

GUIDELINES to SITE MANAGEMENT PROGRAM

(Effective: August 15, 2006, Revised 08/2007, 05/2014, 12/2014)

· PERMIT REQUIREMENTS



· CONSTRUCTION PARKING & FENCE PLAN

· RULES & REGULATIONS OF CONSTRUCTION SITE

· INSPECTIONS

· STORMWATER

· HOURS OF CONSTRUCTION

· SUBMISSION OF GRADING & SITE RESTORATION PLANS

· CERTIFICATE OF INSURANCE

· STREETS, SIDEWALKS and/or DRIVEWAY REGULATIONS

· ADMINISTRATIVE CITATIONS

· COMPLETION OF PROJECT



GUIDELINES to SITE MANAGEMENT PROGRAM

"An applicant for a demolition and/or building permit ("permit applicant"), shall be responsible for safe construction site management during all phases of demolition and/or construction of permitted improvements."

The guideline listed below highlights the Ordinance section (see attached Ordinance #5444) which explains the process for new construction/demolition, remodeling and/or repairing primary residential and accessory structures that are 600+ square feet.

Demolition/Construction Site Management Chapter 7, Section 7.1800, 7.1801, Article XVIII (Effective December 16, 2014)

Municipal Codes Section 7.1801

Description

- (a) Notification of demolition/construction to property owners one hundred (100) feet of the subject property pending work. (Form attached.)
- (b) Notification to utility companies.
- (c) Submission of grading and site restoration plans.
- (d) Construction fence and erosion control measures (silt fencing) requirements.
- (e) Tree protection within the property and the parkway.
- (f) & (g) Construction/demolition debris and refuse containment on job sites.
- (h) Portable toilet requirements.
- (i) Hours of construction/demolition.
- (j) Construction work limited to permitted property, unless proper right of entry has been secured from the owner of such property.
- (k) Posted Notice of Rules and Regulations – the applicant shall post on the permitted property. (Form attached.)
- (l) Noise regulations.
- (m) Debris regulations on subject construction property.
- (n) Streets, sidewalks and/or driveway regulations.
- (o) Airborne particles - water tankard truck requirements.
- (p) No open burning.
- (q) Signed Receipt of Rules and Regulations.
- (r) Permit fees.
- (s) Certificate of Insurance Requirements.
 - In the description box of the Certificate of Insurance, indicate:
 - (1) Site address of the project,
 - (2) And the following statement, *"The Village of Downers Grove, its officers, boards, commissions, elected and appointed officials, employees, agents and its heirs, successors and assigns, are named as additional insured."*
- (t) Bond Requirements.
- (u) Completion of project.
- (v) Fees and Fines.

The scope of work submitted must be outlined within the drawings, specifications, and/or technical sheets. All permit submissions are reviewed to ensure the project complies with the Village's building codes and standards, and accordingly will be reviewed by the Building, Planning and Engineering departments within Community Development. A written plan review will be provided to the applicant and/or general contractor upon completion of the plan review.

DOWNERS GROVE MUNICIPAL CODE

Section 7.1800.ART. Article XVIII. SITE MANAGEMENT

(Ord. 5077, Added, 10/06/2009)

Section 7.1801. Demolition/Construction Site Management.

An applicant for a demolition and/or building permit (“permit applicant”) shall be responsible for safe construction site management during all phases of demolition and/or construction of permitted improvements. The following minimum standards shall be complied with prior to the commencement of work and throughout the duration of the project.

(a) Notification. Each permit applicant that seeks a demolition permit for an existing house or garage or a building permit for any construction that will add six hundred (600) square feet or more of gross floor area to an existing house or garage shall be required to provide notification to all residents of property located within one hundred (100) feet of the subject property. Such notification shall be made no less than seven (7) days prior to the commencement of any work and shall consist of providing the residents with a copy of an informational brochure provided by the Village, disclosure of a site plan, a general explanation of the work to be done, and the name, address and telephone number of the individual supervising the work. Each permit applicant shall submit written certification, on a form provided by the Village, of personal notification to all residents of property located within one hundred (100) feet of the subject property of the pending work as a condition precedent to issuance by the Village of a permit for work on the subject property.

(b) No structure shall be eligible for demolition unless and until the permit applicant has notified all utilities having service connections within or about the structure such as water, electric, gas, sewer, telephone and any other connections. The Village Public Works Department shall be notified to remove the water meter or the Village may give written permission to allow the permit applicant to remove the water meter. The Sanitary District must be notified regarding the capping of sanitary sewers. A permit to demolish a structure shall not be issued until a release is provided by the relevant utilities stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or capped in a safe manner.

(c) No structure shall be eligible for demolition unless and until the permit applicant has submitted and the Village has approved a grading and site restoration plan or an application for construction has been placed on file with the Village and the applicant has been issued an initial review letter from the Village.

(d) The permit applicant for demolition and/or construction shall be required to install and maintain in good working order a six (6) foot high temporary chain link construction fence with driven posts around the perimeter of the lot for all residential construction, and an eight (8) foot high temporary chain link construction fence with driven posts around the perimeter of the lot for all commercial construction. For both residential and commercial areas, the fencing must have a gated opening which shall be closed when no construction or demolition activity is being performed on the site. Fencing must be installed prior to the commencement of any construction or demolition on the site and must remain in place until the final grading of the property commences. Erosion control measures (silt fencing) must be installed and maintained on the inside of the perimeter fence. The Director of Community Development shall have the authority to determine the fencing requirements, excluding height requirements, and/or to require a written fencing plan for construction activities. The Director shall have the discretion to determine the appropriate timing and location of the fencing requirements in order to adequately protect the health, safety and welfare of the public and the adjacent residential and commercial properties.

(e) Each tree on the property, including the parkway, must be protected with fencing, and as provided in Section 24-7 of this Code.

(f) Construction/demolition debris and refuse containment shall be required for all job sites. Containment shall occur on the property that is the subject of the permit, and shall be within a dumpster or container that shall be fully covered to prevent windblown debris. Such dumpster or container shall be set back a minimum of five (5) feet from the front lot line and a minimum of five (5) feet from the side lot line. All such dumpsters or containers shall be covered at all times when no work is being performed on the property that is the subject of the permit. Such dumpster or container shall not be located on public property, including but not limited to, parkways or sidewalks.

(g) Construction sites shall be provided with a portable toilet. The location of the portable toilet shall be set back as far as possible from all property lines to within three to four (4) feet from the excavation but not less than a minimum of

five (5) feet from the front lot line and a minimum of five (5) feet from the side lot line, and whenever possible the portable toilet shall be located in the rear yard. Such portable toilet shall not be located on public property, including but not limited to, parkways or sidewalks.

(h) The permit applicant shall maintain all construction/demolition sites free and clear of debris and refuse generated by site preparation, reconstruction or demolition of buildings and structures.

(i) The hours of construction/demolition are as follows:

7:00 a.m. to 7:00 p.m. Monday-Saturday

No Work on Sundays

(j) All construction work shall be limited to the permitted property. No permit issued pursuant to this Section shall authorize any entry onto the property adjoining the permitted property or any work for which entry onto property adjoining the permitted property is or may be necessary, unless a proper right of entry has been secured from the owner of such property.

(k) Posted Notice of Rules and Regulations: The applicant shall post on the permitted property in a prominent place, visible from the public right-of-way, a sign containing notice of the rules and regulations applicable to demolition and construction work. The applicant shall also post notice of the contractor's name and a phone number of the individual supervising the work. Such sign shall be posted not less than four (4) nor more than seven (7) days in advance of the commencement of work. Such sign shall be maintained on the permitted property until all work on the permitted property has been completed and approved or until removal is requested by the Director. The size, shape and message of such sign shall be established by the Director of Community Development. The sign containing notice of rules and regulations shall be obtained from the Village wherein an administrative fee as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" shall be assessed by the Village.

(l) The noise regulations contained in Section 15-5.1 of this Code shall be applicable.

(m) The applicant shall cause all dirt, mud, gravel and other debris from the subject property or related to the work conducted on the subject property to be cleaned regularly every day from all streets and sidewalks adjoining or in the area of the subject property.

(n) No streets, sidewalks or driveways shall be blocked so as to prevent pedestrian or vehicular traffic. An applicant performing any work resulting in the disruption of any pavement on a street, sidewalk or other public place or making any excavation or opening in the same shall maintain suitable barricades to prevent injury of any person or vehicle by reason of such work. All such barricades shall be protected by suitable lights at nighttime. Any defect in any pavement shall be barricaded to prevent injury. Permit applicants must comply with Section 19-44(i) of this Code regarding Traffic Control Procedures and must submit a construction site parking plan outlining the proposed location for all parking of contractor and worker vehicles. All vehicles shall comply with all Village ordinances. The Director of Community Development shall review the construction parking plan and shall either approve the plan as submitted, approve the plan with modifications and/or conditions or deny the plan. The applicant shall adhere to the terms and conditions of the approved construction parking plan. Failure to comply with the terms and conditions of the approved construction parking plan shall constitute a violation of this ordinance.

(o) On all demolition sites and construction sites or in any situation where airborne particles may be disbursed, proper watering is required in that airborne particles shall be controlled at the property that is the subject of the permit during work hours by thoroughly saturating all portions of the structure with water. Such spraying shall be undertaken at all times necessary to thoroughly control the creation and migration of airborne particles, including without limitation, dust from the property that is the subject of the permit. The water source for control of airborne particles shall be either (i) a water tanker truck with pump capacity of one hundred (100) gallons per minute at the nozzle; or (ii) an approved public water hydrant. Water shall be delivered from the water source to the subject property by a hose with a minimum diameter of 2 ½ inches, which may be reduced to 1 ½ inches when on the property that is the subject of the permit. If a public water hydrant is used, a Village water meter and proper hydrant wrench must be used after acquiring a permit from the Public Works Department in accordance with Chapter 25-11 of the Downers Grove Municipal Code. Any hose leading from a public water hydrant and crossing a driveway, street, alley or other vehicular right-of-way or path must be bridged in a manner sufficient to protect the water system.

(p) No open burning is permitted at the demolition/construction site.

(q) Permit applicants shall submit written acknowledgment, on a form provided by the Village, of rules for construction/demolition site management.

(r) Permit fees shall be paid in the amount set forth in Article VIII of this Code.

(s) A bona fide certificate of insurance shall be supplied to the Village, showing minimum insurance coverage from an insurance company with at least a B+ rating of one million dollars (\$1,000,000.00) bodily injury, one million dollars (\$1,000,000.00) property damage and statutory coverage for workers compensation and shall name the Village of Downers Grove as an additional insured. A certificate of insurance shall accompany the permit applications. The building official may waive the insurance requirement for minor demolition work.

(t) A site management cash bond as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" shall be deposited with the Village and shall be kept in a separate account. Such cash bond shall be in addition to all other application and processing fees, costs, escrows, bonds and performance securities required, and stand as security for the full and complete performance by the permit applicant of the work covered by the permit, insuring the initiation of construction in a timely manner and proper management of the site, subject to the following provisions:

(i) The Village shall have the right at all times, at its option, to draw on the site management bond for the costs, including, without limitation, legal fees and administrative expenses incurred or to be incurred by the Village in exercising any of its rights under this Chapter in the event: 1) the applicant undertakes work in violation of any provision of this Chapter or of any permit issued or plan approved pursuant to this Chapter; or 2) the applicant fails or refuses to complete any work authorized by any permit issued under this Chapter in accordance with all plans approved in connection with said permit. The Village's determination of such costs shall be based either on costs actually incurred by the Village or on the Village's reasonable estimates of costs to be incurred.

(ii) If the Village draws on the site management bond, then the applicant shall replenish the bond to the full amount required by this section immediately after demand therefore is made to the applicant in writing by the Village. Any failure of the applicant to replenish the bond shall result in cancellation of the related permit, which permit shall not be reissued thereafter except after the filing of a new application therefore, repayment of the permit fee, and establishment of a new site management bond.

(iii) Upon certification by the building official of the satisfactory completion of the work, the balance of the cash bond shall be refunded to the permit applicant.

(u) (1) The applicant shall cause the demolition and/or construction of a structure to be completed with due diligence, in good faith and without delay. The applicant shall notify the Village at least twenty-four (24) hours prior to the commencement of demolition. Once the work commences on the site, the applicant shall continuously pursue completion of the work. If no substantial work is being pursued on the site for thirty (30) consecutive days or more once the work has commenced, then the site shall be deemed abandoned. Once the Village issues a notice of abandonment the applicant shall within ten (10) days from issuance of the abandonment notice either:

(i) commence work on the site and diligently pursue completion of the demolition; or

(ii) restore the property to a final grade and grass seeded condition or commence construction activities pursuant to a valid building permit.

For purposes of this Section, completion of demolition shall be defined as removal of all portions of the structure both above ground and below ground level and restoration of the property to a final grade and grass seeded condition.

(2) Additional fee for late work: If the applicant fails to comply with this Section he/she shall pay a late work fee as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" per day for each day until such work is completed. The Village shall deduct such fee from the site management bond.

(v) Fees and Fines: Failure to comply with the minimum standards will constitute a violation of this Code, subjecting violators to a stop work order and a minimum fine as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" per violation, for every day the violation exists. In addition to any other penalties provided in this Section, the Village Attorney shall have the authority to seek injunctive or other relief in the Circuit Court of DuPage County to enforce and compel compliance with the ordinance of the Village. Such injunctive action may be combined with counts seeking monetary fines as provided herein.

(i) Street Cleaning. If the applicant shall fail to clean all sidewalks and streets adjoining and in the area of the subject property, then the applicant shall pay a fine as set forth in Administrative Regulation entitled "User-Fee, License and Fine Schedule" for each violation. The Village shall deduct such fine from the site management bond provided in Section(t). This charge shall be in addition to any fines assessed pursuant to Ordinance. (Ord. No. 1527, § 1; Ord. No. 2918, § 1.)

(Ord. 5444, Amended, 12/16/2014; Ord. 5138, Amended, 05/18/2010; Ord. 5132, Amended, 04/20/2010; Ord. 5077, Renumbered, 10/06/2009; Ord. 5052, Amended, 04/07/2009; Ord. 4895, Amended, 08/07/2007; Ord. 4801, Amended, 08/01/2006; Ord. 4684, Amended, 06/07/2005; Ord. 4673, Amended, 05/17/2005; Ord. 4565, Amended, 01/20/2004)



VILLAGE OF DOWNERS GROVE
801 Burlington Avenue, Downers Grove, IL 60515
Phone: 630-434-5515

**RECEIPT OF RULES CERTIFICATE for DEMOLITION / CONSTRUCTION SITE
MANAGEMENT by the APPLICANT / CONTRACTOR**

Project Address: _____

Demolition/Construction Statement of Intent: _____

Demolition Company (if applicable):

Address: _____

Contact Name: _____ Telephone: _____

Property Owner(s): _____

Contractor: _____

Address of Contractor: _____

I, _____, hereby certify that I received a copy of
(Contractor / Applicant)

Section 7.1801 of the Village of Downers Grove Code of Ordinances which sets forth the rules relating to demolition/construction site management.

I acknowledge that it is my responsibility to comply with all applicable codes and correct any construction and/or demolition work that violates the Building Codes, Zoning Codes and ordinances of the Village of Downers Grove, Illinois. I understand that the Village of Downers Grove's reviews and inspections do not relieve my ultimate responsibility to demolish and/or construct the project in conformance with all provisions of the Village's ordinances.

I understand that approval of a demolition permit is a conditional approval only, and that construction and/or demolition must be in conformance with all provisions of the aforementioned codes and ordinances. It is further understood that, in the event of a conflict between the permit and provisions of the codes and ordinances of the Village, the codes and ordinances of the Village must be followed.

CONTRACTOR:

OWNER:

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Date: _____

Date: _____



CERTIFICATE OF PERSONAL NOTIFICATION TO ADJACENT PROPERTY OWNERS

Project Address: _____

Demolition/Construction Statement of Intent: _____

Demolition Company: _____

Address: _____

Contact Name: _____ Telephone: _____

Certificate of Insurance on file? yes no

I, _____, hereby certify that I made personal contact with the following persons,
 (Contractor / Applicant)

provided them with a copy of the informational sheet entitled *"What to Expect"*, disclosed the site plan, and gave a general description of the work to be done at the property listed above.

Individuals signing the chart below shall be neighbors within 100 feet of the project address, not the contractor:

Name <i>(Signature required)</i>	Address	Date

As the undersigned Contractor and/or Owner, I certify that pursuant to the Downers Grove Municipal Code, I provided personal notification to all adjacent property owners as evidenced by the above signatures of the pending demolition of an existing neighboring structure at least seven (7) days prior to the initiation of the demolition.

I further acknowledge that it is my responsibility to comply with all applicable codes and correct any construction and/or demolition work that violates the Building Codes, Zoning Codes and ordinances of the Village of Downers Grove, Illinois. I understand that the Village of Downers Grove's reviews and inspections do not relieve my ultimate responsibility to demolish and/or construct the project in conformance with all provisions of the Village's ordinances.

Finally, I understand that in the event that the Village determines the above signatures are not genuine or that the neighbors within one hundred (100) feet of the project address were not personally contacted, the Village has the right to stop the work until the deficiency is remedied.

CONTRACTOR:
 Signature: _____
 Name: _____
 Address: _____
 Date: _____

OWNER:
 Signature: _____
 Name: _____
 Address: _____
 Date: _____



What to Expect During Neighborhood Construction

There's no doubt about it. Living near a construction site presents its share of inconveniences to residents, not only those next door, but to the neighborhood as a whole. Since 2004, Downers Grove has taken great measures to involve the community in the redevelopment process. The Village Council has enacted ordinances to regulate construction sites, protect adjacent properties and minimize the impact of construction activities on neighbors. This summary sheet is intended to provide you, the resident, with some basic information on the demolition and construction site management program responsibilities.

There are two responsible parties for a permitted project: the **Contractor/Applicant (General Contractor and/or Property Owner)** and the **Village of Downers Grove**. The main focus and efforts of the site management program during the construction period is to better manage the impact to the residents/ neighborhoods and make the entire construction process neighbor friendly.

Contractor Responsibilities

Personal Notification

When the project is over 600 square feet in size, the contractor is responsible to notify each resident within 100 feet of the construction site. The contractor is responsible to provide the following information:

- Copy of the site plan
- Copy of this resident summary sheet for neighborhood construction
- General description of the work to be completed
- Contractor contact information and the name and number for the responsible person on site.

Construction Address: _____

Contractor Name/Contact: _____

Responsible Person on Site: _____ Telephone Number: _____

Work Hours

- Monday through Saturday: 7 A.M. - 7 P.M .
- Sunday: No work is permitted

Keeping Sites and Neighborhoods Clean

- Display permit and address so it can be seen from the public right-of way
- Keep streets and sidewalks free of mud and debris
- Use dumpsters (which must be covered during non-working hours) to keep the site clean
- Fencing and erosion control measures must be kept in place until final site restoration
- Airborne particles shall be controlled with water during demolition
- Placing debris or rinsing trucks on the public right-of-way or into the storm sewers is prohibited

Observe All Village Traffic Laws

- Park construction vehicles in Village approved locations
- Keep streets and sidewalks open for use unless part of an approved street closure

Protection of the Existing Neighborhood

- Follow the stormwater management plan
 - Ensure silt fencing or similar erosion control measures remain in place throughout the duration of the construction
- Protect parkway trees by installing a six-foot tall chain link fence around all parkway trees

Limit the Impact on Neighbors

- Limit all activity to the permitted property
- Provide on-site portable toilets for contractor use that are at least five feet from the property line.
- No open burning

What to Expect During Neighborhood Construction

Village Responsibilities

Review Building Permits

- Building Codes
 - Ensure proposed construction meets all building, electrical, mechanical and structural codes
- Zoning Ordinance
 - Ensure construction meets all zoning requirements, including setbacks, height, lot coverage
- Stormwater Management Ordinance
 - Ensure construction meets all stormwater requirements, water runoff rates and post construction best management practices, where applicable.
- Right of Way Requirements
 - Ensure traffic control, utility, street, sidewalk and parkway tree requirements are met

Ensure Compliance with Developer Responsibilities

- Site Inspections
 - Code Enforcement personnel conduct random site inspections to ensure compliance with site management requirements
 - Stormwater Engineers conduct site inspections to ensure compliance with erosion control measures and final restoration/grading.
 - Public Works personnel conduct inspections of all sidewalk, driveway approach and street construction.
- Building Inspections
 - Several scheduled inspections occur to ensure the contractor is constructing the building according to the approved plans
- Responding to Inquiries
 - The Village will visit the site to review neighborhood concerns

How to Report a Concern or Violation

- Call the Community Development Department at 630-434-5515
- Call the Community Response Center at 630-434-2255 or email the CRC at CRC@downers.us
- Call the Police Department after normal business hours at the non-emergency number 630-434-5600
- Dial 9-1-1 (For site violations which may threaten the property or personal safety of others)

For More Information

Download the detailed Residents Guide to Neighborhood Construction at:

http://www.downers.us/public/docs/departments/com_dvlpment/Resident_Guide_to_Neighborhood_Construction.pdf

To read the Municipal Code online, go to <http://www.downers.us/govt/municipal-code>. Applicable Sections include:

- Building Code - Chapter 7
- Stormwater Ordinance - Chapter 26
- Site Management Ordinance - Section 7.18.01
- Zoning Ordinance - Chapter 28