

CURB MODIFICATION INFORMATION

PERMIT REQUIRED

A curb modification permit is required from any person desiring to remove the back of curb where the driveway apron meets the street. **The following conditions and requirements apply:**

- **The only curb modification that may be approved is the removal of the “barrier” portion of the existing curb.** Approval of this method is subject to inspection by the Village and is completed at the owner’s risk.
- Removal and replacement of the driveway apron is required with any curb modification.
- The curb shall not be cut lower than a point one (0.1) inch above gutter. The transition from the full height of the curb to a point one (0.1) inch above gutter shall be 18-inches on both sides of the curb cut.
- Excessive spalling after saw-cutting may require removal of the existing curb at the Village’s discretion and at the applicant’s expense.
- The Village reserves the right to make the Applicant return the curb and driveway to its original condition at the expense of the Applicant if any negative impacts occur following the curb modification.
- All restoration associated with this work shall be completed within seven (7) days of the completed work.
- The approach shall have a street radius or straight flare of 3-feet on each side, but not to exceed a maximum of 26-feet at the curb.
- Issuing a permit by the Village is not intended as an in-depth quality assurance review or inspection, and the Village does not assume responsibility for any negative impacts resulting from the curb modification.
- If the driveway/curb location is in an area having a Homeowner’s Association, the property owner is obligated to check with the Homeowner’s Association to ensure compliance with their regulations.
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Curb modifications are authorized on a case-by-case basis.

APPLICATION CHECKLIST

All applications for a curb modification permit shall include the following items and information:

- a completed short-form permit application listing the contractor(s) performing the work.
- a certificate of insurance from the contractor listing the Village of Sugar Grove as an additional insured
- valid contractor registration with the Village of Sugar Grove
- a cash security bond in the amount of \$1,000. The surety is intended to ensure the restoration of any disturbed areas and any damage to Village roadways and facilities caused by or resulting from operations connected with the curb modification authorized by the permit. Assuming the construction area is satisfactorily restored and there is no damage to the street, the security bond will be returned to the applicant.

CONTRACTOR REGISTRATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit is required to be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, a registration application can be obtained from the Building Division at 630.391.7220 or from the Village's website www.sugargroveil.gov

INSPECTIONS REQUIRED

Prior to issuing the permit, an initial site inspection to assess the impact of the curb modification on surface drainage and to document existing conditions will be performed. Once a curb modification permit is issued, a pre-pour and a final inspection after pouring are required. The owner/contractor is responsible for scheduling all required inspections. Please call 630.391.7220 to schedule the inspections. Please schedule the inspections by 3:30 PM THE DAY BEFORE you want it.

PLAN REVIEW

Please allow 10 (ten) working days for processing.

PERMIT FEE

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| ▪ Curb modification, including the driveway apron | \$ 95.00, plus \$1,000 right-of-way damage and restoration security guarantee |
| ▪ Curb modification, with driveway and /or public walk | \$185.00, plus \$1,000 right-of-way damage and restoration security guarantee |

Additional fees may be charged if there is a grade change proposed or the proposed modification requires review and inspection by the Village Engineer.

The permit fee is paid when the permit is picked-up after the application has been reviewed and approved.

NO WORK CAN BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. WORK BEGUN PRIOR TO ISSUANCE OF THE PERMIT WILL INCUR A FINE, PENALTY OR BOTH.

For Office Use Only
 Permit # _____
 Building Dept Approval: _____
 Fees: _____



601 HEARTLAND DRIVE
Sugar Grove, IL 60554
Phone 630-391-7220
Fax 630-391-7245
www.sugargroveil.gov
permits@sugargroveil.gov

BUILDING PERMIT APPLICATION
(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)

Application Date: _____	Permit Type					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
Start Date _____	End Date _____					
Description of Work:						
Property Information						
Address		Lot	Subdivision		Parcel Number	
Property Owner Name		Email Address			Phone	
Property Owner Street Address		City		State	Zip	
Contractor Information						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract) Address (if different) Phone No.

Signature & Printed Name of Responsible person in Charge of Work & Email Phone No.