



Driveway & Parking Lot Checklist

Community Development
801 Burlington Avenue
Downers Grove, IL 60515
630 434-5515

Driveway & Parking Lot Submittal Requirements:

1. Completed Permit Application
2. Two (2) Copies of Plat of Survey Showing the Following:
 - Existing driveway
 - Location
 - Dimensions, length and width at the property line
 - Material (i.e. gravel, asphalt, concrete, pavers, etc.)
 - Proposed driveway
 - Location
 - Dimension, length and width at the property line
 - Material (i.e. asphalt, concrete, pavers, etc.)
 - Setback (distance from property line)
 - Indicate if driveway approach will be replaced
 - Public Sidewalk
 - Indicate if any work is proposed to the Public Sidewalk, nothing required if no work is proposed.
 - Curb and Gutter
 - Indicate if any work is proposed to the curb and gutter (i.e. curb cut)
 - Change in impervious
 - Estimate the increase or decrease in impervious (paved surface). Note this area in square feet on your plat.
 - Parking Lot – all of the above, plus:
 - Existing and proposed striping plan
 - Total number of parking spaces & accessible spaces
 - Typical stall dimensions
 - Accessible parking signage
 - Accessible route
 - Cross section of material(s) to be utilized
 - Contact planning at 630-434-5515 for additional requirements if redesigning layout

Inspections Required:

1. **Pre-Pour Inspection:** If a new approach, public sidewalk, or curb & gutter is being constructed, a pre-pour inspection is required. Call Public Works at 630-434-5460 at least 24-hours in advance to schedule.
2. **Final Inspection:** Upon completion of work and restoration, including grass growing to 70% coverage and sod placement for all areas in the right of way, call the Community Development Inspection line at 630-434-5529 at least 24-hours in advance to schedule.

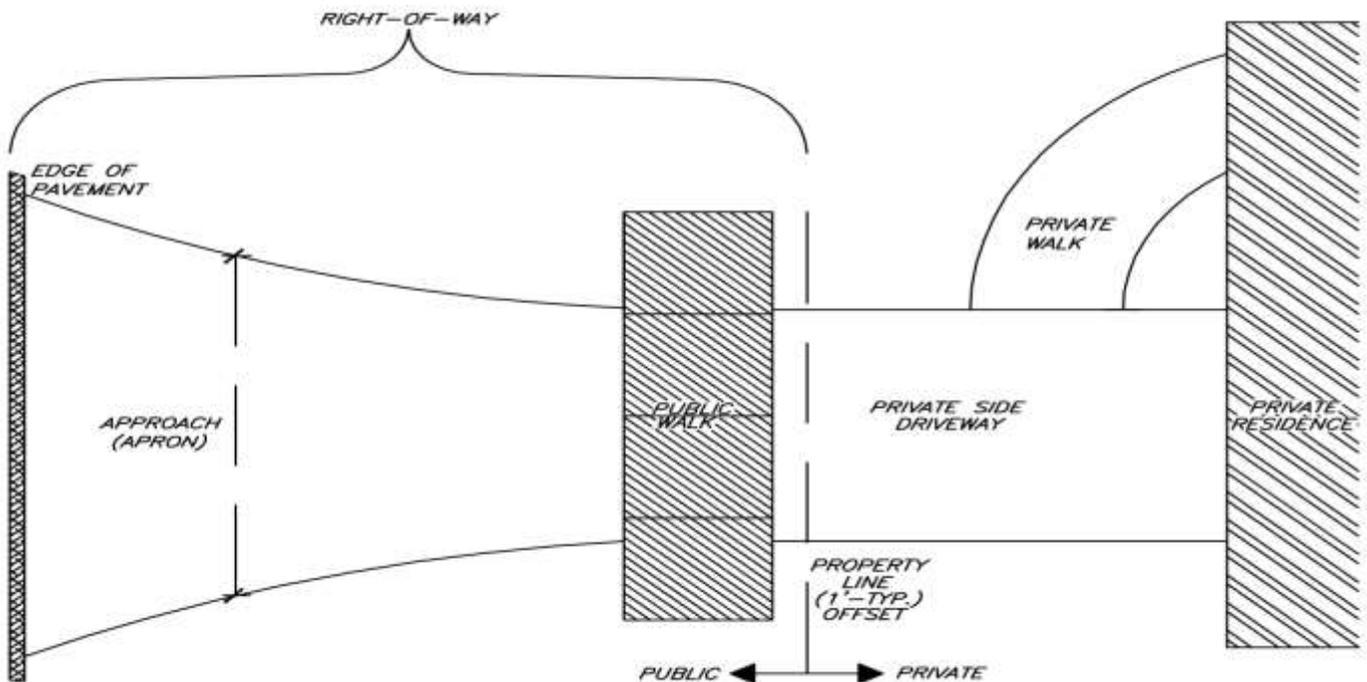


Driveway & Parking Lot Checklist

Community Development
801 Burlington Avenue
Downers Grove, IL 60515
630 434-5515

Notes:

- Prior to issuing the driveway permit, the following will be required:
 - A copy of a Certificate of Insurance in the amount of \$1 million indicating the address of the property and that "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 insureds." The document should reference the address/location of the project.
 - A \$15,000 surety bond from the contractor.
- Brick pavers or stamped concrete within the Village Right of Way require an encroachment license.
- Driveway approach, public sidewalk and curb & gutter must be constructed per Village Details which can be found at:
http://www.downers.us/public/docs/permits/Standard%20Detail%20Drawings.2015.03.01_FINAL.pdf
- If a stoop, steps, private sidewalk, patio, etc. is also proposed, refer to FLATWORK checklist for additional information.



Sample Driveway Layout