

## Permit Application Requirements and Procedures

Before land is cleared, graded, transported or otherwise disturbed, a site development permit shall be obtained. A site development permit shall be required in all cases where the work to be done is included within any one or more of the following provisions:

1. Where grading, filling, or excavation in excess of ten (10) cubic yards in quantity is undertaken on private property.
2. Where major vegetation (Live vegetation, consisting of tree growth with a trunk diameter of two inches (2") or greater measured at four and five-tenths feet (4.5') above natural grade) is to be removed from any parcel of land as part of site development.

All permit applications shall be accompanied by:

- A completed Village Building Permit application form.
- A completed Tree Removal Permit application form.
- A completed Watershed Development Permit application form.
- A copy of the Lake County Wetland Inventory Map attached in the Appendix annotated to indicate the subject property.
- A copy of the Special Flood Hazard Area Map attached in the Appendix annotated to indicate the subject property.
- A copy of the Zoning Map attached in the Appendix annotated to indicate the subject property.
- A site development plan (6 copies).
- Architectural drawings.
- A dated VHS videotape or Digital Video Disc (DVD) clearly showing the existing condition of all portions of the street(s), shoulders, parkways, ditches, and culverts along or within 100 feet of the property to be developed.
- A completed site development application checklist.

Upon approval of the site development application by the Village Engineer and the Village Forester, the Building Department may issue a Site Preparation Permit to be posted prominently at the project site. Under the Site Preparation Permit, **only** the following work may be performed:

1. Installation of protective tree fencing.
2. Installation of erosion control measures and construction driveway.
3. Installation of perimeter construction area fencing.
4. Installation of Protected Area markers.
5. Abandonment of existing water well or installation of protective fencing around a well to remain.
6. Shutoff of gas lines or other utilities.
7. Delivery of sanitary facilities and trash receptacle (Dumpster).

Upon completion of the above activities in accordance with the approved site plan, the Person in Charge shall contact the Building Department to schedule a site inspection by the Village Engineer and the Village Forester. If all site preparation items are satisfactory, the Village Engineer and Village Forester shall indicate such on the Site Preparation Permit. The Person in Charge must bring the executed Site Preparation Permit form to the Building Department for issuance of a building permit.

#### Certificate of Occupancy

For any development in a floodplain or requiring compensatory floodwater storage, a detailed as-built topography shall be submitted prior to or concurrent with the application for occupancy, along with volume calculations and certification by the design engineer that the required volumes have been provided, and a completed FEMA Elevation Certificate for the residential structure.

#### Bond Refund

Prior to or concurrent with application for bond refund(s), provide detailed locations of all new sewer and water service locations. All pavement repair, landscaping, and tree planting must be complete and approved by the Village Engineer and Village Forester prior to bond refund.