



DRIVEWAY PERMIT APPLICATION

A Driveway Permit is required for any work to be performed in the Village of Gurnee public right-of-way. Such work includes but is not limited to utility installation, grading, driveway or sidewalk maintenance or replacement, curb and gutter, and irrigation systems.

Address of Work to be performed: _____

Type of Work Proposed:

- Check all that apply:**
- | | |
|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial |
| Driveway: <input type="checkbox"/> Concrete | <input type="checkbox"/> Asphalt <input type="checkbox"/> Brick Pavers (At Owner's Risk) |
| Culvert/Storm Sewer: <input type="checkbox"/> Concrete | <input type="checkbox"/> Metal Pipe <input type="checkbox"/> Other: _____ |

Other (describe): _____

Cost of Improvement: \$ _____

Property Owner's Name (print): _____

Property Owner's Street Address (print): _____

City: _____ State: _____ Zip: _____

Property Owner's Phone: _____ email: _____

Contractor's Name (print): _____

Contractor's Street Address (print): _____

City: _____ State: _____ Zip: _____

Contractor's Phone: _____ Fax: _____

Contractor's email: _____



As of June 1, 2015, the Village of Gurnee operates under a new Zoning Ordinance. New requirements for residential driveways and parking pads are detailed below.

Single-family and Two-family Driveways must meet the following standards:

1.) A residential driveway that leads to a detached garage or carport is limited to a maximum width of 14 feet for a one car garage, 16 feet for a two car garage, and 18 feet for a three car garage. A minimum of 9 feet of garage width is required per garage space. A driveway apron (the width of the garage or carport plus an additional 18 inches on both sides of the garage walls) can extend 20 feet (depth) from the garage doors or carport entrance before tapering back to the maximum driveway width. The taper cannot exceed a 45 degree angle. See Image A below for detach garage driveways.

2.) A residential driveway that leads to an attached garage cannot be wider than the width of the garage

plus an additional 18 inches on both sides of the garage wall (or 24 feet, whichever is less). Where the attached garage is wider than 24 feet (or a driveway apron that is the width of the garage plus an additional 18 inches on both sides of the garage walls) can extend 20 feet back (depth) from the garage doors before tapering back to the maximum driveway width. The taper cannot exceed a 45 degree angle. See Image B below for attached garage driveways.

3.) Driveways must be located a minimum of one foot from a lot line.

Image A: Detached Garage

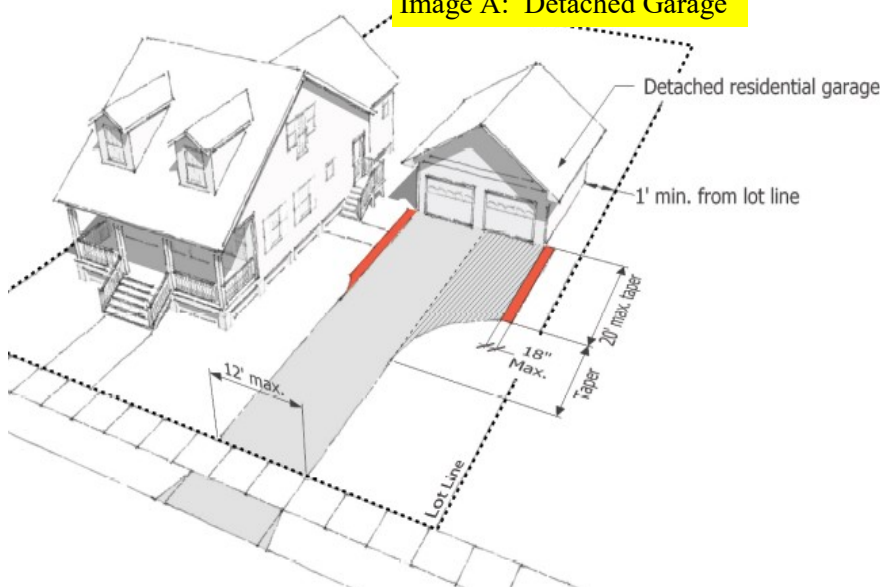
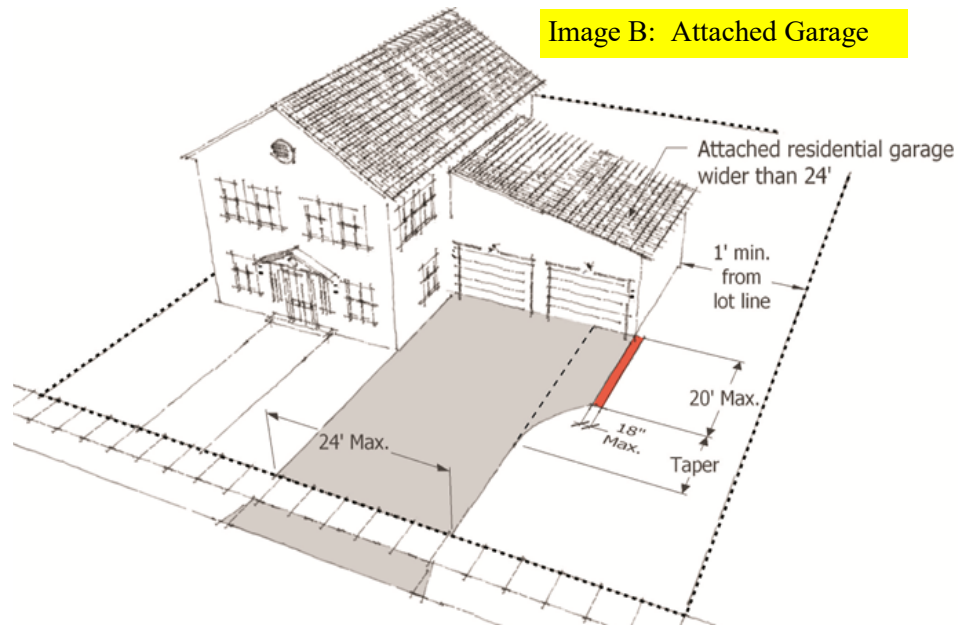
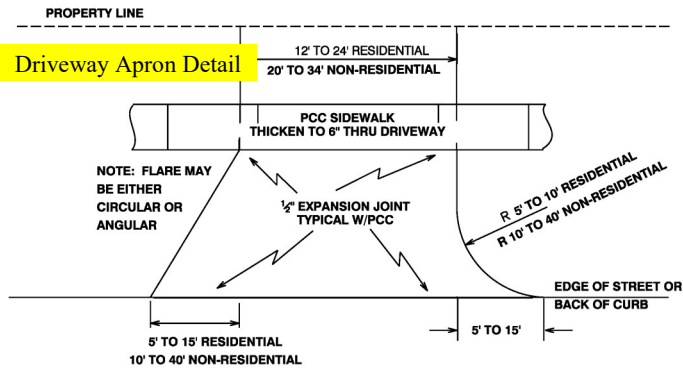


Image B: Attached Garage





Construction Requirements:

Materials: Asphalt Drive: 8 inch aggregate base with 2" bituminous surface.
Concrete Drive: 6 inch non-reinforced concrete, IDOT class SI mix, air entrained, no base course required.

Maximum Grade: 10% residential
8% non-residential

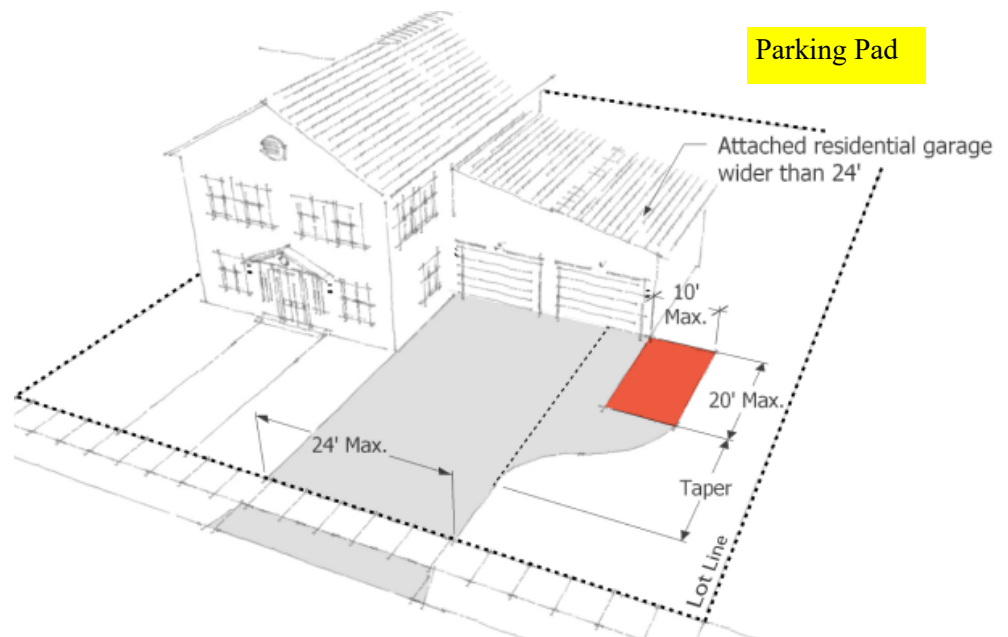
Maximum Width @ Property Line: 24' residential
34' non-residential

Photo document the condition and any damage to public facilities (street/sidewalk/curbs) prior to the start of any permit work in the ROW to protect the applicant from any claims of damage to public facilities. If the public sidewalk or curb through the driveway is damaged and you would like to replace as part of this project, contact the Village of Gurnee at 847-599-7550 to confirm damage.

The Village will reimburse for sidewalk/curb replacement at the current Village's contract unit price. Failure to replace sidewalks/curb with driveway projects may result in damage to driveway surface if/when Village reconstruction projects target the damaged concrete.

Single-family, Two-family, and Townhouse dwellings are permitted one paved parking pad, subject to the following:

- ⇒ Parking pads may be a permeable surface.
- ⇒ Parking pads are limited to a maximum of 400 square feet in aggregate.
- ⇒ The maximum impervious surface requirement for the lot may not be exceeded to accommodate a parking pad.
- ⇒ Parking pads must be accessed by the driveway.
- ⇒ Parking pads must be located a minimum of one foot from any interior side lot line.
- ⇒ Parking pads are prohibited in the front and corner side yards, with the following exception. A parking pad is permitted in the front yard and corner side yard when it is directly attached to a driveway, is no more than 10 feet in width and 20 feet in length.
 - When the driveway is accessed from the front yard, the maximum length is measured from the garage door toward the front lot line and the maximum width is measured from the garage wall toward the corner side lot line.
 - When the driveway is accessed from the corner side yard, the maximum length is measured from the garage door toward the corner side lot line and the maximum width is measured from the garage wall toward the front lot line.
- ⇒ Any required tapering for a driveway is measured from the edge of the parking pad.



Driveway Permit Requirements

- ⇒ Complete this application. If the contractor is applying for the permit, sign as “Agent”.
- ⇒ Include a copy of the Legal Plat of Survey showing the size and shape of improvements.
- ⇒ Include a copy of the signed work proposal from a contractor or provide a written scope of work.
- ⇒ All paving contractors are required to have a current Certificate of Insurance and License/Permit Bond on file with the Community Development Department listing the Village of Gurnee as the certificate holder and additional insured indicating adequate coverage. (Under General liability: \$1 Million—each occurrence; general aggregate - \$2 Million; Workers compensation—\$500 Thousand and Permit Bond \$10,000)
- ⇒ A \$100 refundable cash bond is required at the time of building permit issuance if work is being performed by the “property owner” in Village right-of-way. Upon inspection and approval of work, the bond will be returned.
- ⇒ Driveway permits take 5-10 working days to process.
- ⇒ Driveway permit fees are payable upon approval of the permit application.
- ⇒ **Two driveway inspections are required:** 1.) **Base work**—Prior to paving. 2.) **Final Inspection**—Upon completion of the driveway.
- ⇒ A minimum of one inspection is required for other work in the Right-of-Way, check with Engineering for details.

Applicant & Property Owner Signature Required

No error or omission in either the plans or application, whether said plans and application have been approved by the Community Development Division or not, shall permit the applicant to construct the work in any manner other than that provided for in the ordinances of this Village. The owner, having read the application for the Driveway permit and having checked the plan hereon shown and fully understanding the intent thereof, declares that the statements made and the drawings shown are true to the best of his/her belief.

Placement of facilities in the Village of Gurnee right-of-way is by permit only. Upon written notice from the Village of Gurnee you may be required, at your own expense, to remove, relocate, or repair any facilities placed within the public right-of-way. In consideration of permission to use the public right-of-way the applicant does hereby agree to hold the Village of Gurnee, its agents, and employees harmless from any and all liabilities or costs arising out of the placement of facilities in the public right-of-way.

This application MUST be signed by the Property Owner indicated in this permit. If an Agent is applying, a contract signed by the owner MUST be included in this packet.

The Property Owner/Contractor understands and agrees to complete all work in accordance with Village Ordinances.

Property Owner Signature: _____

Print Name: _____ Date: _____

Agent Signature: _____

Print Name: _____ Date: _____

This permit shall expire 12 months from the approved date.