

**Village of Vernon Hills**  
**Community Development Department**  
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**SITE MANAGEMENT AND EROSION CONTROL GUIDELINES**

**1 & 2 FAMILY RESIDENTIAL**  
**Multi-Unit Residential Development Projects**

The purpose of this handout is to inform a builder of the Village requirements for site development in order to prevent excessive soil erosion, sediment buildup in the Village storm sewers and creeks, damage to street curbs and pavement, excessive dust in the construction area and construction debris being spread to other sites.

The following is the list of Village requirements:

1. A proposed grading plan showing the house location, proposed top of foundation elevation (including all variations in the top of foundation elevation), existing and proposed grades in one foot contours, existing vegetation to remain and proposed erosion control measures must be submitted to the Building Division, for approval by the Village Engineer, at the time of the plan submittal for a Building Permit. A designated person will be responsible for all soil erosion/sediment control. Before the issuance of the building permit, the attached responsible person form is to be returned to the Village.
2. Erosion control measures shall be installed prior to the commencement of construction activity on a site. **The Village Engineer will inspect the erosion control measures and conditions of the public improvements at the site. This is the first inspection on every project. No requests for other inspections will be honored without passing the erosion control inspection.** The request for this inspection must be made to the Community Development Division. The Village reserves the right to issue a stop work order and to assess fines if the erosion control measures are not maintained to provide the intended protection.
3. The streets adjacent to a site must at all times be kept free of soil and debris. Absolutely no building or landscaping materials shall be placed within the public right-of-way.
4. At a minimum, silt fencing shall be placed immediately inside the curb adjacent to the street right-of-way for the entire width of the parcel. Other construction site erosion control barriers may be needed and shall be installed as specified on the erosion control plan. The soil deposited on the streets, near the site and elsewhere on the neighboring streets, as a result of construction activities must be removed as soon as possible, but in no case later than the end of the working day. On larger projects, where dust may be a problem, water must be used during the street cleaning operation. Building inspections may be refused if the streets are not kept to expected standards of cleanliness. The streets are to be kept clean at all times by mechanical methods.
5. Each site must be cleared of any excess spoils by the time the foundation is backfilled and rough graded to within 3 inches of final grade. However, a small pile of spoils may

remain on site for backfilling and settlement purposes. Location of soil pile shall be maintained when possible a minimum distance of 25 feet from the curb of any public right-a-way, drainage ways and property lines. Soil piles used for backfilling shall be continually protected with properly installed silt fencing, straw bales or 25 foot wide vegetation strip until the soil pile is utilized or removed.

6. Unless otherwise approved by the Village Engineer, each construction site must have only one entry, preferable at a proposed driveway location. The curb cut should be made before framing is started.
7. Graveled access drives shall be so located to provide maximum use by all construction vehicles. For 1 and 2 family dwellings, a minimum of 1 to 2 inch crushed stone or larger access drive shall be installed prior to the spot survey being submitted for approval. Said drive shall be 6 inches in depth, 16 feet wide and extend to the front foundation of home or attached garage or a minimum of 50 feet. All or part of this stone, if contaminated by soil during the construction process, may require replacement prior to installation of asphalt or concrete.
8. A Foundation spot survey shall be submitted prior to the commencement of above ground construction. The survey shall specify the location and height of the foundation, rough grade at foundation and at the property line, and height and location of all dirt piles. The approved finish grade elevations shall also be shown at the foundation and at the property line. Numbers used shall conform to those on the approved drainage plan.
9. Request inspections upon submittal of spot foundation survey. Erosion control barriers and gravel drive shall be continually maintained throughout the course of construction or inspections may not be performed. Above-ground construction shall not commence until an inspector has approved the foundation, grading, erosion control measures, and as-built foundation survey.
10. The construction site shall be kept clean and neat at all times. Building debris shall be deposited in recycling containers, dumpsters, custom containers or placed in the garage at the end of each workday.
11. All storm drain inlets and catch basins located on private property or within the public right-of-way adjacent to the construction shall be protected with an approved filter fabric material.
12. Enforcement:  
Contractors will be notified via telephone or in person of erosion control violations.

The violations shall be corrected within 24 hours of being notified. Failure to correct the violations within said 24 hours shall because for the inspector to issue a stop work order. Upon the violation being corrected, inspection, and a reinspection fee paid, work may again proceed.