



Village of Lincolnwood

Flat Work Permit Application

JOB ADDRESS: _____ **CONSTRUCTION COST:** _____

PROPERTY OWNER INFORMATION

Name: _____
Address: _____
Home Phone Number: _____ Mobile Phone Number: _____
Email Address: _____

INSTALLER/CONTRACTOR INFORMATION

Name: _____
Address: _____
Office Phone Number: _____ Mobile Phone Number: _____
Email Address: _____

PROPOSED FLATWORK INFORMATION

Scope of Work: (Check all that apply)

- Driveway Parkway Apron Parking Pad Garage Floor Patio Curbs
 Service Walk/Sidewalk Stoop/Steps Retaining Wall Other _____

If driveway, is this for a “tuck-under” (below grade) garage? Yes No

Extent of Work: (Check all that apply)

- New Repair Enlarge/Widen Replace Existing ONLY

Work Material: Asphalt Concrete Brick/Pavers

Is this installation/material classified as permeable (allows for water penetration)?

- Yes No (If yes, attached details)

Identify total square foot increase in flat work surface proposed: _____ Square Feet

NOTE: Village Code restricts impervious surfaces for residential properties to no more than 50% of the front yard and no more than 60% of the entire lot.

- **Please attach a copy of the job proposal/contract and owner approval if applicable**
- **Attach Plat of Survey (3 Copies):** Survey must illustrate all existing structures and flat work impervious surfaces. Sketch and identify on all survey copies the location of all proposed work, noting measured width and length of work.

I am the property owner or authorized agent and hereby attest that this application is complete and accurate. I understand and hereby agree to comply with the Village permit and construction requirements.

Print Name (Owner/Agent)

Signature

Date

Call 847.673.7402 at least 24 hours in advance to schedule pre-pour and final inspections

Approved By: _____ Fee Paid: _____ Issue Date: _____ Permit No.: _____



Flat Work Permit Requirements

Work must begin within 180 days of permit issuance. Work must be completed within one year. The Permit Card must be posted in a visible location to the street and must remain posted until final Village inspections are approved. A copy of the approved plans must be maintained on the job site.

Permit does not confer any approval or right to disregard any property covenant or a condominium/homeowners association restrictions.

A pre-pour and final inspection is required for all flat work permits. **For inspections, please call 847.673.7402 at least 24 hours prior to requested inspection time.** A failed inspection may require an additional reinspection fee.

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 storm water onto neighboring properties.

CONSTRUCTION STANDARDS FOR DRIVEWAY APPROACHES 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:** Gravel (CA-6) minimum of 5 inches and 6 inches of concrete.
- **Asphalt:** Gravel (CA-6) minimum of 8 inches and 3 inches of asphalt.
- **Brick:** 5 inches of sand or other material approved by Village.

CONSTRUCTION STANDARDS FOR DRIVEWAYS, PATIOS, SIDEWALKS, STOOPS, AND STEPS:

- **Concrete:** Gravel (CA-6) minimum of 3 1/2 inches and 4 inches of concrete.
- **Brick:** 5 inches of sand or other material approved by Village.

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.
- No parking is allowed in Village parkway.

This summary is intended to provide only general information regarding Village flat work regulations and does not supersede code requirements. For detailed requirements or exceptions see actual Village Code.