

**Village of Vernon Hills
Community Development Department
290 Evergreen Drive, Vernon Hills, IL 60061
Phone 847-367-3700 - Fax 847-367-2541 - <http://www.vernonhills.org>**

**DRIVEWAYS, DRIVEWAY APPROACH/APRONS,
PUBLIC/PRIVATE SIDEWALKS**

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

TO APPLY FOR A PERMIT:

1. Complete a permit application.
2. Submit two (2) copies of the Plat of Survey of the property showing the proposed driveway or walkway location (highlighted), its dimensions, distance from property lines, materials to be used, and a detail showing its construction (cross section).
3. Provide a copy of the written and signed contract between the homeowner and contractor, if applicable.
4. Submit a copy of a Homeowner's Association Approval letter, when applicable.
5. If replacing a portion of the public walk, or placing brick pavers in the driveway apron, you must complete the attached, "Letter of Waiver" and pay a \$50 recording fee (cash or check) at time of submitting the application and plans for review.

Note: Once your plans have been reviewed and approved, you will be asked to call J.U.L.I.E. (Utility Locate Service) at 1-800-892-0123 to obtain a dig number. The permit will not be issued until a dig number is provided. A plan review will be completed within fifteen (15) business days or sooner.

LOCATION AND SIZE REQUIREMENTS:

A. Driveways & Driveway Approach/Apron

1. The maximum width of a residential driveway (the paved area located between the sidewalk on property line when no sidewalk is installed and garage) shall be no wider than the width of the garage. Where no garage exists or where the garage is less than twenty (20) feet wide, the maximum driveway width shall be twenty (20) feet.
2. A residential driveway shall be a minimum of ten (10) feet in width.
3. The driveway shall be located a minimum of five (5) feet from an adjoining property and configured to meet the width of the driveway approach/apron at the property line, unless a variance is obtained thereof.

4. The driveway must be paved with **fiberglass reinforced concrete** (4" thick min. with 6X6 #10 wire mesh), asphalt, or paving stones. (See cross-section sketches for the approved type of materials and installation details). If asphalt is a material of choice for a new driveway, it has to be installed in two (2) lifts with the total thickness being not less than two and one half (2.5) inches. For replacement driveways, a one (1) lift two and one half (2.5) inch course may be substituted for two (2) lifts as required for new driveways. Driveway concrete slab shall be pinned to the foundation will under garage slab with #4 rebar, 24 inch on center.
5. The width of the driveway approach/apron (which is the paved area between the street curb and sidewalk) shall be between eight (8) and twenty (20) feet, when measured at the property line. A residential lot with less than one hundred (100) feet of street frontage is allowed only one driveway approach (one curb cut). **See attached Village Exhibit No. 34.**
6. A driveway approach/apron shall be a minimum of five (5) feet from an adjoining property.
7. Residential driveway approach/apron **shall be designed as shown in the Village Development Ordinance Exhibit No. 34** (except the back of existing curb may be neatly sawcut to provide a depressed curb as a substitute for the detailed depressed curb). The Village Engineer must approve all curbs, including curb cuts, before the cut is made. The Village Engineer shall inspect all curbs, including curb cuts, for damage before placement of any driveway approach/apron material is placed. All identified damage will be replaced to the satisfaction of the Village Engineer. **See the Village Development Ordinance Exhibit No.28-A Barrier Curb Detail.**

NOTE: All residential driveway approach/apron shall be constructed of Portland cement concrete. Alternate concrete materials such as brick pavers, stamped concrete, and exposed aggregate concrete may be allowed at the discretion of the Village Engineer. If approval is given, a waiver absolving the Village of Vernon Hills from maintenance is to be signed by the owner, developer, or builder and approved by the Village Manager. The waiver will be recorded on the deed to the property.

8. Driveway Approach/Apron: New construction shall be 6" Portland cement concrete (IDOT Class SI-6.0), WWF 6x6-W2.9x W2.9 wire mesh placed and supported at mid-depth on a 4" compacted crushed limestone (CA-6) subbase. **The driveway approach/apron shall be doweled into existing curb per the Village Development Ordinance Exhibit 28-A.** Existing driveway approach/apron may be replaced in kind, but shall conform to the current Village standards.

B. Private sidewalk

1. A walkway shall be constructed in the same manner as a driveway, except the reinforcement mesh is not required for walkways that do not exceed five (5) feet in width.

C. Public sidewalk

1. Public sidewalks must be constructed of five (5) inches of Portland cement concrete (IDOT CLASS SI 6.0), except where they cross through driveways, where sidewalk thickness shall be increased to six (6) inches. **See attached Village Exhibit No. 29.**
2. Two (2) #5 steel reinforced bars shall be installed in the sidewalk at all trench crossings. They shall extend at least ten feet beyond the edges of the trench.

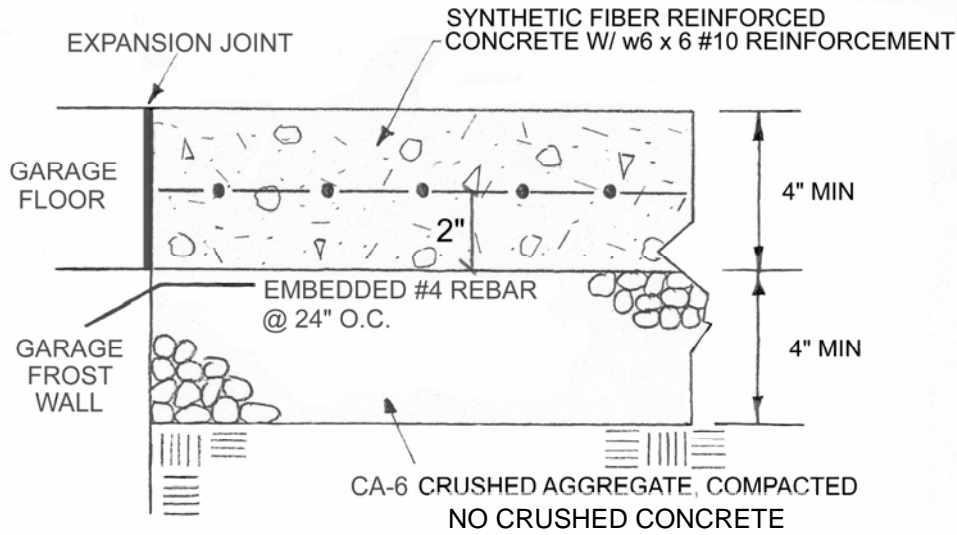
D. Spoils, Construction Debris

1. No spoils, construction materials, dumpsters, or equipment is to be stored within the public right-of-way. Damage to the Village right-of-way caused by any work shall be the responsibility of the permit applicant to restore to the satisfaction of the Village. Sediment is to be contained on site. Concrete washout shall be confined to the site, out of the right-of-way. Soil erosion and sediment control may be required

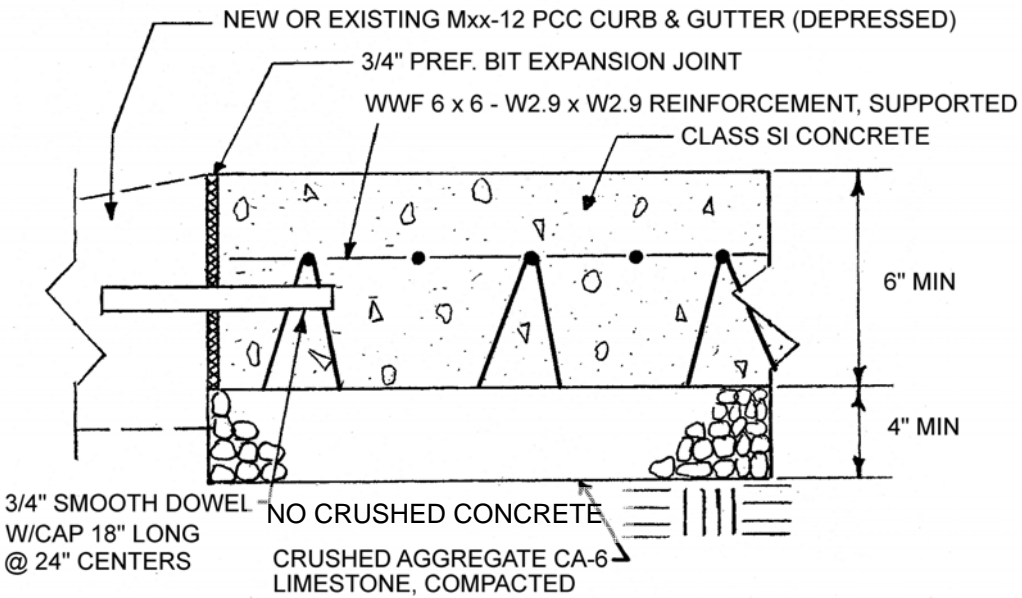
INSPECTION REQUIREMENTS:

The permit holder is responsible for scheduling inspections. To request an inspection, contact the Community Development Department at 847-367-3704 between the hours of 8:30AM and 3:30PM, Monday through Friday, at least one working day in advance with the permit number ready.

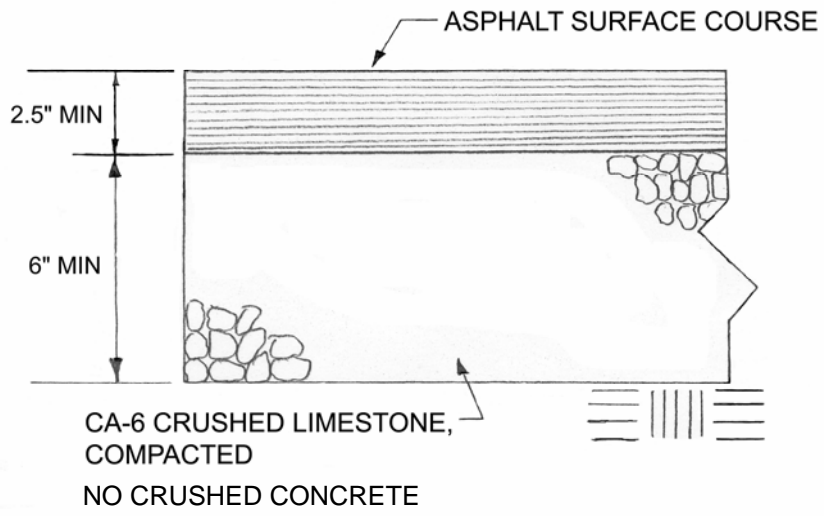
1. Pre-Pour Base Inspection: Compacted base, prior to placement of concrete, asphalt or pavers. Wire mesh and rebar must in place. **Note:** An inspection by the Engineering Division is required for driveway approach/apron and sidewalk in the public right of way.
2. Final inspection upon completion.



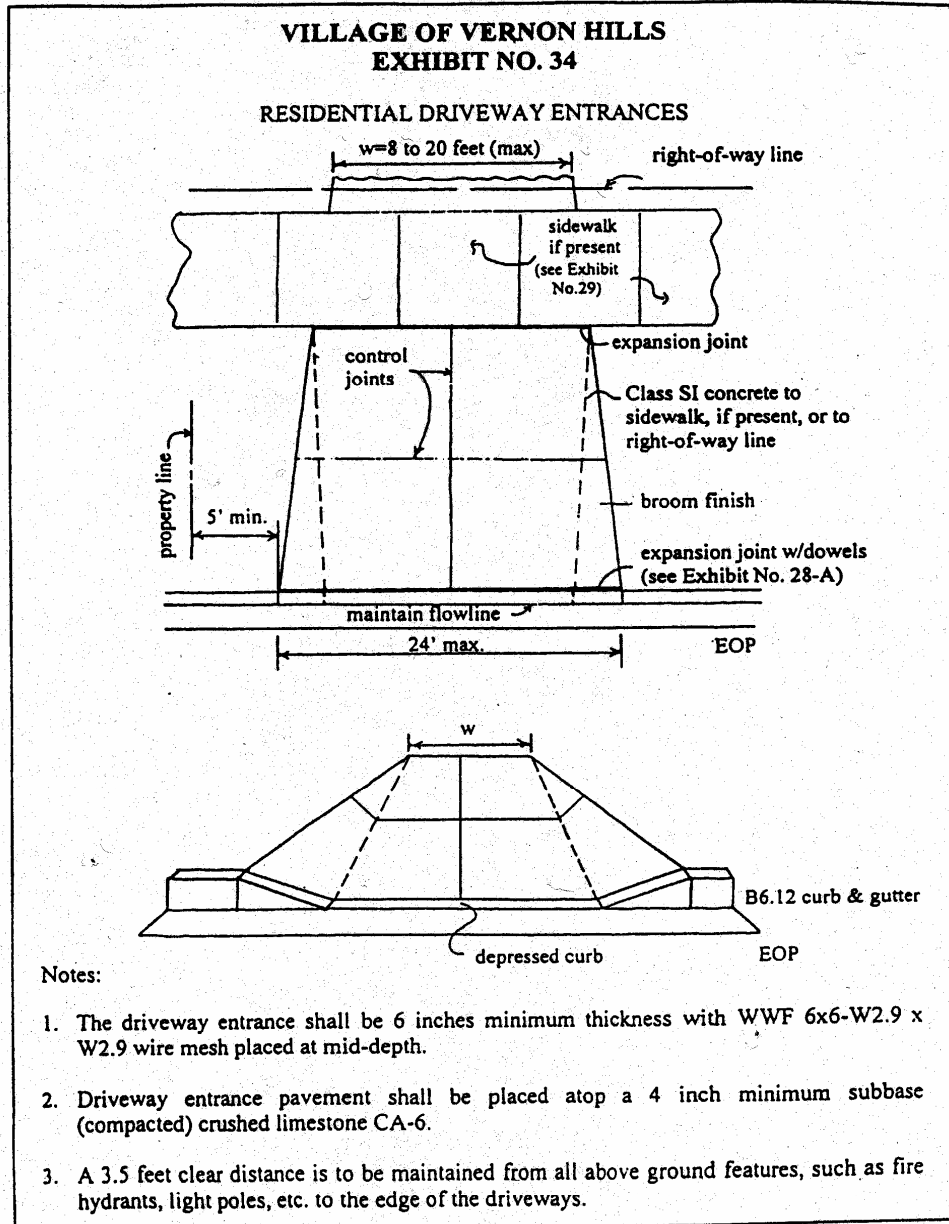
○ RESIDENTIAL CONCRETE DRIVEWAY



○ RESIDENTIAL CONCRETE DRIVEWAY APPROACH/APRON
TYPICAL

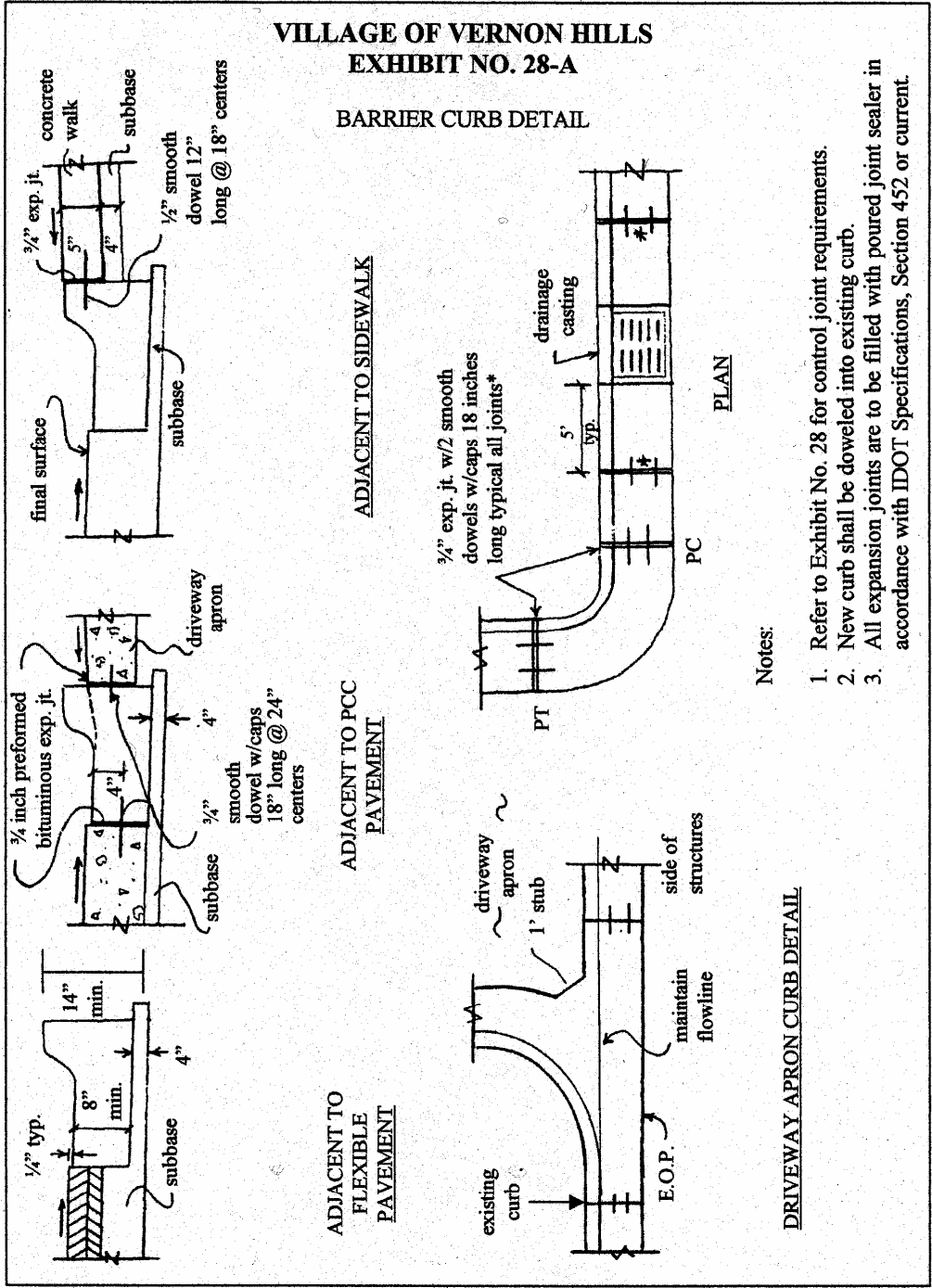


RESIDENTIAL ASPHALT DRIVEWAY
TYPICAL SECTION



VILLAGE OF VERNON HILLS
EXHIBIT NO. 28-A

BARRIER CURB DETAIL

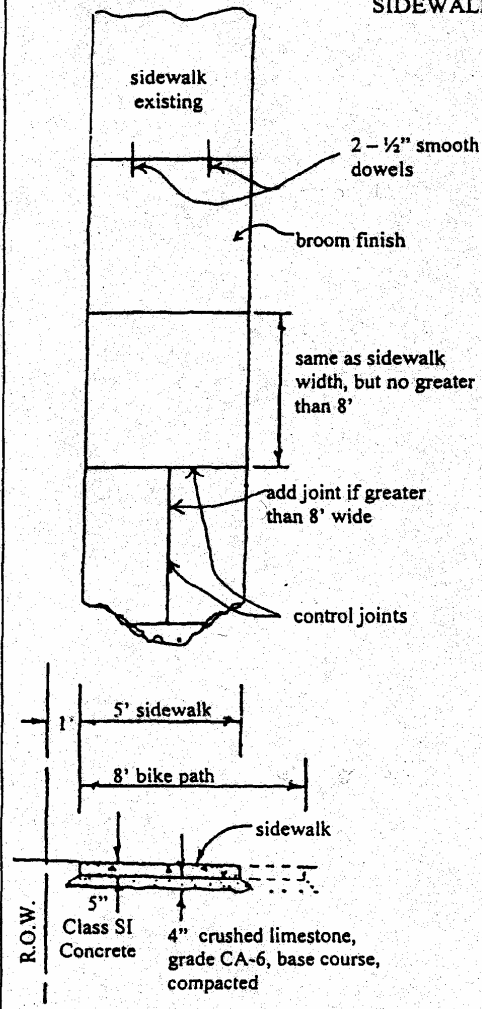


Notes:

1. Refer to Exhibit No. 28 for control joint requirements.
2. New curb shall be doweled into existing curb.
3. All expansion joints are to be filled with poured joint sealer in accordance with IDOT Specifications, Section 452 or current.

**VILLAGE OF VERNON HILLS
EXHIBIT NO. 29**

SIDEWALK



Notes:

1. Control joints shall be 1/8 to 1/4 inches wide and 1/4 of the sidewalk thickness deep. The edges of the control joints shall be given a 1/4 inch radius.
2. 3/4 inch thick preformed bituminous transverse expansion joints with 2 - 1/2" smooth dowels with caps shall be required at no more than 50 foot intervals, at the junction with back of curb, at expansion joints in abutting curb and/or pavement, and at a places where the flow of concrete is interrupted for more than 30 minutes. The expansion joint interval shall be adjusted so that as few expansion joints as possible will fall in driveway crossings, and none at curb depressions.
3. Sidewalk crossing driveway shall be at least 6 inches thick and shall be at least as strong as the driveway pavement itself.
4. 2 per cent cross-slope (max) for sidewalk. 2 to 8 per cent slope (max) for parkway slope.
5. Two #5 steel reinforcing bars shall be installed in the sidewalk at all trench crossings. They shall extend at least ten feet beyond the edges of the trench.
6. Sidewalk adjacent to curb is to be doweled. See exhibit No. 28-A for detail.
7. Provide method of cure per I.D.O.T. specifications.

VILLAGE OF VERNON HILLS
Community Development- Building Division
Phone (847) 367-3704 Fax (847)367-2541

PERMIT APPLICATION
PATIOS, WALKWAYS, DRIVEWAYS

PLEASE PRINT

Homeowner's Name: _____

Address: _____

Phone No.: _____ **E-Mail:** _____

Applicant's Name: _____
(If different from above)

Phone No.: _____ **E-Mail:** _____

Supply the following:

- Two(2) copies of the Plat of Survey (illustrating where the work will be performed)**
- Provide a detailed cross section of proposed construction**
- Homeowners Association Approval Letter (if applicable)**
- Copy of proposal from contractor**
- J.U.L.I.E. Dig Number (1-800-892-0123):** _____

- Brief description of work to be performed:** _____

Answer the following:

Estimated Value of Work \$ _____

Material Type (Concrete, Pavers, Asphalt): _____

Length _____

Width _____

Work being performed by:

- Homeowner**
- Contractor Info:**

Name: _____

Address: _____

Phone Number: _____ **E-Mail:** _____

LETTER OF WAIVER

Public Right-of-Way

Village of Vernon Hills
Community Development Department
290 Evergreen Drive
Vernon Hills, IL 60061
(847) 367-3704

This letter will serve to release and absolve the Village of Vernon Hills of any responsibility or liability in connection with driveway apron(s) or ribbons consisting of brick or precast concrete paving units, as approved by the Village, which have been or will be installed within the public right-of way adjacent to the property described below.

The Village of Vernon Hills will not be responsible for, nor required to furnish, install, maintain, repair, replace, or reconstruct any such apron(s), or any part or component of same, which is damaged or destroyed as a result of any activity within the right-of-way performed by the Village, its agents, employees, or contractors, including franchised utility companies and their respective agents, employees or contractors, nor will the Village ever be responsible for maintenance or repair of said apron(s) or ribbons at any time.

This waiver shall serve to bind the current owner and any successors and assigns and shall be in effect so long as the driveway apron(s) or ribbons at this property is constructed of a brick or precast concrete paving unit.

Additional Information:

Street Address:

Name of Current Property Owner:

Lot Number / Subdivision:

Phone:

Signature of Property Owner

Date

Acceptance - Village Manager

Date

Responsible Person, Soil Erosion and Sediment Control – Residential Sites

The Watershed Development Ordinance requires that Contractors, or the permit applicant designate a responsible person in charge of soil erosion and sediment control. The designee shall be responsible for the maintenance of all soil erosion and sediment control items at all times. The designee shall be responsible to react to all violations or discrepancies immediately after notification.

For all improvement projects within the Village, the sites shall be kept clean at all times. Streets, sidewalks, and curb/gutter shall be broom swept clean, a minimum, at the end of each day, or more frequently if required by the Village. Existing storm sewer structures are to be protected from sediment deposits at all times.

All material delivery and the storage of materials for the site are prohibited within the Village Right-of-Way (typically 15’ from the back of curb), unless written approval by the Village is granted.

TO BE COMPLETED AND RETURNED PRIOR TO ISSUANCE OF A PERMIT
(Please print)

Designee: _____ **Contact Number:** _____

Permit Applicant / Developer / Contractor Name: _____

Project Address: _____ **Pod / Lot:** _____

Application or Permit Number: _____

Received by: _____ **Date:** _____