

VILLAGE OF GLENWOOD

ASPHALT or CONCRETE DRIVEWAY REPLACEMENT

1. Requirements for permit:

- A. The owner must submit a current copy of the plat of survey with the exact location of the driveway drawn on it. Any extensions, additional curbs cut, parking pads, etc. and show all dimensions of entire project.
- B. The contractor **must** be licensed in the Village of Glenwood.
- C. The total cost of the job needs to be listed on the permit application.

2. Removal of existing asphalt or concrete of a driveway replacement:

All existing asphalt and/or concrete shall be removed. If some of the existing base is not disturbed it may remain and added to. Care shall be taken to protect any neighboring property when removing the existing driveway. It shall be the responsibility of the contractor to repair or replace any damage done to any adjoining property.

All asphalt or concrete must be removed from the jobsite by the contractor.

3. Location:

- A. Any driveway shall not be closer than 1 foot to the property line.
- B. Driveways shall only lead directly from a public right-of-way to a required parking pad.
- C. No driveway or curb cut across public property shall have a width exceeding 25 feet, exclusive of curb returns

4. Specifications:

- A. Black dirt shall be dug out for **new driveways a minimum of 6 inches for asphalt driveways and 9 inches for concrete driveways.** Stone shall not be placed on any black dirt; it shall be placed on virgin clay.
- B. The site shall **be inspected** after the black dirt is removed and before any stone shall be installed.
- C. A **second inspection** shall be made after a minimum of **4 inches of CA6 stone mix is compacted and wire mesh is installed.**
- D. **Concrete driveways shall be a minimum of 5 inches thick.**
- E. **Asphalt driveways shall be a minimum of 2 inches thick.**
- F. **Under no circumstances shall a new asphalt driveway be laid over an existing asphalt driveway.**
- G. Asphalt aprons are permitted providing that the concrete curb and gutter remain undisturbed. **Under no circumstances shall asphalt be laid over existing curb or gutter to provide a ramp.** If the curb or gutter is removed it must be replaced with concrete.

The Village of Glenwood Building Department is open Monday thru Friday from 9:00 am till 5:00pm, if you have any questions or to schedule an inspection please call (708) 753-2416.

A 24 hour advance notice has to be given for any inspection.

VILLAGE OF GLENWOOD
ONE ASSELBORN WAY
GLENWOOD, ILLINOIS 60425
(708) 753-2416

GENERAL CONTRACTOR'S REQUIREMENTS

1. To supply the name of the General Contractor, address, phone number, fax number, and project name and site address.
2. The name of the superintendent or superintendents who are responsible to oversee the project their phone number, cell number and job fax number if available.
3. It shall be the responsibility of the General Contractor to supply a complete list to the Village of Glenwood's Building Department, of every subcontractor or vender who will be constructing or performing a service in the completion of the job project. To include name of company, business service, address and contact person.
4. It shall be the responsibility of the General Contractor to inform every subcontractor or vender that it will be necessary to obtain a business license to construct or perform any service in the Village of Glenwood.
5. It shall be the responsibility of the General Contractor to obtain the necessary permits and secure the necessary inspections.
6. It shall be the responsibility of the General Contractor to maintain a clean and safe job site. All vehicles when leaving a job site in wet or muddy conditions must be hosed before they are allowed to enter onto the public street.
7. It shall be responsibility of the General Contractor to keep the Building Department informed of any changes in the constructing of the building or changes in the subcontractors or vender performing the services.
8. It shall be the responsibility of the General Contractor to remove all construction debris from the job site and all refuse containers.
9. **Clean-up bond.** Prior to the issuance of any building permit in respect to new work, alteration and repairs to existing building, the party making applications for such permit shall deposit with the Village of Glenwood a cash bond in the amount of \$500.00 for any work with a valuation in excess of \$2000.00, to assure that all refuse, rubbish, building materials or any other items resulting from the work for which the permit was issued, shall be removed from said premises and basic landscaping is completed. Refunded to the party by the Village if approved upon the final inspection by the Building Inspector.

VILLAGE OF GLENWOOD

DEFINITIONS and BUILDING GUIDELINES

PLAT OF SURVEY

The legal description and diagram used to describe your property.

CORNER LOT

A lot having at least two adjacent sides abut for their full length upon a street. Corner lots have two front yard setbacks.

LOT LINES

The property lines bounding your lot from any adjacent lot.

Front Lot line: The line which separates your lot from the street right-of-way. It begins one foot inside your sidewalk.

Rear Lot Line: The lot line which is opposite and most distant from the front lot line.

Side Lot Lines: Lot lines other than the front and rear lot lines,

FRONT BUILDING LINE

No structure can be built past this line.

PUBLIC UTILITY and DRAINAGE EASEMENT

NO decks, sheds, pools, landscaping or garages can be built inside this area. These objects obstruct the flow of water and may cause flooding problems for you and your neighbors. Fences are allowed.

RIGHT-OF-WAY (R.O.W.)

The dividing line between a lot, tract or parcel of land and the dedicated right-of-way on a contiguous street.

ACCESSORY BUILDING

A subordinate building or structure (i.e. garage, shed) on the same lot, not a part of the main building, occupied by or devoted to an accessory use.

CHECK WITH THE BUILDING DEPARTMENT IF YOU WILL NEED TO APPEAR BEFORE THE ZONING BOARD FOR A VARIANCE BEFORE BUILDING ANY STRUCTURE. BRING IN A PLAT OF SURVEY TO SHOW THE BUILDING DEPARTMENT YOUR PROPOSED PLAN.