

Village of Carol Stream

500 N. Gary Avenue, Carol Stream, IL 60188
Tel: 630-871-6230 Fax: 630-665-1064

CHECKLIST

Completed by Permit Applicant and reviewed by Community Development Staff at submittal.
Additional items required will be circled by Community Development Staff.

- _____ Completed **Application For Permit**
- _____ Two (2) copies of the **Plat of Survey**, drawn to scale, showing all existing structures on the lot and showing the location and width of the proposed driveway with dimensions to the property lines

Completed by Community Development Staff upon review of submittal:

- _____ All documentation required for the permit application has been submitted.
- _____ Items circled have not been properly submitted and we are returning your submittal for completion of these items.

Building permit submittal checked by: _____

For questions regarding building permit requirements for a Driveway, please contact the Village of Carol Stream Community Development Department at (630)871-6230.

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Residential Driveway Improvements Permit Requirements

1. *Permit Application:* All driveway extension/expansion/resurfacing/reconstruction projects require the submission of a completed permit application together with a copy of the Plat of Survey showing the exact location and dimensions of the existing and the proposed driveway extensions/expansion.
2. *Placement on Lot:* Driveways must be set back a minimum of one foot from any side property line. A driveway may be located in a drainage and/or utility easement provided it does not adversely effect the drainage pattern of the lot or the adjacent lot(s) and it does not alter, modify, or interfere in any way with the utilities located in such an easement. If access to utilities is needed, the Village (or any utility company) may remove, without any responsibility or requirement for replacement, any portion of a driveway located in the easement.
3. *Code Requirements:* The location and width of the driveway must conform with the following criteria.
 - A. *Limit of one:* No more than one driveway and one curb cut shall be permitted for each single-family residential lot, except in the case of a circular driveway in conformance with the standards and requirements as provided herein.
 - B. *Configuration:* The driveway shall be essentially perpendicular to the street pavement and the principal structure to the extent possible, shall lead to legal parking such as a garage, carport or parking pad, and shall not extend across the front of the principal structure by more than three feet.
 - C. *Location:* The driveway shall be set back a minimum of one foot from any side property line.
 - D. *Width:* Driveway width at the property line shall not exceed requirements as set forth herein.
 - (a) Leading to one or two parking spaces or a one- or two-car garage, or a combination of a parking space and a one-car garage, the maximum driveway width is 20 feet.
 - (b) Leading to three parking spaces or a three-car garage, or a combination of a parking space and a two-car garage, the maximum driveway width is 30 feet, provided the width of the lot is no less than 80 feet, as measured at the building line.
 - (c) Leading to greater than three parking spaces or greater than a three-car garage, the maximum width is 30 feet, as measured at the property line, provided the width of the lot is no less than 80 feet, as measured at the building line. The driveway may widen to the combined width of the parking spaces and garage, provided it does not widen at a rate greater than one foot of width for each one foot of length.

- A Permit is Required Before Any Work Begins -

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Residential Driveway Improvements Permit Requirements, continued.....

- E. Circular driveways:
- (a) Location: A lot having a width of 90 feet or more, measured at the front lot line, and in which the circular driveway is to be located, may have a circular driveway with two curb cuts located in the actual front yard.
 - (b) Driveway width: The access driveway leading most directly to the garage or parking area shall not exceed 20 feet in width, and the secondary access driveway shall not exceed ten feet in width, measured at the property line.
4. *Construction Specifications:* The Village Code requires the following specifications:
- Concrete driveway extension/expansion:
- 6 bag ready-mix concrete
 - 4" gravel (CA6 Coarse Aggregate Gradation)
 - 4" concrete reinforced with 6" x 6" wire mesh
- Asphalt driveway extension/expansion:
- 6" gravel (CA6 Coarse Aggregate Gradation)
 - 2" asphalt (Class I Surface Course)
5. *Inspections:* Inspections required during construction are as follows:
- A. Sub-grade: After excavation, string line for depth and check soil condition.
 - B. Gravel Base: Check for compaction, materials used, string line for proper depth for asphalt for concrete, and mesh when concrete is used.
 - C. Placement of asphalt or concrete: Check for compaction of asphalt or slump for concrete and string line for dips.
- Please call the Engineering Services Department at **871-6220** twenty-four (24) hours before each inspection is needed.
6. *Bonds:* A Parkway Preservation Bond of \$300 will be required. When work is complete, contact the Engineering Services Department at **871-6220** to schedule an inspection of the parkway area. If no damage has occurred, the Village will refund the bond amount submitted.
7. Property pins need to be located and marked before construction begins and for inspection.
8. If removal of the driveway apron is required by future utility or roadway work, the homeowner will be responsible for the replacement of all types of aprons other than concrete or asphalt, including but not limited to stamped or colored concrete and asphalt, brick pavers, exposed aggregate and California style finishes. The Village will remove the brick pavers and place them to the side but will not be responsible for damage or loss of any bricks in the public right-of-way.
9. In the interest of safety, do not store materials or equipment on the street or parkway.

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