

PRINT CLEARLY. ILLEGIBLE AND/OR INCOMPLETE APPLICATIONS WILL BE RETURNED (this is a two sided application)

Property/Owner Information check if applicant

Project Address: _____

Owner Name: _____ Day Phone: _____ Eve Phone: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Contractor Information (if applicable) check if applicant

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Bus Phone: _____ 24 Hr Phone: _____

Email Address: _____

Office Use

Planning/zoning		Building		Engineering	
Approved by:	Date:	Approved By:	Date:	Approved By:	Date
Permit # B19-		Registered:	Bond:	Fee:	Date Issued:

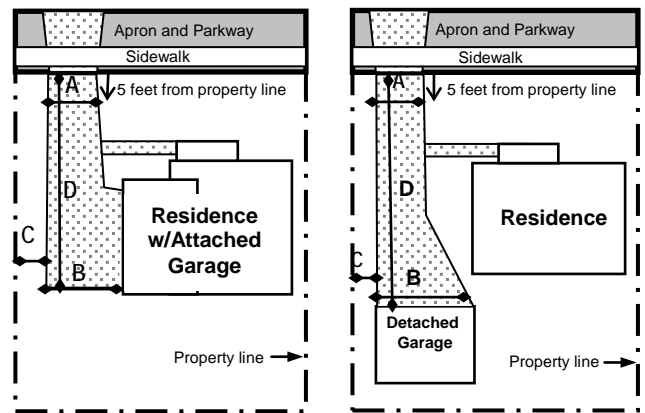
ASPHALT DRIVEWAY CONSTRUCTION REQUIREMENTS:

- Asphalt driveways shall be paved with at least 1-1/2 inches of plant mixed asphalt.
- Asphalt driveway aprons in the Village right of way (parkway) shall be paved with at least 1-1/2 inches of plant mixed asphalt.
- All asphalt shall be placed over at least 4 inches of graded and compacted gravel base material. **No pea gravel allowed as a base material for driveways.**
- Surface water drainage may not be directed onto adjacent properties.
- The radius of the driveway at the intersection with the curb shall not exceed 7 feet.
- Any apron being replaced for addresses located on State or County roads require an IDOT or CCHD permit.
- Any municipal property (parkway, street, curbs, sidewalk, etc.) damaged during construction shall be repaired and is subject to a one year maintenance period.

ZONING REQUIREMENTS:

Measurements shall be noted on the submitted Site Plan (see diagrams at right and refer to notes below for example)

- Width at lot line, for a minimum distance of 5 feet.
 - Maximum of 25 ft is permitted.
- Width at widest point.
 - Maximum 30 ft for a two-car garage or less
 - Maximum 35 ft for a three-car garage or greater
 - Minimum width: 9 ft
- Side/Rear yard setback.
 - 2 ft from interior side or interior rear lot line, except when a driveway is shared between 2 adjacent properties.
- Length of drive shall be noted on the site plan



SUBMITTAL REQUIREMENTS

- Completed application and copy of signed contract. Apron work requires an IDOT or CCHD permit for addresses on State or County roads.
- Three copies of fully dimensioned plat of survey showing the proposed work with dimensions and signed plat of survey accuracy affidavit form.
- This permit may require up to a 3 day plan review.
- The permit fee is \$88.00. The permit is good for 90 days from date of issuance.
- Contractor must be registered and bonded with the Village.

Office Use

Please be sure to read and sign on following page



BUILDING & INSPECTIONS DIVISION

200 East Wood Street • Palatine, IL 60067-5339
Telephone (847) 359-9042
www.palatine.il.us

**2019 EXPRESS PERMIT
APPLICATION ASPHALT
DRIVEWAY**

INSPECTIONS

- Contractor or homeowner to be on site with stamped approved "job copy"
- Please call the Building Division for inspections at (847) 359-9042 at least 24 hours in advance.

The following inspections are required:

- Paving base – when sub-base is compacted
- Final - when job is complete.

ADDITIONAL INFORMATION

Homeowner's Associations (HOA) may have covenants, conditions and restrictions that are more restrictive than the Village of Palatine's Zoning Ordinances. Therefore, it is the responsibility of the homeowner to acquire approval from their Homeowner's Association for any construction proposed under this building permit. The Village does not require HOA approval prior to issuing a permit.

Signatures

I hereby certify to the correctness and accuracy of this application and all submitted information and agree to perform the above construction in strict compliance with all provisions of the Village of Palatine code of ordinances. It is my understanding that no error or omission in either the plans or application, whether said plans or application has been approved by the Community Services Department or not, shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinances of the Village relating therein. In addition, I hereby authorize the above listed contractors to perform all work necessary to complete the requirements of this permit. I also understand that the Code Official upon presentation of proper credentials may enter at reasonable times any building, structure or premises in the jurisdiction to perform any duty imposed upon him by such ordinances. Having read this application, the information handout, and fully understanding the intent thereof, I declare that the statements made are true to the best of my knowledge and belief.

PROPERTY OWNERS SIGNATURE REQUIRED ON ALL APPLICATIONS AND CONTRACTS

Owner

Print Name: _____ Signature: _____ Date _____

Check if applicant

Contractor (Only required if applying for permit)

Print Name: _____ Signature: _____ Date _____

Check if applicant



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DIVISION

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**2019 PLAT OF SURVEY
AFFIDAVIT/
REQUIREMENTS
1 OF 2**

**PROPERTY OWNER'S AFFIDAVIT OF PRESENT
ACCURACY OF ATTACHED PLAT OF SURVEY**

LEGAL DESCRIPTION: (ATTACHED SURVEY)

I am the owner of record, of the property with the legal description as stated on the attached plat of survey. I hereby affirm that the survey attached hereto is the survey for said property, and that the attached survey accurately depicts the current conditions with all existing improvements to the property as of the date of this affidavit and provides the information as required per the **Submission Requirements for Zoning Review** (see other side).

In addition, I know of no assertion being made by any adjoining owner or by myself against them, as to the location of the property boundary lines or disputes as to occupancy of any portion of my property or their property.

I fully understand that in the event the attached survey does not accurately depict all existing improvements made to the property as of today's date, the Village of Palatine may elect to reject this plan and the permit for which I am applying shall not be approved (or work in progress pursuant to the permit will be stopped) until an accurate survey has been received and approved by the Village of Palatine.

PROPERTY OWNERS SIGNATURE REQUIRED

CERTIFIED BY:

Property Owner Signature: _____

Date: _____

Please Print: _____

Property Address: _____

PIN #: _____

For Office Use Only

Permit Number: _____

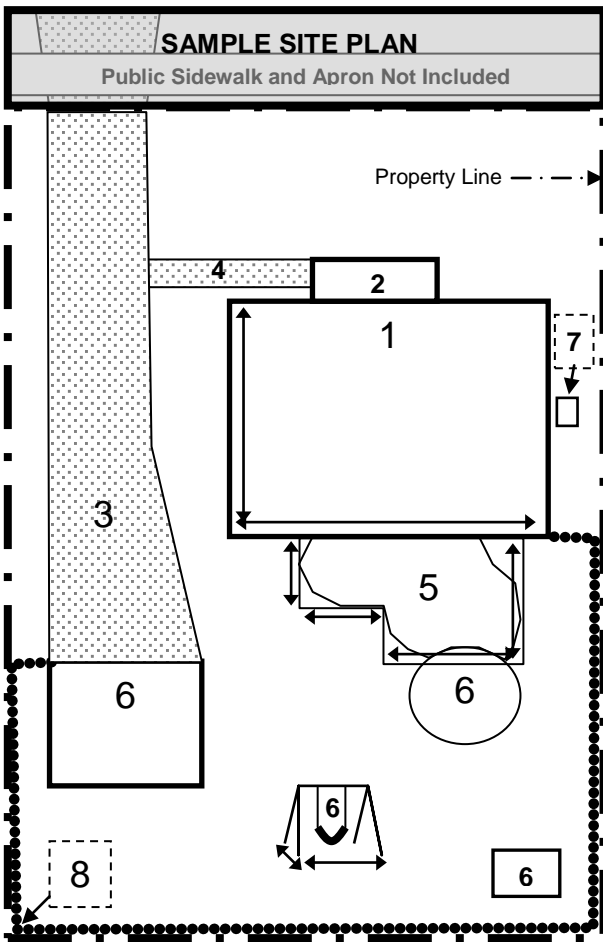
Clerk Initials: _____

SEE OTHER SIDE

Submission Requirements for Zoning Review

Review by the Planning and Zoning Department is completed prior to the issuance of a permit. Zoning review checks for compliance of lot coverage and building coverage for all improvements on a parcel. Size, location (setbacks) and height of the proposed construction are also reviewed. In order for Staff to complete the zoning review, a scaled plat of survey shall be submitted with your permit application. On this plat of survey indicate the proposed construction and any additions to the property since the plat was drawn. This must be drawn to scale.

Information for all existing structures shall be included on your Site Plan. If your Plat does not include all of the applicable information, correct any deficiencies by adding any missing structures or paving to the Site Plan. Site Plans and Plats of Survey should be to scale.



Existing Structures:

Please note the dimensions and locations of:

1. Residence, including garage
2. Porches/stoops
3. Driveways - The width at the property line as well as the width at the widest point should be indicated.
4. Sidewalks
5. Patios or Decks - The height of the deck or patio shall be noted as measured from grade
6. Accessory structures, such as
 - Detached garages
 - Pools. Note if the pool is above ground, or in-ground, and any patios/deck surrounding it.
 - Sheds
 - Play equipment
7. A/C Units and Generators
8. Fences

Proposed Construction:

Indicate the location, setbacks from the residence and property line(s), and height.

Helpful Hints:

- A plat of survey notes the property as it existed at the time the survey was drawn. It is acceptable for you to update this plat of survey by drawing to scale any additions to the property since the plat was drawn. In addition to existing information, show the proposed work to scale.

- You can find dimensions of many structures on your property on your Plat of Survey.
- Irregular shaped structures, like patios or playground equipment, may be “boxed” as a simple way to indicate the approximate dimensions.
- Building Coverage is defined as all roofed structures (porches, garages, sheds) and any structure over 16 inches in height from grade (decks, patios, playground equipment, above ground pools).
- Lot Coverage consists of all structures included in the Building Coverage as well as any impervious surfaces (driveways, sidewalks, brick patios, etc.)

If you have any questions regarding the zoning review submission requirements, please contact the Planning and Zoning Department at (847) 359-9042.