



800 Field Drive • Lake Forest, IL 60045
Phone 847.234.2600 x2 • Fax 847.615.4383
www.cityoflakeforest.com

Driveway Checklist

Community Development Department

Notice to Building Permit Applicants

All applicants are encouraged to submit permit applications and construction documents online via the City's web portal at www.bsaonline.com. City Staff is available to assist you in the registration and application process.

Submitting applications and construction documents digitally will allow the City to serve our customers more efficiently. Design professionals can provide digital plans for submittal, if necessary, City Staff will assist in obtaining digital plans from design professionals. For smaller projects, plans printed on 8½ x 11 or 11 x 17, staff is available to scan documents as necessary to convert them to a digital format.

City staff reviews all plans electronically. The final approved construction plans and documents will be made available on the City's web portal. Or, upon request, a copy can be emailed to the property owner or applicant. Property owners are responsible for providing a copy of the approved plans and documents to others who may need them. Upon request, the City will print a copy of the approved plans in an 11x17 format.

To expedite reviews, please submit all of the following information:

BUILDING PERMIT APPLICATION

HOLD HARMLESS AGREEMENT. This is required *ONLY* if a non-standard material (i.e. brick or paver) is proposed in the public right-of-way.

If Changes are NOT Proposed

CURRENT STAMPED PLAT OF SURVEY.

- Show the location of the existing driveway, the area proposed for replacement and the material proposed.

If Changes are Proposed

GRADING WAIVER APPLICATION

CURRENT STAMPED PLAT OF SURVEY.

- Clearly indicate the existing and proposed driveway.
- Include the dimensions from the proposed driveway to the property lines, the width of the existing and proposed driveway and the material proposed.

HOMEOWNER'S ASSOCIATION APPROVAL. Required if your subdivision has an active Homeowner's Association.



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FOR OFFICE USE ONLY
 Permit # _____

Building Permit Application

Community Development Department

PROJECT ADDRESS *(Please print)*

OWNER INFORMATION *(Please print)*

Owner(s) of Record	
Address	
City / State	Zip Code
Phone Number	Email Address

BUILDING TYPE *(Please check applicable box)*

<input type="checkbox"/> 1 – 2 Family Dwelling	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Commercial	Bldg. Sq. Footage _____
------------------------------------------------	---------------------------------------	-------------------------------------	-------------------------

SCOPE OF WORK *(Please check all that apply)*

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> New Construction
LOT # _____
SUB. _____
<input type="checkbox"/> Addition
<input type="checkbox"/> Alteration
<input type="checkbox"/> Chimney/Tuckpointing
<input type="checkbox"/> Contractor Change
<input type="checkbox"/> Curb Crossing
<input type="checkbox"/> Deck/Patio/Stoop
<input type="checkbox"/> Demolition
<input type="checkbox"/> Driveway
<input type="checkbox"/> Electrical | <input type="checkbox"/> Elevator
<input type="checkbox"/> Exterior Lighting
<input type="checkbox"/> Fence/Screen/Wall/Pillar
<input type="checkbox"/> Garage
<input type="checkbox"/> Gas Piping
<input type="checkbox"/> Generator
<input type="checkbox"/> HVAC
<input type="checkbox"/> Lawn Irrigation System
<input type="checkbox"/> Plumbing
<input type="checkbox"/> Pool/Hot Tub/Spa
<input type="checkbox"/> Revision to Approved Permit/Plans
<input type="checkbox"/> Roof | <input type="checkbox"/> Sanitary Sewer
<input type="checkbox"/> Shed/Accessory Structure
<input type="checkbox"/> Sign/Temporary Sign
<input type="checkbox"/> Solar Panels
<input type="checkbox"/> Storage Tank Removal
<input type="checkbox"/> Storm Sewer
<input type="checkbox"/> Street Obstruction
<input type="checkbox"/> Water Service
<input type="checkbox"/> Water Tap/Water Meter
<input type="checkbox"/> Window/Doors
<input type="checkbox"/> Siding/Exterior Materials
<input type="checkbox"/> Other _____ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Does the property have a Homeowner or Condominium Association? YES NO

Enter the fair market value of the project including all materials, labor and professional fees \$ _____

SIGNATURE OF PROPERTY OWNER

As Property Owner, I hereby agree and acknowledge that all work must be completed in accordance with applicable Codes, regulations and the approved plans. I have reviewed all documents submitted in support of the permit application and affirm that they are complete and accurate to the best of my knowledge. I acknowledge that falsification of information submitted may result in voiding of the permit and fines and penalties as provided for in The City of Lake Forest Code.

Signature of Property Owner _____

Signature of Owner's Authorized Designee (must have Designee Form attached) _____

Printed Name _____ Contact Phone Number _____



PLEASE PROVIDE A DETAILED DESCRIPTION OF PROPOSED PROJECT

Electrical Project Information

Existing Service Overhead Underground AMPS _____
 Proposed Service Overhead Underground AMPS _____
 Total Quantities of Outlets _____ Fixtures _____ Switches _____

HVAC/Mechanical Project Information

Air Conditioner New Unit Replacement of Existing No. of Units _____
 Furnace New Unit Replacement of Existing No. of Units _____
 Rooftop Unit New Unit Replacement of Existing No. of Units _____
 Unit Wall Heater New Unit Replacement of Existing No. of Units _____
 Duct Work Other Work _____

Plumbing Project Information

Total No. of New/Replaced Plumbing Fixtures _____ Gas Piping
 Total No. of Lineal Feet of Sanitary _____ Storm _____ Water _____
 1 1/2" Tap 1 1/2" Meter 2" Tap 2" Meter
 Size of Other Tap _____ Size of Other Meter _____
 Total No. of Irrigation Heads _____ RPZ Work in City Right of Way
 Describe Emergency Repair Work _____

Roofing Project Information

Tear-off and Reroof Reroof over existing roof (2 total layers permitted by Code)
 Is any hot work (torching) proposed? Yes No
 Number of Squares of Roofing Material Applied _____
 Existing Material _____ Proposed Material _____

Fence / Wall / Pillar Project Information

New Fence Replacement of Existing Fence Electric gate
 Fence Length _____ Fence Height _____ Material Type _____
 Wall Length _____ Wall Height _____ Material Type _____
 Pillar Quantity _____ Pillar Height _____ Material Type _____

Windows / Doors

Existing Window Material _____ Proposed Window Material _____
 Total No. of Window(s) / Door(s) _____ Size/Material/Other Changes? Yes No
 Please indicate cladding type, grille pattern and type (i.e. removable, simulated [recommended], etc.)

Siding / Exterior Materials

Existing Siding Material _____ Proposed Siding Material _____
 Size/Material/Other Changes? Yes No

Please describe any changes in the **Description of Project** section at top of page



GENERAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

ELECTRICAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY

HVAC / MECHANICAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY

PLUMBING CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE # O55 -

ISSUED BY STATE OF ILLINOIS

ROOFING CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY STATE OF ILLINOIS

ARCHITECT

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LAKE FOREST CONSTRUCTION STANDARD REV. 1/11

6.02 WAIVER FOR SITE GRADING PERMIT

The City of Lake Forest
Application for Waiver of the Site Grading Permit

Application is hereby made for a waiver of a site grading permit at the following described property:

ADDRESS: _____

PROJECT DESCRIPTION _____

CONTRACTOR: _____

CONTRACTOR'S PHONE: _____

Conditions:

A waiver of the Grading Permit **may be** approved by the City Surveyor and Engineer only on property previously improved with the principal use or structure; where the project consist only of minor additions to existing dwellings or structures, the construction of accessory buildings, tennis courts, swimming pools, or minor landscaping.

The waiver request shall include:

1. **Address or legal description** of the property.
2. **Description of the project.**
3. **Site plan of the project** including the dimensions(s) from the project to the nearest Lot Line(s), provisions for roof drainage (location and direction of discharge), and proposed grading limits.
4. **A statement signed by the property owner** agreeing to the following:

The applicant hereby certifies that he is the owner of the property described above, and certifies that to the best of his knowledge, the above described project will not disturb existing topography or will not create adverse drainage problems on adjacent property. The applicant further agrees to assume all responsibility for any drainage problems that may be caused directly or indirectly by any action involving the above described project and further absolves The City of Lake Forest of any responsibility for problems or actions that may result from the granting of the waiver of the Site Grading Permit requirements.

Signed _____ Date: _____
Property Owner

Printed Name of Signature Above Telephone Number

Waiver Granted _____ Date: _____
Engineering Section



THE CITY OF LAKE FOREST

**PERMISSION TO INSTALL A BRICK,
PAVER OR OTHER NON-STANDARD DRIVE
APPROACH OR PRIVATE WALK IN THE
PUBLIC RIGHT-OF-WAY OR UTILITY EASEMENT**

For Recorders Use

Permission to install a paver, brick or other non-standard material for the drive approach or private walk, part of which will be located in the public right-of-way or utility easement adjacent to property located at

_____, Lake Forest, Illinois
(Print Address)

And owned by _____
(Print Name of Owner(s))

Permission for such installation is hereby granted subject to acceptance by the owner of the following conditions applying to any part of such installation in the public right-of-way or utility easement, as evidenced by his endorsement of this letter:

1. The City of Lake Forest assumes no responsibility or liability because of the installation and the owner(s) will hold the City harmless of and from all and any loss, cost, damage, or expense, including its reasonable attorney's fees, in any action arising out of or in the course of the use, existence or maintenance of said installations.
2. Existence of the paver, brick or other non-standard material for the drive approach or private walk in the public right-of-way or easement shall not in any way interfere with the right of the City or other beneficiaries of the easement to excavate therein for repair, maintenance or installation of any public utilities or for any other purpose, nor with the right of the City to otherwise maintain, clean, plow, repair, construct or reconstruct within the area.
3. Owner hereby agrees that in the event any part or whole of the paver, brick or other non-standard material is removed, damaged, or lost, within public right-of-way, for repair, maintenance or installation of any public infrastructure or for any other purpose, the cost to restore the same shall be borne by the Owner.
4. This agreement shall be binding upon and inure to the benefit of the heirs, grantees, successors, and assigns of the parties hereto and shall constitute a covenant running with the land with respect to the private premises served by the non-standard drive approach permitted hereby.
5. **This agreement affects the premises legally described as: (PLEASE PRINT)**

Lot _____ Block _____ Subdivision _____

OR if not lot, block or subdivision, please attach full legal description, noted as Exhibit 1".

6. If property is held in a Land Trust, Trustee should execute and furnish a certificate of beneficial interest, and a letter of direction from the beneficial owner.

All terms of the foregoing permission are hereby accepted.

County of Lake)
State of Illinois)

_____ and _____
(Print Name) **(Print Name)**

being first duly sworn upon oath states that the record title to the premises hereinafter described is in

_____ and _____
(Signature) **(Signature)**

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public

My commission expires _____

REVIEWED AND APPROVED BY: _____
Director of Community Development

DATE: _____

For Recorders Use

PREPARED BY THE CITY OF LAKE FOREST

RETURN TO:
THE CITY OF LAKE FOREST
800 N. FIELD DRIVE
LAKE FOREST, IL 60045