



Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
www.cityhpil.com/building

Notification List For Pending Infill Construction

Minimum Requirement: All adjoining/abutting properties as well as properties across the street shall be sent the "Pending Construction Notification".

Applicant Name(s): _____

Applicant Address: _____

Address Receiving Notification	Date Sent (via Regular Mail)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

The Undersigned Applicant for Infill Construction hereby confirms that he/she has sent the Pending Construction Notification letter to the addresses identified above.

Signed: _____

Address: _____

Date: _____



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Pending Construction Notification

Construction Address:	_____
Project Description:	_____
Project Status:	<u>IN REVIEW (not approved yet)</u>

Date: _____

This letter is a courtesy notification of a pending construction project at the address above. As part of the City's permitting process, reviews of the planned improvements include evaluation of existing and proposed Drainage and Grading (D&G) conditions. The primary intent of the D&G review is to collect and assess information pertinent to the project and evaluate the potential drainage impact in the nearby area.

There is no required action on your part at this time.

However, if you have documentation such as surveys, photographs, etc. that you feel could assist the City's review, please forward that information in writing to our department within five days of receiving this letter. Hard copies can be mailed to or dropped off at the address above. Electronic submissions can be emailed to building@cityhpil.com (please reference the construction address in the Subject line).

Sincerely,
Highland Park Building Division Management Team