



**CITY OF HIGHLAND PARK
DRAINAGE AND GRADING PERMIT APPLICATION**

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035
(847) 432-0808 • FAX (847) 926-8885
Web: www.cityhpil.com

Construction
Site Address _____

Owner's
Name _____

Owner's
Address _____

Owner's Telephone _____ Owner's Email _____

General Contractor
Business Name _____

Contact
Name _____

Business Address _____ City _____ Zip Code _____

Telephone Office _____ Cell _____

Email
Address _____

General Contractor's
License Number _____

Bond _____

Insurance _____

Applicant's
Signature / Date _____

Master Permit Number _____

Drainage and Grading
Permit Number _____

Residential Drainage and Grading
Plan Review Required

Commercial Drainage and Grading
Plan Review Required

Earth Moving Estimated Cost Greater
than \$500.00

Plumbing Permit Required

Total Permit Fees Due
\$ _____

Note: Permits expire 12 months from the date of issuance.

By signing this document you acknowledge and agree that all the information provided is true and accurate on your behalf. You further acknowledge that you have read and accept all responsibilities listed in the conditions and notices found on the back of this sheet referred to as page 2.

Comments:

Received / Date _____ Approved / Date _____ Issued / Date _____

CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and studs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans, and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind of nature whatsoever, brought by any person or arising out of any work performed pursuant to this permit, including but not limited to any and all injuries and damages to person, property, or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand, or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

The permit is issued with the express stipulation that if the existing sidewalk is in bad repair it shall be relaid at the owner's expense.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1-800-892-0123

Sec. 170.003.1 AMENDMENTS TO THE INTERNATIONAL BUILDING CODE

The following amendments to the International Building Code, 2009 Edition, shall control whenever a conflict arises between the amendments set forth in this Section and the provisions of the International Building Code, 2006 Edition.

(9) Section 105.5 shall be added to the International Building Code, and shall read as follows:

105.5.1 The permit shall expire after a period of 12 months from the date of issuance. The Code Official is authorized to grant, in writing an extension for a period of not more than 180 days. The extension shall be requested in writing and justifiable cause for the requested extension shall be demonstrated. (Ord. 70-01, J. 27, p. 333-391, passed 11/26/01, Ord. 21-04, J. 30, p. 66-69, passed 3/8/04; Ord. 49-07, J. 33, p. 280-324, passed 6/11/07); Ord.19-11, J.37, p.58-103, passed 2/14/11)

Guarantee Deposit

Unclaimed Guarantee Deposits.

(iii) Any guarantee deposit deposited with the City after May 2, 2004 shall be transferred to the general corporate fund of the City, if the Permit Holder fails to claim the guarantee deposit within 30 days after the expiration of the building permit for which the guarantee deposit was made. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

(iv) Unclaimed guarantee deposits that are transferred to the City's general corporate fund pursuant to this subparagraph (2)(d) may be used for any corporate purpose of the City. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

Reinspection Fees

The fee to be paid for reinspection in excess of one (1) trip, to inspect any single phase of construction as required by the Code Official, due to inaccurate or incorrect information of failure to make necessary repairs or corrections of faulty construction shall be the rate set forth in the Annual Fee Resolution for each trip in excess of one (1) trip.

By signing this document you acknowledge and agree to terms and policies stated within this document pursuant to the Highland Park Code of 1968.

CITY OF HIGHLAND PARK

Drainage and Grading of Lots, Section 170.025 – Infill Ordinance Section 170.050

The intent of this section is to prohibit any activity that will (a) alter or obstruct the natural flow of stormwater in such a way that will cause ponding upon another property, or (b) concentrate or intensify the discharge of surface water onto another property. In general the Building Division reviews residential permits and Engineering Department reviews commercial development permits.

All new buildings (commercial or residential), additions, garage, patios, pools or improvements, greater than 250 square feet; or any filling, greater than 50 square feet, requires a drainage and grading plan without exception.

All drainage and grading plans shall include, but not be limited to, the following criteria or be returned for revision:

- _____ Scale: 1" = 20' or larger
- _____ Grading plans for all new single family, multi-family and commercial buildings shall be on U.S.G.S. datum. Other improvement may use an assumed datum expressed in feet and decimal parts thereof.
- _____ Existing adjacent tops of foundation elevations
- _____ Existing and proposed house layout and top of foundation elevation, including patio, deck, driveway, service walk or any other structures which may affect drainage.
- _____ Existing and proposed ground elevation at foundation (6" - 8" below top of foundation) and driveway elevations
- _____ Existing contours at 1' intervals (if lot has slopes of less than 1.00%, show 1/2 foot contours) and proposed contours
- _____ Existing trees 6" diameter and larger
- _____ Provide enough off-site elevations to determine drainage patterns
- _____ Section 890 of the Highland Park Plumbing Code requires runoff from all new structures to be piped to a public storm sewer where available. Connect all existing and proposed down spouts and sump pump to storm sewers where available.
- _____ All existing pavement and ditch grades, proposed ditch grades and typical cross section.
- _____ Size, location and grade of any proposed or existing driveway culvert
- _____ All existing and proposed on-site swales and percentage of slope (minimum 2.00%)
- _____ All plans must be signed and sealed by a State of Illinois professional engineer.
- _____ Submit four (4) plans for review.
- _____ Erosion control detail.

Residential Infill Construction Indemnification Agreement

TO: The City of Highland Park, Illinois (“City”)

WHEREAS, the undersigned (“Applicant”) has filed for a building permit with the City for construction on an Infill Construction Site, as defined in the Residential Infill Construction provisions provided in Sections 170.050 – 170.059 of “The Highland Park Code of 1968” as amended (“**Infill Construction Ordinance**”) and located at the address provided at the bottom of this page; and

WHEREAS, Section 170.055 of the Infill Construction Ordinance requires the Applicant, as a condition of the issuance of any permit for the work on the Infill Construction Site, to hold harmless and indemnify the City in accordance with this Agreement;

NOW, THEREFORE, the Applicant does hereby agree and covenant as follows:

1. The Applicant shall, and does hereby unconditionally agree to, accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Infill Construction Ordinance.
2. The Applicant acknowledges and agrees that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City’s issuance of any permits for construction on or the use of the Infill Construction Site and that the City’s issuance of any such permits or modifications does not, and shall not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.
3. The Applicant agrees to and does hereby agree to hold harmless and indemnify the City, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of such parties in connection with (1) the City’s review and approval of any plans for the Infill Construction Site; (ii) the issuance of any approval, permit, certificate, or acceptance for the Infill Construction Site; and (iii) the development, construction, maintenance or use of any portion of the Infill Construction Site.

Dated: _____

Applicant:

By: _____

Its: _____

Address of Infill Construction Site: _____ Highland Park, IL 60035



CITY OF HIGHLAND PARK
BUILDING PERMIT APPLICATION
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035
(847) 432-0808 • FAX (847) 926-8885
Web: www.cityhpil.com

Date: _____

Subject: Proposed Improvements to _____

Dear Mr. and/or Mrs. _____:

The City received a Building Permit Application for the property located at _____
_____. The proposed improvements include _____.

As part of the City's permitting process, the City's permitting process, the City reviews and proposed drainage and grading conditions. Items considered in the analysis are:

1. The proposed plans
2. Previous project files for the subject property and surrounding neighborhood
3. Past drainage concerns in the neighborhood
4. The infrastructure condition and capacity in the area
5. As site visit to observe current conditions

The intent of the review is to collect information pertinent to the project, and to provide the needed attention to drainage issues in your neighborhood. If you have documentation that could assist the City's review process, please forward the information in writing to me within five days receiving this letter.

Thank you for your assistance and cooperation. If you have questions or need additional information, contact me at 847-926-1171 or send an email to agregorski@cityhpil.com.

Sincerely,

Arnell Gregorski
Plan Examiner/Inspector
City of Highland Park

Notification For Infill Construction

Applicant Name: _____

Applicant Address: _____

Address receiving Notification

Date Sent (Regular Mail)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |

The Undersigned Applicant for Infill Construction Drainage and Grading permit from the City of Highland Park hereby that he/she has sent the Infill Construction Notification Letter to the addresses identified above.

Signed: _____

Address: _____

Date: _____