC, guards shall be installed
- Attached garages shall be protected by sprinkler installed in common wall, dry type sprinkler
- Head coverage for all rooms to be field verified
- 6” inside bell shall be mounted to bottom of duct work

Permit and Review Process

In addition to the required building and grading permit submittals, for a fire sprinkler system, please also submit:

- Three sets of fire sprinkler plans to Community Development

- Full set of cut sheets for all components including pipe, backflow, flow switch, sprinklers, and glue.
- Payment of the review fee of \$100 plus cost of consultant, if any.

Inspection Process

The following additional inspections will be during required during the construction process to ensure that the fire sprinkler system is installed properly. See pages 15-17 for a list of building, fire, plumbing, and engineering inspections.

- Rough
- Pre-drywall
- Final
- Hydrostatic

For more information, contact Rick Ciccione, Assistant to the Chief at ciccione@wilmette.com or (847) 853-7693 or Mike McGreal, Deputy Fire Chief, at mcgreal@wilmette.com or (847) 853-7658.

Grading (Land Disturbing Activity) Permit and Notification Requirements

Projects that require a grading permit include but are not limited to:

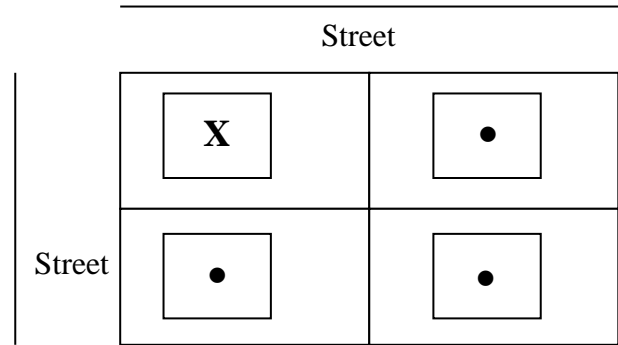
- construction of new homes or buildings;
- construction of new garages or auxiliary structures that change 10% or more of the existing structure's footprint;
- installation of in ground swimming pools;
- construction of an addition to an existing structure that changes 10% or more of the existing structure's footprint;
- landscaping that changes the grade of the site such that existing drainage flows will be altered;
- any project that includes the creation of a foundation;
- land disturbing activity proposed in a floodplain as established by the Federal Emergency Management Agency (FEMA);
- any land disturbing activity equal to or greater than 1 (one) acre in area; and,
- demolition of any building or structure.

Land Disturbing Activity Adjacent Property Notification

- Property owners of all adjacent property are to be notified of the land disturbing activity. The notice form is on page 22 of this handbook.
- No grading permit will be issued until five (5) days after the notice of construction has been received by adjacent property owners.
- The applicant must submit an affidavit attesting that he/she has provided proper notice to the adjacent property owner(s), indicating who was notified and when on the affidavit. The affidavit form is on page 23 of this handbook.

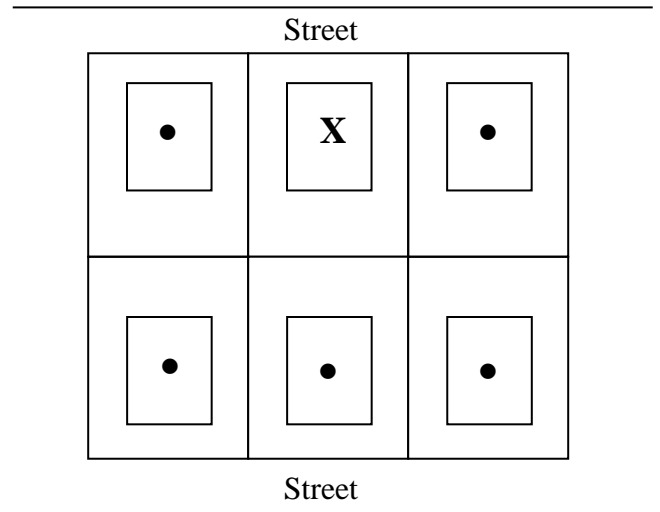
Example of notice area for corner lot

Notify 3 adjacent properties, regardless of presence of alley in between



Example of notice area for mid-block lot

Notify 5 (or more) adjacent properties, regardless of presence of alley in between



Grading Plan Requirements

When a grading plan is required, the following information should be provided on the plan:

- North arrow
- Legend
- Scaled drawings
- Scale of drawing
- Zoning classification
- Site address
- Identification of nearest intersection and/or adjacent streets
- Existing and proposed topography of the entire site take at one foot (1') intervals
- Contour intervals that extend a minimum of twenty-five feet (25') off-site or sufficient enough to show on- and off-site drainage
- Site property lines and all drainage and utility easements on, under or across thereto
- Location and representation of all existing natural drainage and run-off patterns, swales and flows, as well as manmade drainage facilities, and all proposed natural and manmade drainage facilities, including all surface and subsurface drainage devices, walls, cribbing and dams on or within 50 feet of the site
- Delineation of the drainage area which may include the area served by all existing and proposed downspouts, footing drains and sump pump discharges, and the disposition of discharge therefrom
- Location of the proposed areas of excavation, fill, storage and disposal of earth materials, including the method of soil protection such as seeding, burlap, or hay bales

- Location and identification of existing vegetation, proposed vegetation to be placed on the site, and vegetation to be removed from the site, specifically including the location, species and size in diameter breast height (DBH) stated in inches and measured at four and one-half feet above the existing grade at the base of every existing tree located on the subject property
- Location of any existing and proposed buildings and structures, including top of foundation, garage slab, and elevations of proposed finished grade at all significant points around the proposed building or structure, including window wells, patios and swimming pools
- Impervious surface area calculation
- Delineation of the measures that will be used to control surface erosion and run-off from the site after all buildings, structures and permanent improvements have been erected on the site
- Elevation and descriptions of the benchmark utilized for the site grading plan. The FEMA datum should be used for all properties located either entirely or partially in the regulatory floodplain
- Certification that the proposed project will not result in drainage, erosion or run-off which adversely impacts adjacent properties or the public rights-of-way. Site plan to be stamped as such.
- Three to five representative cross-sections for each side yard between another residence. Cross-sections shall extend between the top of foundation (T/F) of the proposed residence to the T/F of the existing residence
- Locations of all manholes, utility structures, fire hydrants, street lights, curbs, sidewalks, transformers, junction boxes and pads/pedestals located in the public right-of-way, or in any easements on the subject property
- To the extent the site grading plan includes a connection to a Village storm sewer, provide the size and location of all sanitary and storm sewers, water mains, and open ditches located in the public right-of-way or in any easement. The rim and invert elevation shall be provided for all storm and sanitary structures within or near the vicinity of the subject property. The direction of flow for all storm and sanitary sewers and open ditches must also be provided, as well as the methods to be used to protect them

Special note for projects located within a flood area

- New construction located within a flood area identified in the current FEMA flood plain maps must provide elevations of the property using USGS datum. Please contact the Engineering Department at (847) 853-7660 for benchmark locations.
- Please check the Village website (www.wilmette.com) to review the FEMA flood plain maps. Residents can also check <https://msc.fema.gov> or <http://www.floodsmart.gov> for more information.
- New construction within a flood area must follow the requirements of Chapter 9, Appendix 9A of the Village code.

For a grading permit, please complete Permit Application Page A Sections 1 through 3 and Permit Application Page B Sections 4 and 5. The engineering submittal checklist is on page 32 of this handout.

Pavement Degradation Fee

For work that requires the opening of a street to access utilities, a pavement degradation fee may be required. Because street openings shorten the life of a street, a pavement degradation fee may apply, based on the size of the opening, the material of the street, and the condition of the street. For the pavement degradation fee, please complete Permit Application Page A Sections 1 through 3 and Permit Application Page B Sections 4 and 7.

Permit Expiration After Issuance

All permits, except for dumpster, fence, grading, portable storage container, and roof permits, are issued for a 12-month period. If the applicant anticipates that construction may take longer than 12 months, permits may be issued with an 18-month time limit, upon payment of 150% the 12 month permit fee at the time the permit is issued. If the construction exceeds the time limit of the permit, either 12 or 18 months, the permit must be renewed before construction may continue. Permits may be renewed for 100% of the original permit fee. If not renewed, the permit will be considered expired and no further inspections will be conducted until the permit is renewed. Any continuation of work under an expired permit may be subject to citation and fines.

Permits from Other Agencies

Some work may require a permit from other agencies such as the Illinois Department of Transportation (IDOT) and Metropolitan Water Reclamation District of Greater Chicago (MWRDGC). Most often, these are projects that involve work on major road and lakefront properties. Demolition of homes and detached garages requires proof of Cook County demolition permit. The Village will **not** issue building or other permits until all permits from other agencies are obtained. Please contact the Village if you have questions about how these requirements apply to your project.

Right-of-Way Permit

If there is any work on the public right-of-way included as part of the project, a public right-of-way permit is required. This permit is in addition to any permits required for work on private property. Some of the most common projects requiring a right-of-way permit are listed below. A refundable deposit of \$1,000 is required upon issuance of the right-of-way permit. For a right of way permit, please complete Permit Application Page A Sections 1 through 3 and Permit Application Page B Sections 4 and 5.

- curb cuts
- driveway aprons
- carriage walks
- trenching/boring for utilities
- sidewalks
- sewer/water upgrades

Right-of-Way Protection Deposit

The site maintenance ordinance requires a deposit of \$1,000 to be filed prior to the issuance of any building permit to be held for the repair of any damage to the public right-of-way caused by the construction work and not otherwise repaired, replaced or otherwise remedied by the property owner. The deposit applies to building permits for new construction, additions, detached garages, and swimming pools. The deposit is not required for decks, porches, patios, driveways, sidewalks, spas, interior remodeling, plumbing or electrical work. The applicant is asked to call for an inspection of the right-of-way after the project is completed to facilitate a partial or full refund of the deposit as appropriate.

School Walking Route

Construction and demolition work that takes place at a property along a school walking route is subject to the addition requirements listed below. School walking routes are to be indicated on the site development plan, where applicable (see page 13). The school walking route map may be viewed on the website at www.wilmette.com or at the Community Development Department at Village Hall.

- 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.

Site Development Plan

A site development plan is required for any project that requires a grading permit (see above). No building permit will be issued until the site development plan is submitted and approved and a signed contractor acknowledgement of site maintenance requirements has been submitted. For a site development plan application, please see the Village staff for the separate form.

Site Development Plan Requirements

The plan is to be drawn to scale on an 11 x 17" sized copy of the site plan and should contain the following information:

- The location of the six (6) foot chain link fence around the perimeter of site, disturbed areas, excavation, and stockpiles;
- The location of all silt fencing to be installed around the perimeter of site, disturbed areas, excavation, and stockpiles;
- Tree protection measures for all parkway trees, and any applicable measures for trees located on private property;
- The location of the demolition or construction sign;
- Source and location of construction electricity and water, including water meter, as well as the location of any generator and/or compressor equipment;
- The location of portable toilets, if required;
- The location of school walking route, if applicable;
- 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 right-of-ways. If the right-of-way is to be obstructed, then an alternate pedestrian traffic plan must also be identified; and
- The proposed location for storage of materials and spoils on the subject property, including the location of the dumpster(s).

Site Maintenance Requirements

Construction sites are to be maintained in a safe and clean manner throughout construction. All construction sites must comply with the site maintenance requirements. These requirements may be found on Permit Application Page C.

Tree Canopy Coverage Requirements

New construction in a residential district and residential additions that are expanding the structure footprint by 50% or more must meet tree canopy requirements. Tree canopy coverage for lots with this type of construction must maintain a tree canopy of 35% of the total lot area. To obtain approval of the tree canopy, please provide a copy of the plat of survey or site plan showing the location of the tree(s). You will also be asked to note the size, species, and reason for removal and to provide the contractor information on the permit application. Building permits for qualifying construction will not be issued until the tree canopy worksheets have been approved. The tree canopy worksheets are on pages 28-30 of this handbook.

For more information on tree canopy requirements, please contact the Forestry Division of Public Works at (847) 853-7500 or forestry@wilmette.com.

Tree Protection and Notification Requirements

Tree protection measures are required on private property and notification to neighboring properties of construction work where there is a tree within 15' of the lot line.

Tree Protection Measures Required

Applicants who undertake any construction work that results in a change to the footprint of the structure(s) on the property are required to provide tree protection measures for protected trees, which are defined as any tree that is 10" or greater in DBH (diameter at breast height). Work that results in a change to the footprint of the structure(s) includes:

- New construction
- Additions
- New accessory structures (detached garage, swimming pool, etc.)
- Expansion of and new driveways, sidewalks, decks, patios, etc.

- Does not apply to exact replacement of driveways, sidewalks, decks, patios, etc.

All protected trees shall be protected with temporary fencing placed along the Critical Root Zone (CRZ). The area of the CRZ is defined as 1' for every 1" of tree diameter at breast height. The temporary fencing shall be secured with metal posts no farther apart than 3' on center. To the extent the property owner has demonstrated that it is not reasonably practical to install a temporary fence along the entire CRZ, the Village shall have the authority and discretion to modify these requirements, including requiring that a surface barrier such as mulch and plywood be placed on those areas unprotected by fencing.

Neighbor Notification

- The property owner(s) of any tree within 15 feet of the lot line must be notified prior to a building permit being issued for work on the applicant's property. The notice form is on page 20 of this handbook.
- No building permit will be issued until five (5) days after the notice of land disturbing activity has been received by adjacent property owners.
- The applicant must submit an affidavit attesting either that there are no neighboring trees within 15 feet of the lot line or that he/she has provided proper notice to the adjoining property owner(s), indicating who was notified and when on the affidavit. The affidavit form is on page 21 of this handbook.

For more information on tree protection requirements, please contact the Forestry Division of Public Works at (847) 853-7500 or forestry@wilmette.com.

For more information on the permit process, please contact the Community Development Department at (847) 853-7550 or comdev@wilmette.com.

Tree Removal Permit

A tree removal permit is required to remove any tree 10" or greater in diameter at breast height (DBH). There are currently no restrictions on the size or type of trees that may be removed and no requirements for replacement, except that removal of trees must be consistent with the tree canopy requirements that apply to new homes and substantial additions (see page 13). For a tree removal permit application, please see the Village staff for the separate form.

Village of Wilmette Building and Fire Inspections

It is the applicant's responsibility to call for an inspection.

Inspection requests must be made at least 24 hours in advance. Building inspections are scheduled in the morning from 8:00 a.m. to 12:00 p.m. and in the afternoon from 1:00 p.m. to 3:00 p.m. Monday through Friday. Additional inspections for compliance with the 2009 International Energy Conservation Code are not listed here. See page 16 for more information about plumbing inspections. See page 17 for engineering inspections.

CALL (847) 853-7550 TO SCHEDULE AN INSPECTION

Please have the project number ready when you call.

- Footings (pre-pour)
- Foundation and drain tile
- Base for pavement/slabs, sidewalks, driveways, patios, etc., on private property
- Spot survey, required after foundation pour; **NOTE:** Upon approval, post pink approval sticker; framing work is not to proceed until this approval has been issued.
- Sewer and ground work on private property
- Water and ground work on private property
- Elevation survey (height of 1st floor above grade); **NOTE:** Upon approval, post green approval sticker; framing work is not to proceed until this approval has been issued.
- Framing rough – contractor should be on site for inspection
- Plumbing rough – contractor should be on site for inspection
- Electrical rough – contractor should be on site for inspection
- HVAC rough
- Fire sprinkler rough
- Roof material – wood shingles/shakes only, prior to installation
- Electrical service
- Rough masonry/fireplace
- Insulation
- Fire sprinkler pre-drywall inspection
- Basement and garage floors
- Plumbing final – contractor should be on site for inspection
- Lawn sprinkler final, on private property
- Lawn sprinkler final, on public property
- Electrical final – contractor should be on site for inspection
- Construction final – contractor should be on site for inspection
- Fire sprinkler final
- Fire sprinkler hydraulic test

Village of Wilmette Plumbing Inspections

Effective July 24, 2013, SAFEbuilt is conducting plumbing inspections for the Village of Wilmette. The following is a list of common items they look for on **plumbing** inspections. See page 15 for building and fire inspections. See page 17 for engineering inspections.

Underground

1. Roll vents up on 45.
2. More than one 90 degree turn requires cleanout.
3. Foundation must be backfilled and have ladder ready.

Rough

1. Roll vents up on 45.
2. Hangers every 4' maximum on PVC.
3. J-hooks upside down to have support under pipe.
4. 75lb air test or water on.
5. 25lb air test on gas pipe.
6. Kitchen sink vents cannot be run horizontal below spill level.
7. Maximum 4' from vent to trap on kitchen sink waste arm.
8. Maximum one lav into water closet for wet vent.
9. Need cleanout at base of stacks in basement.
10. Ejector must discharge into 4" pipe.
11. Main water line to be full size to heater and first set of risers.
12. Future vents more than ten feet from ejector basin must be connected.
13. Brace all water pipe. Brace look out for bathtub spout.
14. Maximum 6 D.F.U. on 2" horizontal waste.
15. Master bath tub sprays must have a dual check.
16. Dual check required on water supply to steam units.
20. Stack test required.

Final

1. Minimum 120 degree water and temper showers from 85 to 115 maximum.
2. Toilets tight and don't rock.
3. Seal around all pipes through walls
4. Grate on floor drain.
5. Pipe relief valve on heater to 6" from floor.
6. Sump pit minim 2" above floor.
7. Gaskets installed on ejector lid and all bolts installed.
8. Dishwasher hose strapped up to counter top.
9. Future waste pipe capped off.
10. Future water capped within two feet of main.
11. Everything must be complete.
12. Laundry tubs must be secured.
13. Double wye with a clean out required on kitchen sink.
14. Vacuum breaker on all hose threads
15. Water meter installed

Village of Wilmette Engineering Inspections

It is the applicant's responsibility to call for an inspection.

Inspection requests must be made at least 24 hours in advance. Engineering department inspections are conducted daily Monday through Friday. See page 15 for building and fire inspections. See page 16 for more information about plumbing inspections.

CALL (847) 853-7550 TO SCHEDULE AN INSPECTION

Please have the project number ready when you call.

- Top of foundation **
- Base for pavement/slabs, sidewalks, driveways, patios, etc., on public property
- Sewer and ground work on public property
- Water and ground work on public property
- Pre-pour of public street patch
- Lawn sprinkler final, on public property
- Grading pre-sod – before sod is laid **
- Grading final – after sod is laid **
- Provide As Built drawings to the Engineering Department ** (showing actual constructed utilities and grade elevations compared to proposed)
- Deposit refund – final right-of-way restoration and/or final grading

**** FOR NEW HOMES ONLY**

The top of foundation and grading inspections for new homes (as noted above **) are conducted by Christopher B. Burke Engineering, Ltd. (CBBL). These inspections are scheduled between 9:30 a.m. and 2:30 p.m. Monday through Friday. Please provide a minimum of 24 hours' notice. To schedule, call Dan Lynch at Christopher B. Burke Engineering: (847) 823-0500.

When in doubt, call the Engineering Department at (847) 853-7660.

Village of Wilmette
Construction Sign Specifications

Construction projects shall post the following notice for the duration of the construction:

48"

These letters should be 4" H x 2" W

CONSTRUCTION SITE

CONSTRUCTION WILL BEGIN ON THIS SITE ON:

THE BUILDER/DEVELOPER OF THIS PROJECT IS:

AND CAN BE REACHED AT:

These letters should be 3" H x 1" W

Contact the Community Development Dept. at 847-853-7550 for information on construction requirements

48"

The sign shall be of weather-resistant construction with black lettering on a white background.

Signs may be provided by the vendor of your choice including these Wilmette Chamber of Commerce members:

Mid-Central Printing and Mailing
1225 Central Ave.
Wilmette, IL 60091
847-251-4040

Speedpro Imaging North Shore
8246 Kimball Avenue
Skokie, IL 60076
(847) 983-0095

**Village of Wilmette
Demolition and New Construction Sign Specifications**

Demolition and New Construction projects shall post the following notice for the duration of the demolition and construction:



The sign shall be of weather-resistant construction with black lettering on a white background.

Signs may be provided by the vendor of your choice including these Wilmette Chamber of Commerce members:

Mid-Central Printing and Mailing
1225 Central Ave.
Wilmette, IL 60091
847-251-4040

Speedpro Imaging North Shore
8246 Kimball Avenue
Skokie, IL 60076
(847) 983-0095

**NOTIFICATION TO ADJACENT PROPERTY OWNERS
REGARDING TREE PROTECTION DURING CONSTRUCTION**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property _____

Name of Property Owner _____

Phone No. of Property Owner _____

Name of Contact Person _____

Phone No. of Contact Person _____

PLEASE BE ADVISED that a building permit application has been submitted to the Village of Wilmette for the above-referenced property. Pursuant to Section 9-4.5 of the Wilmette Village Code, no building permit subject to the notification requirements can be issued by the Village until five (5) business days after receipt of notice by any and all adjacent property owners.

Notice is being provided to you as an adjacent property owner whose property contains one or more trees within 15' of the property lot line. This notice is intended to give you the opportunity prior to the initiation of construction to discuss what impact, if any, there may be to the tree(s) on your property. You may contact the person(s) listed above in this regard.

Should you have additional questions regarding the requirements feel free to contact the Forestry Division at (847) 853-7600 and TDD (847) 853-7634 between the hours of 7:00 a.m. and 3:00 p.m. Monday through Friday.

**Village of Wilmette
Notice of Construction/Tree Protection
Affidavit of Compliance**

INSTRUCTIONS:

1. Identify all adjacent properties that contain a tree within 15 feet of the property line.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by registered or certified mail return receipt requested; or by hand delivery.
3. Complete this Affidavit with the information requested below and submit to the Village.

ADDRESS OF SUBJECT PROPERTY: _____

I, _____, state upon oath that I have complied with the applicable
(Print Name of Person Completing Affidavit)
notice requirements of Section 9-4.5 of the Wilmette Village Code in that (*check A or B*):

- A. There are no adjacent properties that contain a tree within 15 feet of the property line.
- B. Written notice has been served and received by all adjacent property owners who have a tree within 15 feet of the property line as identified below.

Address of Adjacent Property	Name of Property Owner(s)	Service		Date Notice Received
		Hand Delivery	Mail	
		<input type="checkbox"/>		

Subscribed and sworn before me
this ____ day of _____, 20 ____.

NOTARY PUBLIC

(SEAL)

(Signature of Person Completing Affidavit)

Date: _____

**NOTIFICATION TO ADJACENT PROPERTY OWNERS
REGARDING LAND DISTURBING ACTIVITY**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property _____

Name of Property Owner _____

Phone No. of Property Owner _____

Name of Contact Person _____

Phone No. of Contact Person _____

PLEASE BE ADVISED that land disturbing activity is proposed that may cause disruption to or change the grade of the property mentioned above. Any proposed grade change is required to be designed by a Licensed Professional Engineer and any change in grade must not negatively affect any adjacent property. Alterations caused by the construction activities on the property must be returned to the original grade as required by the Village Code. In accordance with Section 9-3.4.4.3(d) of the Village Code the property owner(s) is/are required to notify adjacent property owners prior to a grading permit being issued for work that will include any land disturbing activity.

Type of work this grading permit covers:

- New Home
- Addition w/foundation
- Porch w/foundation
- Garage
- Grading/Drainage
- Other (specify) _____

For questions or concerns about the grading associated with the above mentioned property, please contact the Engineering Department at (847) 853-7660 (TDD (847) 853-7634) between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

For questions or concerns about the building permit project that may be associated with this notice, please contact the Community Development Department at (847) 853-7550 (TDD (847) 853-7634) between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

**Village of Wilmette
Notice of Land Disturbing Activity
Affidavit of Compliance**

INSTRUCTIONS:

1. Identify all adjacent properties. For the purpose of this notice, adjacent properties include those on either side, behind, and diagonally behind the subject property. Properties that are beside or behind and are across an alley should be notified, however properties across a public street do not require notice.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by certified mail return receipt requested; or by hand delivery. **When giving notice by certified mail, please attach the receipt of delivery to the Post Office and the confirmation of receipt by the recipient.** When delivering by hand, please have the recipient initial and date the form below where indicated.
3. Complete this Affidavit with the information requested below and submit to the Village.

ADDRESS OF SUBJECT PROPERTY: _____

Type of work this grading permit covers:

- | | |
|--|--|
| <input type="checkbox"/> New Home | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Addition w/foundation | <input type="checkbox"/> Grading/Drainage |
| <input type="checkbox"/> Porch w/foundation | <input type="checkbox"/> Other (specify) _____ |

I, _____, state upon oath that I have complied with the applicable notice requirements of Section 9-3.4.4.3(d) of the Wilmette Village Code.

Address of Adjacent Property	Name of Property Owner(s)	Hand Delivery	Certified Mail	Date Received	Neighbor Initials
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Subscribed and sworn before me
this ____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)

(Signature of Person Completing Affidavit)

Date: _____

**NOTIFICATION TO NEARBY PROPERTY OWNERS
REGARDING RESIDENTIAL BUILDING DEMOLITION**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property _____
Name of Property Owner _____
Phone No. of Property Owner _____
Name of Contact Person _____
Phone No. of Contact Person _____
Date of Demolition _____

PLEASE BE ADVISED that a demolition permit application has been submitted to the Village of Wilmette for the above referenced property. Pursuant to Section 9-4.2.2 of the Wilmette Village Code, it is required that at least 24 hours in advance of demolition, specific notice of the exact date upon which demolition is to occur shall be provided to such nearby residents.

Notice is being provided to you as a nearby property owner. This notice is intended to give you the opportunity, prior to the commencement of demolition, to discuss what impact, if any, there may be to your property. You may contact the person(s) listed above in this regard.

Should you have additional questions regarding the requirements feel free to contact the Community Development Department at (847) 853-7550 and TDD (847) 853-7634 between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

**Village of Wilmette
Notice of Demolition
Affidavit of Compliance**

ADDRESS OF SUBJECT PROPERTY: _____

I, _____, state upon oath that I have complied with the applicable

(Print Name of Person Completing Affidavit)

demolition notice requirements of Section 9-4.2.2 of the Wilmette Village Code in that written notice has been served and received by all nearby property owners.

Address of Nearby Property	Name of Property Owner(s)	Service		Date Notice Received
		Hand Delivery	Mail	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Subscribed and sworn before me
this ____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)

(Signature of Person Completing Affidavit)

Date: _____

Village of Wilmette
Entry Authorization for New Construction

This form is to be completed and submitted for all new construction projects.

Address of Subject Property _____

Name of Property Owner _____

Phone No. of Property Owner _____

Name of Contact Person _____

Phone No. of Contact Person _____

The undersigned hereby grants the Village of Wilmette, its employees, agents or subcontractors, the authority to enter the above-referenced property, and take any and all remedial actions deemed necessary by the Village pursuant to Chapter 9, §§9-4.3 and 9-4.4(b) of The Wilmette Village Code, 1993, as amended.

It is understood and acknowledged that any and all loss, damage, costs and expenses, including legal fees and administrative costs, incurred by the Village in the course of exercising its rights pursuant to Chapter 9, §§9-4.3 and 9-4.4(b), or incurred in repairing or restoring damage to the public right of way or other public property, shall be reimbursed by the property owner. The Village shall not be responsible for any loss or damage incurred as a result of exercising its rights under the Chapter 9, §§9-4.3 and 9-4.4(b).

By: _____
Property Owner or Authorized Agent

Date: _____

Village of Wilmette
Building Height Certification
New Single-Family Construction

Property Address: _____

Established Front Yard Setback: _____ (see Community Development Department)

The height of a single-family home is measured from grade. For the purposes of the Zoning Ordinance, grade is defined:

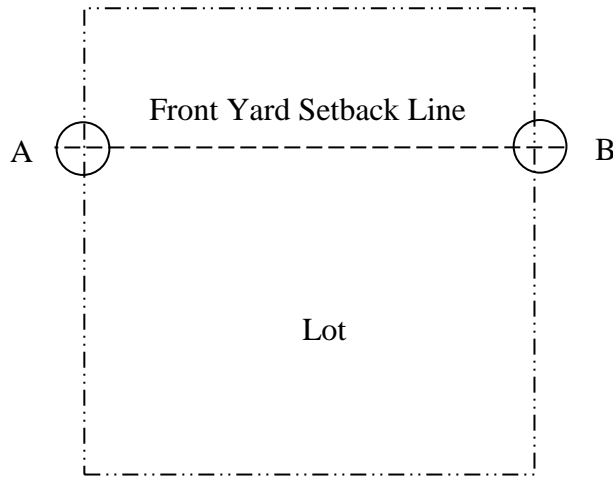
GRADE: The height of the principal structure shall be measured from a baseline elevation that is the computed average of the existing elevations as measured at the side property lines at the required front yard setback line.

“Existing Elevation” or “Existing Grade” shall be defined as the pre-construction elevation of the ground contour or as determined by the Village Engineer.

Calculate Pre-Existing Grade

Pre-Existing Grade Elevations at Intersection of Front Yard Setback at Side Lot Lines

A _____ + B _____ = _____ / 2 = _____



Determine Proposed Building Height

Add pre-existing grade elevation to proposed building height from architectural plans

_____ + _____ = _____
 Pre-Existing Grade Height of Building Proposed Height Above Grade

I certify that the above is true and correct to the best of my knowledge.

_____ _____
 Name/Signature Date

Village of Wilmette
Tree Canopy Coverage Worksheet
Single-Family New Construction and Substantial Addition

ADDRESS: _____

This worksheet is prepared in conjunction with a grading permit application for:

- New single family home:
- Net Increase in 50% or more of lot coverage:

A. Tree Removal Calculation

Are there any trees being removed as a result of the proposed construction? Yes No

If yes, what is the size and species of the tree(s) being removed?

Size (DBH)	Species
_____	_____
_____	_____
_____	_____
_____	_____

Note that trees greater than or equal to 10-inch DBH will require a tree removal permit.

B. Determination of Canopy Coverage Requirements

Determine lot size, not including drainage, utility or access easements or right-of-way:

_____ feet (X) _____ feet (=) _____ sq ft
(A)

Calculation of coverage:

Lot size: _____ sq ft (X) 35% (=) _____ sq ft
(A) (B)

C. Determination of Existing Tree Canopy Coverage

The trees listed in the following table are accurately numbered on the site grading plan and are intended to be preserved during construction. The site grading plan shall include a proper tree preservation and protection plan to mitigate potential damage during the construction process. The size of the existing trees shall be determined from the **actual canopy size measured in square feet**. The mature canopy coverage of Oak trees (24-inch DBH or greater), Hickory trees (16-inch DBH or greater) and American Elm trees (30-inch DBH or greater) may be multiplied by 1.5.*

Please list existing trees including those located on the subject property, an adjacent property or the parkway.

Tree Number	Species	Existing Size (DBH)	Existing Canopy Coverage (sf)	* 1.5 x Bonus	Total Canopy (sq ft)

Total: _____sq ft
(C)

Calculation of Existing Coverage: _____ / _____ = _____%
(C) (A) (D)

If (D) is **35% or greater:** Continue to Section F.

If (D) is **less than 35%:**

For new home: Applicant is required to plant additional trees in order to bring the lot canopy coverage to at least 35% or greater. Continue to Section D.

Calculation of canopy shortage in sq ft: _____ (-) _____ = _____sq ft
(B) (C) (E)

For addition: Applicant is required to maintain the existing tree canopy by replacing with like-DBH the trees being removed. Continue to Section E.

D. Tree Planting Schedule for New Single Family Residential Homes

All proposed new trees to be planted on the subject property shall be credited toward the required minimum canopy coverage based on their projected canopy at maturity. Refer to the Species and Mature Canopy Area Table for this information. The mature size shall be equal to or greater than (E) as calculated above.

Tree Number	Species	Planted Size (DBH)	Mature Size (sf)	Total Canopy (sq ft)

Total: _____sq ft
(F)

E. Tree Planting Schedule for Additions

The trees being removed in Section A shall be replaced with trees of at least 2-inch DBH and also of the same Canopy Size Category as set out in the Species and Mature Canopy Area Table provided for in Section 9-3.4.4.3(C) (2). The site plan shall show the location of the proposed trees and shall reference them by number.

Tree Number	Species	Planted Size
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. Applicant Certification

I hereby certify that the information provided is true and accurate.

Applicant Name (Print)

Applicant Signature

Address

Date

Legend:

- A: Lot size in sq ft not including the public right-of-way, utility, drainage or other easements.
- B: Minimum tree canopy coverage required in sq ft.
- C: Existing tree canopy coverage in sq ft.
- D: Existing tree canopy coverage as percent of total lot area.
- E: Existing tree canopy coverage shortage in sq ft.
- F: Proposed tree canopy to be planted in sq ft.

**Village of Wilmette
Residential Plumbing Fixture Review Sheet**

Address _____

Project Number _____

Scope of work:

- New Construction
- Additions with an increase in water fixtures
- Remodeling with an increase in water fixtures
- New Water Service

	Number Existing	+	Number New	=	Number Total	x	WSFU	=	Load Value
Kitchen Sinks	_____		_____		_____		2		_____
Dish Washers	_____		_____		_____		1		_____
Water Closets	_____		_____		_____		3		_____
Lavatories	_____		_____		_____		1		_____
Bathtubs	_____		_____		_____		2		_____
Showers	_____		_____		_____		2		_____
Washing Machines	_____		_____		_____		2		_____
Bar Sinks	_____		_____		_____		1		_____
Lawn Sprinkler	_____		_____		_____		10		_____
Hose Bib	_____		_____		_____		5		_____
Laundry Tray	_____		_____		_____		3		_____
Other	_____		_____		_____				_____
Other	_____		_____		_____				_____



	Existing	Proposed
Water Service Size	_____	_____
Water Meter Size	_____	_____

Proposed gallons per minute _____

Signature

Name

Date

The Village of Wilmette reserves the right to make the final decision about the water meter and/or water service size.

Fax Number: (847) 853-7702
Attn: Andy Lazar, Nabil Quafisheh

Village of Wilmette Engineering Plan Submittal Requirements
--

All plans (1 full size, 2 – 11x17 to scale) submitted for permit application review must be **properly bound** and include all pertinent information listed below. This Form must be completed and included with your plan submission. Please discuss these requirements with your designer before submitting plans to the Village of Wilmette.

Project Contact Information

Project Address _____ Contact Name _____

Contact Phone _____ e-mail _____

New Construction, Additions Out

Initials	Sheet Description	Comments
_____	1 Full Size Plans (to scale)	_____
_____	2 Half Size Plans 11x17 (to scale)	_____
_____	Cover Sheet	_____
_____	Existing conditions/grades	_____
_____	Proposed grading of property	_____
_____	Proposed Site Plan (CD requirements)	_____
_____	Stormwater Management Plan (silt fence, catch basin filter baskets, etc)	_____
_____	Details and Notes	_____
_____	Proposed Tree Removal*	_____
_____	Tree Canopy Coverage Worksheet*	_____
_____	Tree Protection	_____
_____	Site Development Plan	_____

*Not Applicable for additions less than 50% of original footprint

Additions Up

Initials	Sheet Description	Comments
_____	Proposed Tree Removal	_____
_____	Tree Protection	_____

Detached Garages

Initials	Sheet Description	Comments
_____	Existing conditions/grades	_____
_____	Proposed grading of property	_____
_____	Stormwater Management Plan	_____
_____	Details and Notes	_____
_____	Proposed Tree Removal	_____
_____	Tree Protection	_____
_____	Site Development Plan	_____