

GUIDELINES to SITE MANAGEMENT PROGRAM

(Effective: August 15, 2006, Revised 08/2007, 05/2014, 12/2014, 8/2020)

· 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



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

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)

Please see the [Municipal Code](#) and review Section 7.1801.



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801 Burlington Avenue, Downers Grove, IL 60515
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**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:

OWNER:

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Date: _____

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