

Village of South Elgin  
Community Development Department

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

# PARKING LOT PERMIT APPLICATION

## PROPERTY INFORMATION

Address: \_\_\_\_\_ **South Elgin, IL 60177**

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## CONTRACTOR INFORMATION (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## OTHER CONTACT INFORMATION (If applicable)

Contact Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## ADDITIONAL INFORMATION

Estimated Value of Work: \_\_\_\_\_ Applicant (check):  Property Owner  Contractor  Tenant  
 Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

### For Office Use Only

Submission Checklist:  Application Complete  Submittal Checklist  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# PARKING LOT PERMIT WORKSHEET

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## DESCRIPTION

Surface Type (check):     Concrete     Asphalt     Pavers     Other, please specify: \_\_\_\_\_

Thickness of Gravel: \_\_\_\_\_ Thickness of Surface Material: \_\_\_\_\_

Does work include approach?    Yes     No                      Parking Lot Dimensions: \_\_\_\_\_ by \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## SUBMITTAL CHECKLIST

- Provide a plat of survey (11" x 17" max.) showing all existing structures (with dimensions) and indicating the location of the proposed structure (with dimensions).
  - Detailed plans of the parking lot, include approach and B box location (if applicable)
  - If working within the Village Right of Way provide a \$10,000 bond and certificate of insurance.
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**Village of South Elgin**  
**Parking Lot Permit Fact Sheet**



**MINIMUM REQUIREMENTS:**

***Zoning:***

1. The total footprint area of all structures on a property cannot exceed the maximum lot coverage percentage as determined by the zoning ordinance. *154.016B*
2. In residential uses, the driveway may not exceed 28 feet in width at the right-of-way and 34 feet in width at the roadway. In nonresidential uses, no driveway for vehicular ingress or egress shall exceed 34' in width at the right-of-way and 44' in width at the roadway. *154.173C1c3*
3. No parking lot shall be constructed, occupied or established on any drainage easement, except with the written permission of the Village. *154.045A6*
4. Every parking space shall have an all-weather dust-free surface and be graded to dispose of surface water accumulation by means of positive storm water drainage without causing any new water to flow onto a neighboring property. *154.173C1*
5. The driveway approach (located in the right-of-way of a street) and sidewalks at driveway crossings, must be constructed with six (6") inches of concrete with wire mesh or fiber mesh on six (6") of compacted gravel or crushed stone if residential and eight (8") of compacted gravel or crushed stone if nonresidential. *154.173C1c*
6. The parking lot must be constructed of two and one-half inches of bituminous surface over eight inches of gravel/crushed stone or four inches of concrete with a mesh grid over six inches of gravel/crushed stone. *154.173C1d*
7. No water service B box shall be located in a new sidewalk or driveway. *51.20*
8. Storage of materials is not permitted in the right-of-way, sidewalk or street.
9. If working within the Village's Right of Way (e.g. sidewalk or approach): The subdivider, contractor, builder or resident shall indemnify the village and its consulting engineers against any personal injury claims or other claims resulting from the performance of any work in connection with the installation of public improvements. All contractors working on public improvements shall be required to obtain and maintain comprehensive general liability and other insurance as prescribed below (and as approved by the village) which will provide protection from any of the aforesaid claims which may arise out of or result from the performance of work by anyone directly or indirectly employed by the contractor, or by anyone for whose acts the contractor may be liable:
  - a. Workers compensation and employer's liability insurance in an amount not less than limits required by statute.
  - b. Comprehensive general liability insurance including coverage in the amount of \$500,000 per accident for property damage and \$1,000,000 per person and \$3,000,000 aggregate per accident for bodily injury, sickness or disease, or death of any person.
  - c. Comprehensive automobile liability insurance covering all automobiles, trucks, trailers and any other motorized equipment owned or leased by the contractor.
10. If working within the Village's Right of Way (e.g. sidewalk or approach), a Performance Bond in the amount determined by the Public Works Director is required.

***Building:***

1. J.U.L.I.E. (811) must be notified two (2) working days prior to digging.
2. The installer is responsible for following manufacturer's specifications.

***Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.***

**PERMIT FEE:**

1. \$120, which includes the required inspections. Payable when permit is issued.
2. \$100, for Right of Way Permit, if work includes the approach and/or public sidewalk.
3. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. A base inspection is required, prior to placement of surface material (i.e. asphalt or concrete).
2. A final inspection is required when the work is complete.
3. If working within the Village Right of Way (e.g. public sidewalk or approach), a pre-construction meeting with Public Works is required prior to commencing work. All required inspections will be defined at this meeting.

Failure to schedule an inspection will result in penalties.

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign and date the permit application.
2. Provide detailed plans of the driveway, including the approach and B box location.
3. Provide a plat of survey (11" x 17" max.) showing all existing structures (with dimensions) and indicating the location of the proposed parking lot (with dimensions).
4. If working within the Village Right of Way provide a bond and certificate of insurance.

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.

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