



VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

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Driveway and Driveway Apron Handout & Form

A permit is required for either a new driveway or apron or when you are replacing your existing driveway or apron. If you are performing a minor repair (max. 36 sq. ft.) or seal coating, a permit is not required.

An application must be submitted through our online portal at lincolnwood.onlana.com (you can also access the portal by scanning QR code above). You will need to apply for a “Flatwork” Permit. The application will need to include the following information:

The online permit application will require the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Type(s) of driveway or apron material that is being installed
- A detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)
- If the Homeowner is doing the work themselves, we will also require a [Homeowner as Contractor](#) affidavit along with the proper insurance documentation listed on that form. You will also need to provide documentation showing the cost of all materials that are planned for the job.

If any of the proposed work affects the Right of Way (ROW) a security deposit may be required. This deposit will be held until all work is completed and both the Community Development Department and a Final ROW inspection has been completed by the Public Works Department. The Community Development Department needs to be contacted to schedule the Final ROW inspection after the Final Flatwork inspection is completed.

As a part of the application, you will be required to upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the location and dimensions of the existing as well as proposed driveway or apron (width at garage, width at the property line, width at the street/curb and the dimensions of any expansion to the existing driveway or apron and the length of all portions). Also, include the size, area and dimensions for all sidewalks, front walks, stoops or landings or patios in the front, rear and side yards. Use the worksheet below for maximum “hard surface” coverage. If installing a new or widened approach/apron, show the location of any streetlight, fire hydrant, B-box and/or trees in the ROW parkway. Indicate the distance from the specific item listed above to the edge of the new approach/apron.

All impervious area shall not cover more than sixty (60) percent of the entire property you will be required to submit a completed [Hard Surface Calculation Worksheet](#) with the application..

Engineering Note: If the new area of impervious surface exceeds 500 sq. ft., refer to the handout “[Flatwork Permit and Stormwater Management](#)” for more information. One of the following two standards needs to be met:

1. Stormwater from a new impervious area is redirected to an appropriate location that does not negatively impact neighboring properties or the Public R.O.W.
2. Stormwater from a new impervious area is captured at the volume equal to the first one (1) inch of rain over that area and dissipated via soil infiltration or dry weather discharge.

Questions regarding either of these standards can be directed to the Village Engineer at (847) 745-4855

For all driveway and apron installations, call J.U.L.I.E at either 811 or (800) 892-0123 at least forty-eight (48) hours before you dig per Illinois State law. This is to verify the location of underground utilities in the area. The service is provided to you at no charge.

Work must begin within 180 days of permit issuance. Work must be completed within 1 year. The permit card must be posted in a visible location to the street and must remain posted until the final Village inspections are approved. Permit does not confer any approval or right to disregard any property covenant or a condominium/ homeowner's association restrictions. Please call 847-673-7402 at least 24 hours before the requested inspection time. Please note that inspections are scheduled based on availability and not guaranteed within 24 hours. A failed inspection may require additional re-inspection fees.

Per Village of Lincolnwood ordinance for Site Management chapter 14.15.10(M) Permissible hours of construction:
Monday through Friday: 7:00 am to 6:00 pm
Saturday: 7:00 am to Noon
Sunday: Construction prohibited

GENERAL DRIVEWAY REQUIREMENTS:

- Construction of driveway approach (parkway apron) must not impede street gutter drainage.
- No driveway approach may be used for the sole purpose of a parking space.
- Driveway cannot be pitched or constructed in such a manner as to convey stormwater onto neighboring properties.

CONSTRUCTION STANDARDS FOR DRIVEWAY APRONS AND PUBLIC SIDEWALKS:

- All driveway approaches with access to an improved street with a curb and gutters shall have a permanent dust proof surface.
- Concrete: Five (5) inches of compacted CA-6 Gravel and six (6) inches of concrete.
- Asphalt: Eight (8) inches of compacted CA-6 Gravel and three (3) inches of asphalt.
- Brick: Eight (8) inches of compacted CA-6 Gravel with a one (1) inch compacted sand setting bed and a minimum 2 5/8-inch-thick brick or other material approved by the Village Engineer. (Not allowed for public sidewalks)

CONSTRUCTION STANDARDS FOR DRIVEWAYS:

- Concrete: Five (5) inches of compacted CA-6 Gravel and five (5) inches of concrete.
- Brick: Eight (8) inches of compacted CA-6 Gravel with a one (1) inch compacted sand setting bed and a minimum 2 5/8-inch-thick paver or other material approved by the Village Engineer.

DRIVEWAY WIDTH:

- Residential: Not to exceed 1/3 of the frontage or 20 feet measured at property line.
- Non-residential: Not to exceed 1/2 of lot frontage. Approach cannot exceed 30 feet measured at the property line.
- The width of the driveway approach measured at the curb shall in no case be greater than five feet more than the width measured at the property line.

CIRCULAR DRIVEWAYS:

- Lot frontage must be 60 feet or more to construct a circular driveway.
- Maximum circular driveway width is 12 feet and maximum driveway approach is 14 feet.

DRIVEWAY LOCATION:

- Residential: Not closer than 1 foot to adjoining property line.
- Non-residential: Not closer than 5 feet to adjoining property line or within 10 feet of any other driveway approach measured at the property line.

PARKWAY: Parkway trees may not be removed to facilitate installation of a driveway.