



# Site Development Permit Application Checklist of Required Documents

A complete application for a site development permit must include **all** of the following applicable items. Any application that does not include all of the following items will not be considered complete.

**Please include one electronic copy and two full sized paper copies of all plats, plans, and drawings in every plan submission package.**

\_\_\_\_\_ **Application Form.** One original copy of the attached *Site Development Permit Application Form*, signed by the applicant. The contractor list does not need to be completed upon time of filing, but shall be submitted prior to the issuance of any permit.

\_\_\_\_\_ **Filing/Application Fee.** A non-refundable fee in the appropriate amount as detailed on the fee schedule posted on the [Village's website](#).

\_\_\_\_\_ **Plat of Survey.** The plat of survey cannot be dated no more than two years prior to the date of site development application.

\_\_\_\_\_ **Engineering and/or Grading Plan.** Engineering plans must indicate grading, all underground utilities, valves, hydrants, catch basins, street lights, and etc. applicable to the development. Stormwater calculations are also required to be submitted.

\_\_\_\_\_ **Landscape Plan.** Stamped by a licensed landscape architect. The plans must include maintenance and tree preservation standards.

\_\_\_\_\_ **Photometric Plan.** Foot candles for any proposed light fixtures (street lights or private lights) shown extending 10 ft. beyond the property lines.

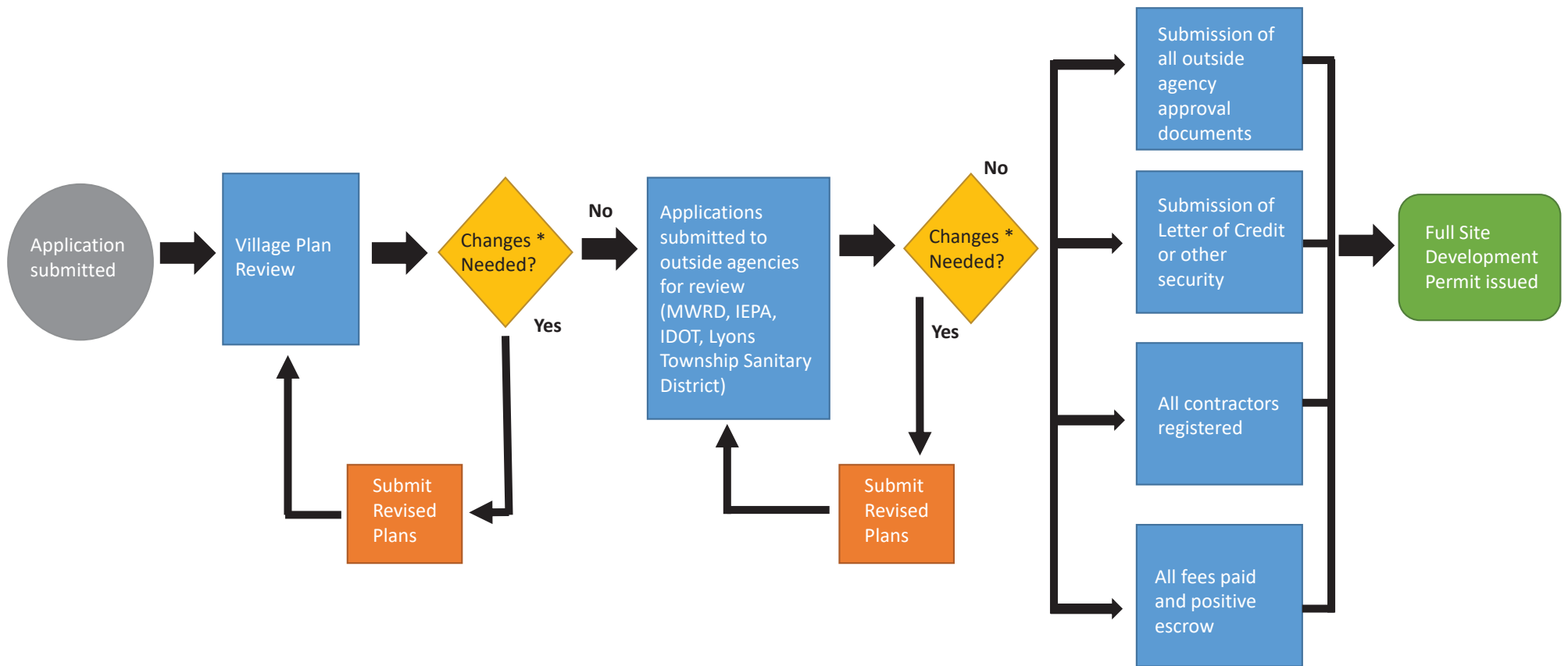
\_\_\_\_\_ **Shop Drawings.** Shop drawings to include piping materials and appurtenances, valves and hydrants, castings, and aggregate sub-base and base material sieve analysis and proctor tests.

\_\_\_\_\_ **Letter of Credit** (If applicable). A letter of credit in an amount equal to 110% of the total estimated cost of the site improvements, including landscaping, soil erosion and sediment control measures, and all engineering.

\_\_\_\_\_ **Other Applicable Outside Agency Permits.** Any permits as required by the Village Engineer including but not limited to the Metropolitan Water Reclamation District ("MWRD"), Illinois Environmental Protection Agency ("IEPA") (NOI, NPDES, Water, and Sanitary), Illinois Department of Transportation ("IDOT"), Cook County Department of Transit (CCDOT), and Lyon's Township Sanitary District.

\_\_\_\_\_ **Construction Phasing Plan.** The phasing plan should include timeframes for the proposed scope of work to be completed.

\_\_\_\_\_ **Construction Site Management Plan.** The plan must show where construction vehicles will enter / exit the site, temporary fencing, accessible parking and loading areas, gravel mat, dust control measures, placement of the code of conduct sign, sanitation facilities, litter control and plan for clean up, and etc. as required by Building Code Section 150.10.



\* If partial plan approval is granted then a partial permit (e.g. tree removal, demolition, and grading) may be issued.



PROJECT ADDRESS: \_\_\_\_\_ PROPERTY INDEX # \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

TOTAL PROJECT COST (ATTACH PROPOSAL) \$ \_\_\_\_\_ OWNER'S EMAIL: \_\_\_\_\_

DESCRIBE WORK: \_\_\_\_\_

MAIN CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALT. CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Contractor	Name	Address	Phone	Office Use Only			
				COI	Lic.	Bond	Reg.
General							
Excavator							
Concrete							
Asphalt							
Landscaper							
Erosion Control/ Silt Fence							
Plumber	LOI						
Sewer	LOI						
Other							

**\* OFFICIAL USE ONLY\***

SITE DEVELOPMENT PERMIT			<div style="border: 1px dashed gray; padding: 20px; font-size: 48px; opacity: 0.3;">STAMP</div>
DEMOLITION /TREE REMOVAL PERMIT			
PLUMBING PLAN REVIEW			
ENGINEERING PLAN REVIEW			
LANDSCAPING PLAN REVIEW			
CONSTRUCTION WATER			
<b>SUBTOTAL</b>		_____	
DEPOSIT PREVIOUSLY PAID	RECEIPT#	_____	
<b>BALANCE DUE</b>		_____	
ESCROW \$	RECEIPT#	DATE	
DATE ISSUED	PERMIT #		
EXP. DATE	CHECK#		
ISSUED BY: _____			

\_\_\_\_\_ **READY TO ISSUE**                      \_\_\_\_\_ **PLANNING APPROVAL**

\_\_\_\_\_ **PRECONSTRUCTION**                      \_\_\_\_\_ **ENGINEER APPROVAL**

\_\_\_\_\_ **LOC**    \_\_\_\_\_ **LANDSCAPE APPROVAL**

\_\_\_\_\_ **GRADING**    \_\_\_\_\_ **BUILDING APPROVAL**

\_\_\_\_\_ **TREE REMOVAL / DEMOLITION**

**By signing this application, the applicant agrees to all of the following standards, statements, and other matters:**

1. Authority. The applicant either (a) is the owner of record of the real estate, or (b) has a binding contractual or beneficial interest in the real estate, or (c) is a duly authorized agent of the owner of record of the real estate, and the applicant has the authority to sign this application.
2. Permit. Any permit issued by the Village pursuant to this application may be revoked by the Village at any time if the Village determines (a) the permit was issued wrongfully or erroneously, (b) the applicant or an agent of the applicant misrepresented any statement or fact on the application, regardless of whether the misrepresentation was intentional or inadvertent or was made innocently.
3. Construction Management. The applicant is aware of, and acknowledges, the Village's construction site requirements, and the applicant accepts full responsibility to make and keep a safe construction site.
4. Village Right of Entry, Authority. The Village has the right and authority to enter upon the real estate and into any structure located thereon for all purposes related to the Project, including without limitation inspections required pursuant to the La Grange Code of Ordinances and all other Village codes. The applicant hereby acknowledges and grants permission to the Village for entry and for discharging and enforcing all applicable statutes, laws, rules, codes, ordinances, and regulations.
5. Removal. The Village may remove, or cause to be removed, any material that the Village determines might interfere with an inspection, if the material was put into place before the Village had the opportunity to inspect the work in question. Any removal pursuant to this paragraph will be at the applicant's expense.
6. Stop Work. The Village may issue a stop work order and any time, with or without notice, pursuant to and in accordance with the La Grange Code of Ordinance or any other Village code. In the event of a stop work order, the applicant must comply immediately with that order.
7. Work Compliance. All work performed pursuant to any permit issued by the Village must comply strictly and fully with all provisions of the La Grange Code of Ordinances and all applicable statutes, laws, rules, codes, ordinances, and regulations.
8. Noise. The applicant and the Project site must comply with the following construction hours at all times: Construction work generating any outdoor noise must be conducted only between 7:00 a.m. until 7:00 p.m., Monday through Friday, and 8:00 a.m. until 6:00 p.m. on Saturdays, and 12:00 p.m. until 5:00 p.m. on Sundays.
9. Expiration of Permit. A building permit expires automatically on the date stated on the permit. When a permit has been issued, the applicant has up to six months to commence with work. If no work has been undertaken, then the permit is void. The La Grange Director of Community Development may issue a permit renewal, at the Director's discretion.
10. Consultants; Charges. The applicant acknowledges that, in accordance with the La Grange Code of Ordinances and other codes and ordinances, the Village may engage professional consultants for research, investigation, and opinions at any time for processing applications, issuing permits, inspections, and other services related to a project and may bill the applicant for those services in addition to the permit fees. Consultant services may include, without limitation, civil engineering, planning, traffic, elevators, cellular technology, building codes, and structural and architectural design. The applicant must reimburse the Village the costs incurred for the services within 30 days after receipt of an invoice from the Village.
11. Fees. The applicant and/or property owner is responsible for ensuring all fees related to the building permit are paid in full. Any and all fees/ deposits paid are non-refundable.
12. Cash Bond. In addition to permit fees, the Village may require a cash bond, in an amount determined by the Village based on the size, complexity, and other features of the Project, to ensure code compliance and compensation for any damage to public right-of-way, property damage, or other Village costs arising from the Project. If any public right-of-way or property is damaged, or if other costs arise, then the Village may apply the cash bond to the extent necessary to fully reimburse the Village. Nothing in this paragraph limits the right or ability of the Village initiate a lawsuit against any person or entity.
13. Contractors. The applicant is responsible for notifying the Village of any change in contractors. Any failure to notify the Village of a change in contractor will result in the issuance of a stop work order until all contractors are properly documented and registered.
14. Inspections. The applicant is responsible to ensure all required inspections are completed. No permit will be completed or closed until all required inspections have been made and all other requirements have been met.
15. Final Certificate of Occupancy. The applicant acknowledges and agrees that, in accordance with the La Grange Code of Ordinances and other codes and ordinances, the Village will not issue a final certificate of occupancy (if required) for the Project until after all outstanding fees and costs are paid to the Village.
16. Full Understanding. The applicant states that the applicant (a) has carefully read this application, (b) fully understands the terms and provisions of this application, (c) unconditionally agrees with provisions in this application, and (d) is bound by each and every term and provision of this application.
17. Verification. The applicant avers that the information contained herein is true and correct and that all contractors to be engaged in any of the work for which a permit is to be issued will comply with all State and local codes and ordinances.

**Applicant's Printed Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_