



Village of Green Oaks

2020 O'Plaine Road • Green Oaks, IL 60048 • (847)362-5363 • Fax (847)362-5375

Site Development Permit Application Procedures and Guidelines

This handout is to help provide guidelines and answer basic questions regarding the Village's Site Development Permit Application procedure. Site Development Permits are required for most construction activity that occurs on the property, but outside of the building itself. Most Site Development Permits will require the submittal of Site Plan Drawings that are to be reviewed and approved by the Village Engineer.

The following is a list of activities that typically require the submittal of Site Plan Drawings:

- Site Grading Activity that occurs within a designated floodplain. Please consult the Village of Green Oaks' website at www.greenoaks.org for Village floodplain information to determine if your lot is in a floodplain.
- Site Grading Activity that disturbs more than 1,000 square feet (SF)
- New Building Construction
- Building Additions
- Parking Lot Construction (Non-Residential)
- In-Ground Swimming Pools
- Tennis Court or Basketball Court
- Driveway, Deck, or Patio Installations that increase the footprint greater than 1,000 SF
- Earthen Berms
- Septic or Mound Installation/Replacement
- Utility Installation (Storm Sewer, Sanitary Sewer, or Water Main)

The following is a list of activities that typically **DO NOT** require a Site Plan Review but do require a Site Development Permit:

- Culvert Replacement (See the Village's "Drainage Inspection Handout" for a complete list of culvert requirements, some examples do require further review)
- Driveway replacement
- Driveways, Patios, and deck installations less than 1,000 SF
- Public Utility connections (Storm Lateral, Sanitary Lateral, Water Lateral)

NOTE: This list is not inclusive and additional activities can be added at the Engineer's discretion if the Engineer feels that a Site Plan review is warranted. Please contact the Village of Green Oaks Administrator with any questions regarding your application.

Also note that inspections are required for all activities listed above and the level and frequency of inspection will be dependent upon the type of work performed.

Additions and changes to the structure on the property also require a Building Permit. In several cases, both a Site Development Permit and a Building Permit will be required. Please consult with the Village's Administrator to determine if a Building Permit is also needed for your proposed improvement.

Site Plan Review

For activities requiring a Site Plan, the owner is responsible to acquire the services of a licensed surveyor or professional engineer to survey and draft the site plan. Three (3) plan sets must be submitted to the Village for review by the Village's Engineer. The average review will take up to 5 to 7 business days. The Village Engineer will coordinate with your representative engineer or surveyor if there are issues that require correction. In order to minimize these often time consuming issues, it is advisable that the following basic principles are followed when submitting:

- The plan must be a scalable topographic representation of your site. Typical scales are 1"= 20', 1"= 30', or 1"= 40', etc. Contour intervals shall be a minimum of 1 foot. Hand drawn modifications of existing surveys are not accurate representations and will not be reviewed.
- The elevations used on the site must be from a current USGS elevation datum. Assumed datums for site plans will not be reviewed.
- Be sure to follow the zoning standards outlined in the Village's Code for the Zone the activity is taking place in. The Village's Zoning Code is available online at www.greenoaks.org or you can get copies of the code at the Village Hall.
- If construction activity will occur in a floodplain or wetland it is possible that additional requirements will need to be met to satisfy Lake County Stormwater Management Commission, Illinois Environmental Protection Agency, or Army Corps of Engineers guidelines. Floodplain and wetland data are available free of charge from Lake County's GIS webpage www.co.lake.il.us/gis/. Note that if floodplain or wetlands are present, additional expenses and permitting may be required for your project.
- The more data that you can provide on your site plan the easier it is for our staff to review. Attached is a copy of our Site Plan Review Checklist which details the specific items required in our review.

A sample review checklist used by the Village Engineer during the review process is enclosed in this packet. Please provide this checklist to your engineer and/or surveyor to ensure that all required information is included in your submittal.

When a Site Plan is approved, it will be signed by the Village Engineer and 2 copies will be returned to the Village with the Site Development Permit. One copy is to remain with the Village and the other is yours to use. **NOTE: Only the Approved Site Plan is the valid Site Plan for your project. Only make copies of the Approved Site Plan for your builder to use.**

Actions to be taken by homeowner/contractor:

1. You must post the Site Development Permit in a visible location from the street. The Permit will have listed the inspections required by our office for the project.
2. Be sure to contact the Village Engineer a minimum of 24 hours in advance to schedule an inspection.

Bonds

All required bonds must be provided to the Village prior to the start of construction. All bonds shall be cash bonds. There are two types of bonds that the permit applicant must furnish prior to obtaining a Site Development Permit:

- Soil Erosion and Sediment Control (SESC) Bond – Required to ensure prompt and satisfactory action to fix erosion and sediment control issues during construction. The SESC Bond also ensures timely restoration of all disturbed areas post construction. The amount of the SESC Bond is \$250.00. The SESC Bond will be released to the permit applicant/holder after the areas disturbed by the work have been restored, inspected and approved.
- The Roadway and Construction Completion (RCC) Bond – Provides the Village with recourse to address damage to roadways during construction. The Bond will not be released until construction is complete and the road has been inspected. The RCC Bond amounts are on a tiered scale, not to exceed \$5,000.00:

Project Cost	Roadway and Completion Bond Amount
\$0.01-\$5,000.00	\$500.00
\$5,000.01 - \$15,000.00	\$1,500.00
Greater than \$15,000.01	\$1,500.00 + 1% of Estimated Construction Cost exceeding \$15,000.01, up to \$5,000.00 total bond amount.
New Construction	\$5,000.00

The RCC Bond will not be released until the Village Engineer has received and approved the As-Built Grading Plan (where applicable) and an inspection of the road adjacent to the applicant’s lot has been performed.

Pre-Application Fee

A pre-application fee will be required when submitting plans and an application for a site-development permit. For residential projects that include modifications to existing structures the pre-application fee is \$200.00. For all new residential construction and any commercial improvements the pre-application fee is \$600.00. All pre-application fees will be deducted from the total permit fee determined by the Village Engineer.



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Site Development Inspection Procedures and Guidelines

Depending upon the type of construction performed several inspections may be necessary to ensure compliance with local, state, and federal construction requirements. The Village Engineer will perform these inspections. Be sure to contact RHMG at our Mundelein office at (847) 362-5959 a minimum of 24 hours in advance to schedule an inspection. The inspections that our office will perform are as follows:

- **Culvert Inspection** – New culverts will be inspected to see that proper pipe material, pipe size, stone bedding and cover, and pitch in relation to upstream and downstream culverts are provided. This inspection is conducted immediately before the placing of the new culvert.
- **Public Utility Connection** – These inspections cover the connection of the building to the public water main, storm sewer, or sanitary sewer system. The connections must be performed in accordance with the Illinois Sewer and Water Construction Standard Specifications. For large non-residential connections or public utility extensions full time inspection may be required depending on competency of your utility contractor.
- **Septic Abandonment** – Inspects the physical abandonment of the holding tank and lift station (if applicable). All electrical equipment must be removed from structures. The tank must be cleaned out by a licensed waste removal contractor. The physical disconnection of the system to the house must be witnessed, and the tank and structure must be filled with sand or gravel.
- **Subgrade Roll Test** - Required for parking lots and roadway installations. The subgrade will be subjected to a rolling load from a loaded 3 axle dump truck. Any areas showing signs of pumping or significant rutting will be marked for undercut. No subgrade inspections will be performed on organic material. All organics must be removed from the subgrade and replaced with suitable aggregate base.
- **Pavement Placement** – Required for parking lots and roadway installations. The inspector will check to see that asphalt or concrete pavement is placed in accordance with the Approved Site Plan and follows IDOT guidelines for Road and Bridge Construction. For public installations nuclear density testing and materials testing may be required.
- **Pre-Construction Erosion Control** – Required for all construction projects within the Village and must be performed **BEFORE** construction activity is to take place. The inspector will check to see that all required sedimentation and erosion control devices

are properly installed. No construction activity will be allowed to begin without successful Approval of this inspection.

- **Rough Grading (Pre-Topsoil)** – The inspector will check the site prior to topsoil placement to verify that the grading of the site conforms with the Approved Site Plan. Any corrections noted will need to be performed prior to placement of topsoil and seeding. Please note that this inspection does not over ride the final As-Built inspection.
- **Final Restoration** – This inspection is typically performed upon submittal of the As-Built Plan. In cases where an As-Built plan is not required this will be the final inspection needed for Bond Release. It is done to verify that the site is properly restored with grass or other suitable groundcover. All grasses and groundcover must show evidence of germination and/or establishment. The inspection is also done to ensure that the restoration activities did not disturb the grading of the site previously reviewed during the rough grading inspection.
- **As-Built Plan Review** – Most Site Development Permits will require the submittal of an As-Built drawing from your surveyor or engineer to show the actual placement of improvements on the site. Attached to this packet is our As-Built review checklist for your use. Three (3) copies of the As-Built Plan must be submitted to the Village for review by the Village Engineer. The review will take approximately 5 to 7 business days per review. The Village Engineer will coordinate with your representative engineer or surveyor if there are issues that require correction. Approved plans will be signed and stamped by the Village Engineer and two (2) approved copies will be forwarded to the Village for close out and bond release.
- **Other Inspections** – Under the discretion of the Village Engineer additional inspections can be performed to ensure the proper installation of improvements called for on the Approved Site Plan. Typical examples of other inspections would be for the installation of street lighting or the installation or modification of drainage ditches, etc. The Village Engineer will specify these Inspections on the Site Development Permit

Any Bond Release or Occupancy associated with this project is dependent upon successful approvals of ALL inspections required by the Village Engineer on the Site Development Permit.