



DRIVEWAY PERMIT REQUIREMENTS

The following is required for a complete permit submittal.

- DRIVEWAY PERMIT APPLICATION.** If a non standard material (i.e. brick or paver) is proposed in the public right-of-way, a Hold Harmless Application is also required.

If Changes are NOT Proposed:

- 1 COPY OF THE CURRENT, STAMPED PLAT OF SURVEY.** Show the location of all existing structures, property lines, easements and the existing driveway.

If Changes are Proposed:

- GRADING WAIVER APPLICATION.**
- 3 COPIES OF THE CURRENT, STAMPED PLAT OF SURVEY.** Show the location of all existing structures, property lines, easements and the existing and proposed driveway. Include the dimensions from the proposed driveway to the property lines, the width of the proposed driveway and the material proposed.
- HOMEOWNER'S ASSOCIATION APPROVAL.** Required if you are proposing changes to the driveway and your subdivision has an active homeowner's association.

DRIVEWAY PERMIT APPLICATION #:

DATE: _____

THE CITY OF LAKE FOREST
COMMUNITY DEVELOPMENT DEPARTMENT

800 N. FIELD DRIVE, LAKE FOREST, IL 60045

P: (847)810-3511 OR (847)810-3502, F: (847)615-4383

WWW.CITYOFLAKEFOREST.COM



For work to the driveway, parking lot or temporary construction access

PROJECT ADDRESS:	
PROPERTY OWNER:	PHONE:
MAILING ADDRESS (IF DIFFERENT THAN ABOVE):	
PROPERTY OWNER'S EMAIL ADDRESS:	
CONTRACTOR:	
MAILING ADDRESS:	
PHONE:	FAX:
EMAIL ADDRESS:	CELL:

<input type="checkbox"/>	REPLACE THE EXISTING DRIVEWAY. No work proposed in the right of way.
<input type="checkbox"/>	REPLACE THE EXISTING DRIVEWAY AND APPROACH. Work will be done in the right of way.
<input type="checkbox"/>	REPLACE THE EXISTING DRIVEWAY <i>with changes to the size, shape or material.</i>
<input type="checkbox"/>	INSTALL A NEW DRIVEWAY AND/OR APPROACH.
<input type="checkbox"/>	INSTALL A TEMPORARY DRIVEWAY FOR CONSTRUCTION ACCESS.
TYPE OF PAVING MATERIAL PROPOSED: _____	
ARE ANY GRADE CHANGES PROPOSED? _____	

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

Signature of Property Owner: _____

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

Printed Name: _____ Contact Phone Number: _____

FOR OFFICE USE ONLY:

DRIVEWAY PERMIT FEE:	\$ _____	DRIVEWAY BOND:	\$ _____
RECORDING FEE:	\$ _____	TREE FENCING FEE:	\$ _____
DRAINAGE WAIVER FEE:	\$ _____	STOP WORK ORDER:	\$ _____
OTHER FEE:	\$ _____		
TOTAL FEES: \$ _____			

LAKE FOREST CONSTRUCTION STANDARD REV. 5/08

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: _____
City Surveyor and Engineer



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