



# COMMUNITY DEVELOPMENT DEPARTMENT

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

## 2023 ASPHALT DRIVEWAY HANDOUT



Express permits are exclusively available online at our Citizen Self Service Portal.  
Please visit the link below to register and apply  
<https://Citizen.palatine.il.us>

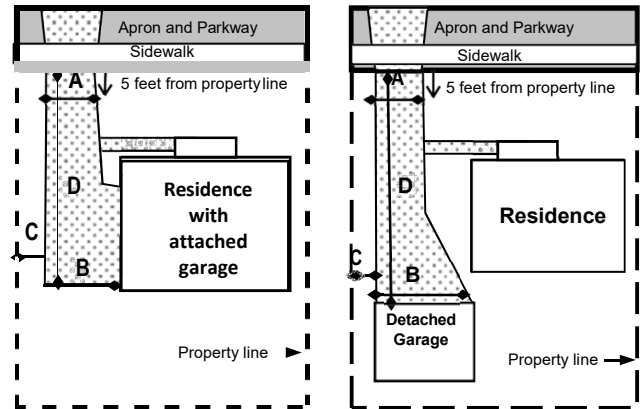
### ASPHALT DRIVEWAY CONSTRUCTION REQUIREMENTS:

- 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



### CSS SUBMITTAL REQUIREMENTS:

- Upload a copy of signed contract. Apron work requires an IDOT or CCHD permit for addresses on State or County roads.
- Upload a copy of fully dimensioned plat of survey showing the proposed work with dimensions
- This permit may require up to a 5 day plan review.
- The permit fee is \$98.00. The permit is good for 90 days from date of issuance.
- Contractor must be registered and bonded with the Village.

### INSPECTIONS:

- Contractor or homeowner to be on site with stamped approved "job copy"
- Schedule inspection(s) through your CSS account.

### 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.





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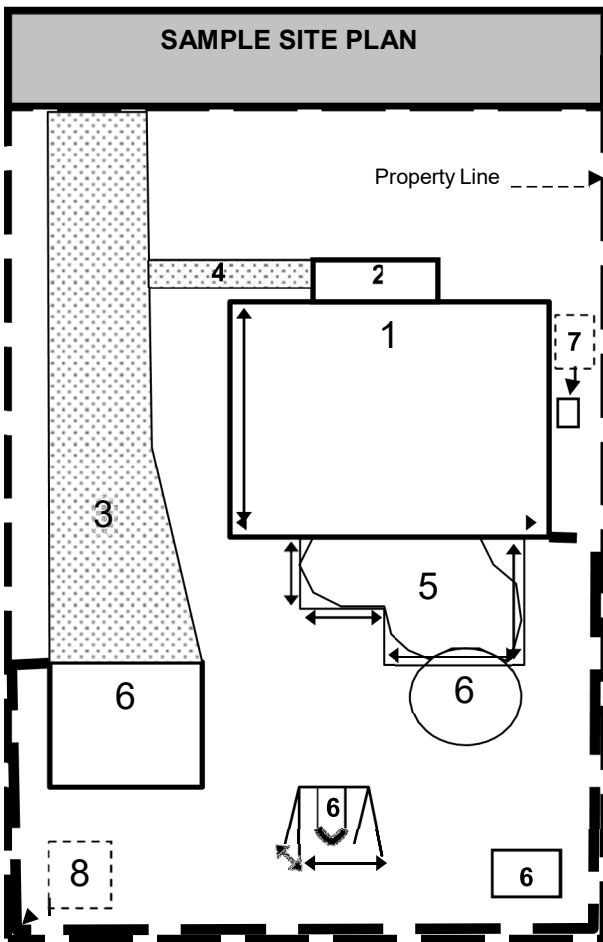
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## PLAT OF SURVEY REQUIREMENTS

### 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.