

# DRIVEWAY INFORMATION

## PERMIT REQUIRED

A building permit is required from any person desiring to replace or expand the driveway without any modification to the curb. **The following conditions and requirements apply:**

- Concrete driveways need to be a minimum of 4-inches thick. Sidewalk and approaches must be 6" thick. All shall be over a 4-inches compacted stone base. Wire or fiber mesh is not allowed in the approach portion.
- Bituminous (asphalt) driveways shall be constructed with a minimum of 2-inches of asphalt over a 6-inches thick stone base.
- Decorative paver driveways shall be constructed with a compacted crushed CA-6 aggregate base (subbase granular material type B), not less than 6-inches thick, sand bedding course not less than 1-inch thick, and 8000 psi Portland cement concrete brick not less than 2.75-inches thick or as approved by the village engineer. ( a decorative brick covenant record will be required for brick in the right-of-way)
- Must not be closer than 1-foot from the interior side lot lines and 5-feet from the rear lot line, outside the easements.
- Approaches shall be constructed with a roll near the curb line to make a neat transition to the curb opening with expansion material between the apron & back of curb.
- Approaches shall be constructed to a maximum grade within the right-of-way line of 6%.
- The difference in the drive grade and the street grade cannot exceed 8%.
- 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.
- **This does not include a curb modification, see separate Curb Modification Packet.**
- If the property is located 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.
- Driveway replacement and/or expansions are authorized on a case-by-case basis.

## APPLICATION CHECKLIST

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

- a completed short-form permit application listing the contractor(s) performing the work.
- valid contractor registration with the Village of Sugar Grove
- a scaled plan, using a recent plat of survey, with accurate dimensions of the driveway at the public sidewalk and curb line and location on the lot
- a complete Covenant Running with the Land Record, if decorative pavers are located in the right-of-way

- o a copy of the contract with the property owner's signature

### 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](http://www.sugargroveil.gov)

### INSPECTIONS REQUIRED

Inspections may include: a pre-pour/lay inspection and/or final depending on the scope of construction. 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

- Driveway only (concrete, asphalt or decorative pavers) **\$125.00**
- Driveway with curb replacement or sidewalk replacement **\$185.00**
- Village recording of the Covenant Record (decorative pavers) **\$140.00, additional**

*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 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.**

**COVENANT RUNNING WITH THE LAND - RECORD**

THE DECLARATION OF COVENANTS made this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

being **all** of the owners of the following described property; to-wit: **(Insert Legal Description)**

Parcel Number: \_\_\_\_\_

Commonly known as: \_\_\_\_\_

(Address – Please Print)

WHEREAS, the Village of Sugar Grove regulates the right-of-ways within its boundaries; and

WHEREAS, the declarants (Property Owners) wish to install Non-Standard Pavement in said right-of-way;

NOW, THEREFORE, in consideration of the Village of Sugar Grove issuing a permit to the declarants to install Non-Standard Pavement in the right-of-way adjacent to the above-described property, said property is hereby made subject to the following covenants and restrictions, all of which shall be deemed to run with the above-described property:

1. The declarants, their assigns and successors in title hereby agree to install Non-Standard Pavement in full compliance with the laws, ordinances, resolutions, rules and regulations of the Village of Sugar Grove, Kane County, the State of Illinois or any other governmental unit or agency having jurisdiction, applicable thereto as amended from time to time.

2. The declarants, their assigns and successors in title hereby agree to and do hereby release the Village of Sugar Grove, its officers, agents and employees which are from time to time authorized to use said right-of-way for any obligation as a result of damages to the Non-Standard Pavement which may occur in the course of the installation, removal, maintenance or repair of any utility within said right-of-way, or as the result of street construction/repair, snow removal, or street cleaning by the Village of Sugar Grove,

3. The declarants, their assigns and successors in title hereby agree to indemnify and save the Village of Sugar Grove and the public utilities which are from time to time authorized to use said easements and public parkways, and both groups' officers, agents and employees harmless for any damages, injuries, and costs including damages to the utility equipment, occasioned by the installation, maintenance, location, repair of the Non-Standard Pavement described above. Said costs to include attorney fees and costs of litigation.

4. The declarants, their assigns and successors in title hereby agree to indemnify and save the Village of Sugar Grove, its officials, employees and agents harmless from any and all claims, causes of action, judgments, expenses, and damages, including attorneys' fees and costs incurred by the Village, alleged to have occurred from the installation, construction, repair, maintenance, continued existence, or removal of the Non-Standard Pavement.

IN WITNESS WHEREOF, the undersigned have executed this declaration at \_\_\_\_\_, Illinois

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Property Owner's Signature

STATE OF ILLINOIS                    )  
  ) SS.  
COUNTY OF KANE                    )

I, \_\_\_\_\_, a Notary Public in and for said County, in the State of Illinois, do hereby certify that \_\_\_\_\_, personally known to me to be the same person whose name is subscribed in the foregoing instrument, appeared before me this day in person and acknowledged that \_\_\_\_\_ signed, sealed and delivered said instrument as \_\_\_\_\_ free and voluntary act for the uses and purposes therein set forth.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

*Prepared by:*  
Steven A. Andersson  
Mickey, Wilson, Weiler, Renzi & Andersson, P.C.  
2111 Plum Street, Suite 201  
Aurora, IL 60506

*Return to after recording:*  
Village Clerk  
Village of Sugar Grove  
10 Municipal Drive  
Sugar Grove, IL 60554

**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: _____	<b>Permit Type</b>					
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"/>
<b>Start Date</b> _____	<b>End Date</b> _____					
Description of Work: _____ _____						
<b>Property Information</b>						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
<b>Contractor Information</b>						
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.