



VILLAGE OF LINCOLNWOOD

Demolition Permit Notice Instructions

I. INTRODUCTION

These instructions and exhibits have been prepared to assist applicants with the notice provisions required to obtain a demolition permit. Each applicant is solely responsible for the compliance with the provisions of all Lincolnwood Ordinances and regulations.

II. COOK COUNTY REQUIREMENTS

The Village of Lincolnwood will furnish the applicant with the proper Cook County Application form. Before Cook County will issue a demolition permit, a report on the subject property from an Asbestos Abatement Inspector must be submitted with the completed Cook County application. Cook County will not issue a permit without the inspection report.

III. NOTICE REQUIREMENTS—RESIDENTIAL DEMOLITION

1. Written notices shall be given to the legal or beneficial owner or an adult occupant of each parcel of land, improved or vacant, within 150 feet of any portion of the parcel for which the demolition permit is being sought. The Community Development Department will provide the listing.
2. The notice shall be served by certified or registered mail, return receipt requested, or by personal delivery to the owner or an adult occupant of each parcel of land but each letter must be signed for.
3. All notices shall be in writing and shall be similar to the "Sample Notice -Residential Demolition" attached to these instructions. As indicated, the Notice shall include the following provisions:
 - A. The name and address of the applicant (and the owner if other than the applicant) as well as a statement that the applicant has applied to the Village of Lincolnwood for a demolition permit.
 - B. The correct street address of the structure to be demolished.
 - C. A description of the existing structure which will be demolished.
 - D. A description of the new structure to be built on the site after the demolition, including a statement of the number of stories proposed and the maximum height to the peak o If unknown, then a statement to that effect.

- E. A statement as to whether a building permit has been applied for.
 - F. Attached to the letter, a site plan with dimensions of the new structure in relation to the lot lines; if unknown, then a statement to that effect.
4. Applicant shall file with the Community Development Department a copy of the notice with all attachments and return receipt cards, along with an affidavit of service, stating that the notice and attachments are true and correct copies of those served upon the owner: of all properties within 150 feet. A sample affidavit is attached.
 5. **PROOF OF OWNERSHIP MUST BE PROVIDED (DEED OF PROPERTY)**
 6. If the Community Development Department determines that the notices and affidavit of service complies with the requirements, a demolition permit shall be issued, but not less than 18 days after the last date on which any notice was mailed. **Please note that a building permit may be issued for construction on a piece of property for which a demolition permit is also required prior to the effective date of the demolition permit.**

IV. NOTICE REQUIREMENTS—Commercial/Industrial Demolition

Prior to the issuance of any demolition permit for a structure in a business or industrial zoning district, the applicant shall notify surrounding property owners in the following manner:

1. Written notices shall be given to the legal or beneficial owner or an adult occupant if each parcel of land, improved or vacant, which lie adjacent to any portion of the parcel for which the demolition permit is being sought.
2. The notice shall be served by certified or registered mail, return receipt requested, or by personal delivery to the owner or an adult occupant of each parcel of land at least seven (7) days prior to the issuance of the demolition permit.
3. All notices shall be writing and shall be similar to the "SAMPLE NOTICE – COMMERCIAL/INDUSTRIAL DEMOLITION" attached to these instructions.
4. Applicant shall file with the Community Development Department a copy of the notice with all attachments and return receipt cards.

V. EMERGENCY DEMOLITIONS

Notwithstanding any of the above requirements, should it be determined, because of severe damage to a building caused by fire or other casualty, that the immediate demolition of a building is necessary in order to protect the public health and safety, then such demolition permit shall be issued without the above notice procedures being completed. However, no building permit shall be issued to the applicant until the above notice procedures are completed with references.

SPECIAL CONDITIONS

DEMOLITION—DISMANTLEMENT—ALTERATIONS—RAZING

Wetting Procedures: Before the demolition of any section of wall, floor, roof or other structure, adequate wetting procedures to lay the dust shall be utilized. All debris shall be thoroughly wetted before loading and while dumping into trucks, other vehicles or containers. In all cases at all stages of demolition, wetting procedures shall be adequate to lay the dust.

Transport of Debris: Trucks shall be adequately covered or enclosed to prevent dust dispersion while in transit to point of disposal.

Handling Procedures -Debris: No structural members shall be dropped or thrown from any floor but shall carefully be lowered to ground level by hoists. Debris shall not be dropped or thrown from any floor below. In buildings six stories or greater in height, debris shall be transported from the upper floors via enclosed dust-tight chutes or via buckets. Where chutes are used, a water wetting agent spray shall be employed to saturate the debris before it reaches the point of discharge from the chute. Where buckets are used, the debris shall be adequately wetted to preclude dust dispersion when buckets are dumped. In the event particulate matter becomes airborne for a continuous period of 10 minutes, despite the application of the above procedures or freezing temperatures preclude the use of water for laying of demolition dust, the work of demolition *shall cease at once until other adequate measures can be taken.*

Asbestos: Where there is asbestos containing material present, the demolition and renovation activity shall be conducted in compliance with Article X of the Cook County Environmental Ordinance, 40 CFR Part 61, Subpart M and any other applicable laws.

Demolition—Segregation of Materials: Demolition materials shall be segregated according to combustible and non-combustible. The sorting and disposal of debris in on-site special purpose containers making certain the proper precautions are undertaken for the various toxic chemicals, acids, fuel oils, cleaning fluids, paints and other pollutants, are utilized as prescribed by law.

Demolition Excess Debris: No excess materials and debris shall be permitted to remain on the premises above grade susceptible to becoming airborne.

Section 105

105.1 Service Connections

Before a structure can be demolished or removed, the owner or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a structure shall not be issued until a release is obtained from the utilities, stating that their respective service

connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

105.2 Notice to adjoining owners

Only when written notice has been given by the applicant to the owners of adjoining lots and to the owners of wired or other facilities, of which the temporary removal is necessitated by the proposed work, shall a permit be granted for the removal of a building or structure.

105.3 Lot regulation

Whenever a structure is demolished or removed, the premises shall be maintained free of all unsafe or hazardous conditions by the proper regulation of the lot, restoration of established grades and the erection of the necessary retaining walls and fences in accordance with the provisions of Article 30.

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Ordinance 91-1997, Section 117

And Chapter 6, Article 1 A

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 - C. A description of the existing structure which will be demolished.
 - D. A description of the new structure to be built on the site after the demolition, including a statement of the number of stories proposed and the maximum height to the peak of the highest roof. If unknown, then a statement to that effect.
 - E. A statement as to whether a building permit has been applied for.
 - F. Attached to the letter, a site plan with dimensions of the new structure in relation to the lot lines; if unknown, then a statement to that effect.

4. Applicant shall file with the Community Development Department a copy of the notice with all attachments and return receipt cards, along with an affidavit of service, stating that the notice and attachments are true and correct copies of those served upon the owners of all properties within 150 feet. A sample affidavit is attached.
5. **PROOF OF OWNERSHIP MUST BE PROVIDED (DEED OF PROPERTY)**
6. If the Community Development Department determines that the notices and affidavit of service complies with the requirements, a demolition permit shall be issued, but not less than 18 days after the last date on which any notice was mailed. **Please note that no building permit may be issued for construction on a piece of property for which a demolition permit is also required prior to the effective date of the demolition permit.**

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SAMPLE AFFIDAVIT

(To be returned to the Community Development Department)

The undersigned applicant makes this affidavit of compliance with Village of Lincolnwood Ordinance 91-1997, as follows:

1. The following is a true and complete list of the addresses of all legal or beneficial owners or adult occupants of each parcel of land, improved or vacant, within 150 feet of (address where demolition is to take place):
 - A. 1234 Main Street
 - B. 1236 Main-Street
 - C. Etc
2. The attached notice is a true and correct copy which was (hand delivered OR sent by certified mail, return receipt requested) to each property owner named in the preceding paragraph. (Attach to this form a copy of the notice sent along with the return receipt cards)

Name of Applicant: _____

Address: _____

Signature: _____

Date of Letter

Property Owner's Name (From List Provided)

Street Number and Address

City, State, Zip Code

RE: DEMOLITION PERMIT NOTICE

Location of Demolition:

Applicant's Name:

Applicant's Address:

Owner's Name:

Owner's Address:

Dear Sir/Madam:

This letter will serve as official notice that a demolition permit is being sought by (applicant) on behalf of property owner (legal property owner's name) in order to demolish (description of existing structure) at (address).

Once the structure is demolished, we intend to build a (description of new structure to be built including the number of stories and the maximum height to the peak of the roof). Enclosed is a site plan illustrating the structure that will be built on the property. Please note that the demolition will not commence until at least 18 days from the date of this letter.

If you have any questions concerning this matter, please contact the Village of Lincolnwood Community Development Department at 847.673.7402.

Respectfully,

(Applicant Name)