Review Requirements Checklist	
Completed Permit Application	
5 copies of the Plat of Survey	
5 sets of stamped civil engineering drawings, including a tree preservation plan and site restoration plan	
2 Hydrology report Hydrology Report Guidelines 2016.pdf	
3 sets of stamped Architectural plans including Overlay plans for each floor and Sq. Ft.	
Proposed construction schedule	
Application of Certificate of Zoning Compliance *Additional information regarding Zoning Codes can be found by following the following link:* https://codelibrary.amlegal.com/codes/hinsdaleil/latest/overview	
Stormwater Management Permit	
Notarized Stormwater Maintenance Facility Agreement	
Copy of Flagg Creek Sanitary District's (630-323-3299) disconnect and reconnect permit	
Completed Abutting Neighbor Contact form for all properties adjacent to the subject site	
General Contractor must be registered with the Village	
Photographs of the existing right-of-way conditions (parkway, public walk, driveway apron, and street curbs)	
Other Information to consider	
Applicable Building Codes: ➢ 2021 Family of International Codes with local amendments ➢ 2014 Illinois State Plumbing Code ➢ 2020 National Electric Code with local amendments ➢ 2021 International Energy Conservative Code as amended by State of Illinois	
➢ **Building Permit Fees** are calculated based on a published fee schedule available at the Community Development Department or on the Village website.	
A fee is due at the time of submittal, please contact the Village for exact fee due.	

PERMIT APPLICATION FORM

FOR OFFICE USE ONLY:		
Permit Number		Permit Fee $
Date Received	Date Issued	Bond Fee $

PROPERTY INFORMATION	
Property Address	Pin Number
Is the home older than 50 years old? Yes No	Is the property in the Robbins Park Historical District? Yes No
Is the home listed in the HOD? Yes No	Estimated Value of Construction $
APPLICANT INFORMATION	
Name/Company	Phone
Address	Email
PROPERTY OWNER	
Name	Phone
Address	Email
TYPE OF CONSTRUCTION	
Building Permit (Driveway/fence/hardscape/new construction/remodel/addition etc.)	
Electrical Permit (Solar panels/panel upgrade etc.)	Fire Alarm/Suppression
Plumbing Permit (Irrigation/service upgrade etc.)	Grading (Drainage/Exterior Drain tile)
Demolition Only (Home/accessory structure/garage etc.)	HVAC Permit
****** ANY WORK IN THE RIGHT OF WAY REQUIRES A PRINTED PHOTOGRAPH OF EXISTING PARKWAY CONDITIONS BEFORE THE PERMIT CAN BE ISSUED******	
DETAILED SCOPE OF WORK	

PERMIT APPLICATION FORM

CONTRACTOR AND SUB-CONTRACTORS INFROMATION – *PLEASE PRINT CLEARLY*	
GENERAL CONTRACTOR	Address (**NO P.O. BOX**)
Phone	Email
ELECTRICIAN	Address (**NO P.O. BOX**)
Phone	Email
PLUMBER	Address (**NO P.O. BOX**)
Phone	Email
FIRE SUPPRESSION CONTRACTOR	Address (**NO P.O. BOX**)
Phone	Email
FIRE ALARM CONTRACTOR	Address (**NO P.O. BOX**)
Phone	Email
OTHER CONTRACTOR/INSTALLER	Address (**NO P.O.BOX**)
Phone	Email
DEMOLITION CONTRACTOR	Address (**NO P.O.BOX**)
Phone	Email
CLEAN-UP DESIGNATED FOR DEMO	Phone

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable ordinances. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application. I have been given authorization from the property owner to obtain this permit. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit herein applied for and approval of plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any applicable ordinance or to excuse the owner or his or her successors in title from complying therewith.

I understand that by applying for this permit, I am consenting to the inspection of this property and to the entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections during normal business hours for the duration of the permit.

Signature of Applicant **Date**

DUPAGE COUNTY STORMWATER MANAGEMENT CERTIFICATION APPLICATION (1/2)

1. Community and Status	2. Date of Application	3. Stormwater Application No. (to be assigned by community)	4. DuPage County Tracking No.
☐ Non ☐ Partial ☐ Complete		___ ___ ___ ___ ___ ___ ___ ___	

5. Applicant:

Name:_____

Company Name: _____

Address:_____

City, ST, Zip:_____

Phone: _____

Email: _____

6. Owner:

Name:_____

Company Name: _____

Address:_____

City, ST, Zip:_____

Phone: _____

Email: _____

7. Description of Proposed Development:

8. Location of Development:

Address: _____

_____

Municipality:_____

Watershed Planning Area & Trib:_____

9. Legal Description

_____ _____ _____

¼ Section Township Range

PIN _____-_____-_____- _____

PIN _____-_____-_____- _____

10. Check all of the conditions which apply:

☐ Flood Plain ☐ Stormwater Detention ☐ Best Management Practices ☐ Soil Erosion & Sediment Control

☐ Wetland ☐ Wetland Buffer ☐ Riparian Buffer

11. Acknowledgement of On-Site Infiltration PCBMPs

I acknowledge that I have used my best effort to identify zones for which on-site infiltration are prohibited for Post Construction Best Management Practices (PCBMPs) in accordance with the Ordinance (15-63.B)

_____ _____ _____

Signature of Applicant Print Name Date

12. Freedom of Information Act (FOIA)

I acknowledge that all architects' drawings, engineers' technical submissions and other construction-related technical documents containing stormwater management information submitted with this application may be made available for inspection or copying by the County, notwithstanding 5 ILCS 140/7(1)(k), upon the written request for such materials. Such productions will be restricted to the following parties: i) the Applicant ii) any subsequent owner of the subject property; or iii) any governmental unit having planning or drainage jurisdiction within 1 and ½ mile of the subject property.

_____ _____ _____

Signature of Applicant Print Name Date

_____ _____ _____

Signature of Owner Print Name Date

13. Statement of Opinion for Minimum Criteria for Stormwater Management

I am a Professional Engineer under the employment of the Applicant. It is my professional opinion that the development meets the minimum criteria for stormwater management in accordance with the Ordinance (15-36)

_____ _____ _____

Signature of Professional Engineer Print Name Date

_____ Community Copy _____DuPage County SM Copy _____Applicant Copy

DUPAGE COUNTY STORMWATER MANAGEMENT CERTIFICATION APPLICATION (2/2)

Community Tracking No: ___ ___ ___ ___ ___ ___ ___ ___	**DuPage County Tracking No:**

14. Statement of Opinion for Presence of Flood Plain, Wetlands, and Buffers (15-47-A.5)

☐ I acknowledge the presence of flood plain. ☐ I deny the presence of flood plain. _____ _____ Signature of Qualified Professional Date _____ Printed Name	☐ I acknowledge the presence of wetlands. ☐ I deny the presence of wetlands. _____ _____ Signature of Qualified Professional Date _____ Printed Name	☐ I acknowledge the presence of buffers. ☐ I deny the presence of buffers. _____ _____ Signature of Qualified Professional Date _____ Printed Name

15. Soil Erosion & Sediment Control Submittal Requirements (15-50.B)
(For developments with less than 1 acre of land disturbance that are not part of a larger common plan)

I certify that the development meets the soil erosion and sediment control design criteria found in Article VII have been met.

_____ _____ _____
Signature of Qualified Designer Print Name Date

16. Soil Erosion & Sediment Control Requirements (15-59.W) **(For developments with land disturbing activities greater than 1 acre)**

I acknowledge that the site complies with the IEPA NPDES ILR10 Permit.

_____ _____ _____
Signature of Applicant Print Name Date

17. Acknowledgement of Required As-Built Plans (15-47.B)

I acknowledge that a record drawing signed by either a Professional Engineer or a Professional Land Surveyor depicting the as-constructed size, rim, and invert elevations of pipes, stormwater structures and culverts, and contours and flood storage volumes of all required basins of the major stormwater systems and minor stormwater systems shall be submitted for review and approval upon completion of the stormwater facilities.

_____ _____ _____
Signature of Owner Print Name Date

18. Intentional Misrepresentation Under Penalty of Perjury

I declare that I have examined and/or made this application and rider, and it is true and correct to the best of my knowledge and belief. I realize that the information that I have affirmed hereon forms a basis for the issuance of the stormwater management certification(s) herein applied for and approval of plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of any applicable ordinance or to excuse the owner or his successors in title from complying therewith. The Owner and Applicant each understand and agree to construct said improvement in compliance with all provisions of the applicable ordinances.

_____ _____ _____
Signature of Applicant Print Name Date

_____ _____ _____
Signature of Owner Print Name Date

DO NOTWRITE BELOW THIS LINE

19. Security (15-54)

Stormwater Facilities $ _____
Wetlands/Natural Area $ _____
SE/SC $ _____
Total $ _____

20. Stormwater Fees

Community Review $ _____
DCSM Review $ _____
Fee-in-Lieu $ _____ (Wetland) $ _____ (BMP)

Seal/Stamp
Certifications expire December 31st of the third year of Certification or Authorization, whichever is earlier.

21. Final Approvals (See Certification letter for special conditions and general conditions.)

Community Certification _____ _____
Date Approved by/title

County Authorization _____ _____
Date Approved by/title

_____ Community Copy _____DuPage County SM Copy _____Applicant Copy

THIS DOCUMENT
PREPARED BY:

Village of Hinsdale
19 East Chicago Avenue
Hinsdale, IL 60521-3489

AFTER RECORDING
RETURN TO:

Vliiage of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521-3489

This space for Recorder's use only

Stormwater Management Permit #

Property Address
Hinsdale, IL 60521

STORMWATER FACILITY MAINTENANCE AGREEMENT

This space for Recorder's use only

This Stormwater Facility Maintenance agreement is made and entered into by and between the legal title owner (the "Owner") of the *property* legally described below (the "Property") and the Village of Hinsdale (the "Village") pursuant to Section 15-55 entitled "long-Term Access for Maintenance and Inspections" of the DuPage County Countywide Stormwater & Flood Plain Ordinance (the "Ordinance") as amended from time to time and as modified in Title 12 of the Village Code of Hinsdale. The Owner hereby understands, acknowledges and agrees that:

1. The Owner or the authorized representative of the Owner has applied for and received a Stormwater Management Certification, a General Certification or a Letter of Permission ("Permit") pursuant to Article IV of the Ordinance as issued by the Village of Hinsdale. Pursuant to that Permit, the Owner has received permission to construct and install certain Stormwater Facilities on the property (the "Work") pursuant to certain plans (the "Approved Plans") described below. For the purposes of this agreement, "Stormwater Facilities" shall mean and include all ditches, channels, conduits, bridges, culverts, levees, ponds, natural and man-made impoundments, field tiles, swales, sewers, BMPs or other natural or artificial structures or measures which serve as a means of draining surface and subsurface water from land and to address the pollutants of concern for the water.
2. The Owner understands and agrees that the Stormwater Facilities on the Property will affect the detention, retention, drainage, flow and quality of Stormwater on the Property and in the surrounding area, and that the Owner is fully responsible for the management, operation, and

continued maintenance of any and every portion of the Stormwater Facilities governed by the Permit.

3. The Owner hereby grants to the VIiiage: (a) a drainage easement for the use and benefit of the Village, over the Stormwater Facilities within the Property and {b) a right of access to the Stormwater Facilities for the reasonable exercise of the rights granted to the Village in Paragraph 5 of this agreement.
4. No change shall be made in the finished grade of the Property nor shall any building or other structure, pavement or plant material (other than grass and ground cover) of any kind whatsoever be placed or be permitted to exist on the Property that might materially affect the proper management, operation, or continued maintenance of any Stormwater facility or impede Stormwater drainage in or on the Property or materially reduce the Stormwater detention or retention capacity or materially reduce the water quality thereof as provided In the Approved Plans. No work of the type described in the preceding sentence shall be commenced prior to submission to, and approval by, the Village Engineer of sufficient documentation, prepared by a registered professional engineer, to demonstrate that such work will not violate the prohibitions of the preceding sentence.
5. In the event the Village determines, in its sole and absolute discretion, that the prohibitions of the preceding Paragraph have been violated or that proper maintenance of the Stormwater Facilities Is not being performed or that proper operation of the Stormwater Facilities is not occurring, on the Property at anytime, the Village, after ten (10) days prior written notice to the Owner, may, but shall not be obligated to, enter upon any and all of the Property for the purposes of (a) correcting any violation of Title 12, the Permit or this agreement and (b) performing maintenance work on and to the Stormwater Facilities.
6. In the event that the Village shall cause to be performed any work pursuant to this Agreement, the Village shall have the right to charge the Owner an amount sufficient to defray the entire cost of such work, including administrative costs, either before or after such cost is incurred. If the amount so charged is not paid by the Owner within thirty (30) days following a demand in writing by the Village for such payment, such charge, together with interest and costs of collection, shall become a lien upon the Property and the Village shall have the right to collect such charge, with interest and costs, and to enforce such lien as in foreclosure proceedings as permitted by law.
7. Nothing in this Agreement shall be construed to constitute a dedication of any portion of the Stormwater Facilities to, or acceptance thereof by, the Village.
8. The Village shall be under no obligation to exercise the rights granted in this Agreement except as it shall determine to be in its best interest. No failure to exercise at any time any right herein granted to the Village shall be construed as a waiver of that or any other rights or as an impediment to the Village's exercise of any other remedy provided by Title 12, the Permit, this Agreement or the law of Illinois.
9. This agreement shall run with the Property and shall be binding upon and inure to the benefit of the Owner of the Property, the Owner's successors, assigns and grantees, and all parties claiming by, through and under them. Enforcement of this Agreement may be sought by the Village by any proceeding at law or in equity against any person or persons violating or attempting to violate any provision, either to restrain violation, to compel affirmative action, or to recover damages, and against the Property to enforce any lien created by this Agreement.
10. This Stormwater Facility Maintenance Agreement will become a permanent record in the file maintained *by* the Village on the Property, and shall be recorded, at the expense of the Owner, against the Property in the offices of the county Recorder of Deeds in the County in which the Property is located.

11. Any notice to the Owner under this Agreement shall be given to the last name and address shown on the most recent real estate tax bill issued by the County in which the Property is located. Any notice to the Village under this Agreement shall be given to: Village of Hinsdale, 19 East Chicago Avenue, Hinsdale, Illinois 60521-3489 or to such other address as designated by the Village of Hinsdale.

Dated the ___ day of _____

Name (Legal Property Owner- Please Print)

VILLAGE OF HINSDALE -
Accepted and Approved By:

_____
Signature Date

Permanent Real Estate Index Number _____

Property Legal Description:

Approved Plans: Those certain plans entitled. _____,

Prepared by _____, with latest revision date

of _____ consisting of ___ – – – sheets.

Subscribed and sworn to
before me this ___ day
of _____

_____
Notary Public

Guide as to how the permit process works

- Submit a completed permit application(s) with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time. Payment for reviews would be included in this submittal: A check payable to the Village of Hinsdale for stormwater management permit, recording fee for stormwater maintenance, engineering review fees and a Certificate of Zoning Compliance.
- The plans are then put into the system and reviewed for Zoning and Code compliance. There may be more than one review of your plans (engineering, zoning, forestry, etc.).
- If your plans were not approved, you will receive a letter itemizing the deficiencies in the submitted plans that will need to be corrected prior to Permit issuance. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- When the plans are approved, you will be notified by e-mail advising you that your permit is ready and you will be advised of the permit fees. If any contractor has not yet been licensed or bonded as required, you will be notified at this time. All required bonds and licenses must be on file with us prior to permit issuance.
- Payment is due at the time the permit is issued. Payment must be made by cash or check only.
- At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times
- After the permit has been issued you may begin. Once the site is fully prepared call our office with the demolition day and time no more than four days prior to demolition and no fewer than two days prior the demolition. Three final topos, once restoration to a "stand" of grass has been established, and a final engineering inspection are required to complete this project.
- Upon completion of the project and after you pass all the required final inspections, you must provide the Building Commissioner with the original bond receipts that will then be submitted to the Finance Department for final distribution of funds.

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.

Please read carefully

Village Right To Enforce: Every permit authorizing demolition of a dwelling issued pursuant to this Title 9 shall be conditioned on the agreement of the applicant and the owner of the subject property that: If any work pursuant to a permit authorizing demolition of a dwelling is undertaken in violation of any provision of this Title 9 or any permit issued or plan approved pursuant to this Title 9, then the Village shall have the right at all times, but not the obligation, to enter onto the subject property and to cause any and all work to be done and actions to be taken to cure such violation. The applicant and the owner of the subject property shall be jointly and severally responsible for all costs and expenses incurred by the Village, including without limitation attorneys' fees and administrative expenses, in causing such cure. The Village shall have the right, as its option, to draw on the Site Management Bond provided pursuant to Subsection 9-1-7 J of this code, or to demand payment directly from the applicant or the owner, for the cost of such Village work, including without limitation legal fees and administrative expenses, based either on costs actually incurred by the Village or on the Village's reasonable estimate of costs to be incurred. Except provided in Paragraph G of this Section, the Village shall give a written or oral 24-hour notice and an opportunity to cure to the applicant before taking such action; provided, however, that no such notice and opportunity to cure shall be required in the event of repeated violation or in the event that a condition on or near the subject property poses, in the determination of the Village, a threat of any kind to the public health or safety. The entire substance of this Subsection shall be printed in bold type on every permit authorizing demolition issued pursuant to this Title 9.

Village Right To Complete Work: Every permit authorizing demolition of a dwelling issued pursuant to this Title 9 shall be conditioned on the agreement of the applicant and the owner of the subject property that: If the applicant fails or refuses to complete the work authorized by said permit in accordance with all plans approved in connection with said permit, or if said permit has expired or been cancelled and the applicant has failed to secure a new permit, to complete the work, or if the applicant has violated and provision of this Title 9 or of any permit issued or plan approved pursuant to this Title 9 and fails and refuses to cure such violation, then the Village shall have the right, in addition to all other rights afforded to the Village by law, at the Village's option, to complete such work or to correct any defect or deficiency, using the Village's own forces or contractors hired for that purpose. The Village shall have the right to draw on the Site Management Bond provided pursuant to Subsection 9-I-7J of this Code, or to demand payment directly from the applicant or the owner, for the cost of such Village work, including without limitation legal fees and administrative expenses, based either on costs actually incurred by the Village or on the Village's reasonable estimates of costs to be incurred. Expect as provided in Paragraph G of this section, the Village shall give a written or oral 24-hour notice and an opportunity to cure to the applicant before taking such action; provided, however, that no such notice and opportunity to cure shall be required in the event of repeated violations or in the event that a condition or near the subject property poses, in the determination of the Village, a threat of any kind to the public health or safety. The entire substance of this Subsection shall be printed in bold type on every permit authorizing demolition issued pursuant to this Title 9.

Utilities to be connected and maintained until demolition permit issued.

Structures are to be sprayed with water during demolition for particle control.

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable ordinances. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application. I have been given authorization from the property owner to obtain this permit. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit herein applied for and approval of plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any applicable ordinance or to excuse the owner or his or her successors in title from complying therewith.

I understand that by applying for this permit, I am consenting to the inspection of this property and to the entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections during normal business hours for the duration of the permit.

_____ _____

Signature of Applicant Date

VILLAGE OF HINSDALE

J

ORDINANCE NO. 02004-40

AN ORDINANCE AMENDING CHAPTER 9
OF THE VILLAGE CODE OF HINSDALE
RELATING TO TREE PRESERVATION PLANS

WHEREAS, the President and Board of Trustees of the Village of Hinsdale have determined that it is appropriate to revise the provisions of the Village Code of Hinsdale governing tree preservation plans in the manner provided in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1. Recital. The foregoing recital is incorporated into this Ordinance as a finding of the President and Board of Trustees.

Section 2. Amendment of Subsection 9-1-7D. Subsection 9-1-7D, titled "Required Plans and Specifications," of the Village Code of Hinsdale shall be, and it is hereby, amended by adding thereto a new Paragraph 7, titled "Tree Preservation Plan," which new Paragraph 9-1-7D7 shall hereafter be and read as follows:

7. Tree Preservation Plan: If the application includes demolition of a principal structure or a detached garage or includes construction that will add 600 square feet or more of gross floor area to a principal structure or a detached garage, then the application shall include a tree preservation plan.' The tree preservation plan shall include a site plan of the property of a scale not less than one inch equals 20 feet, which plan shall be graphically and accurately marked with all of the following information:

a. The street address or legal description of the property and all property lines of the property;

b. The location of all buildings, structures, driveways, walkways, and parking areas on the property;

c. The proposed location of all temporary storage areas during construction on the property;

d. The location of utility service lines on the property above and below ground;

e. The location of all trees bigger than eight inches in diameter measured at breast height ("DBH") on the property and within 15 feet of any property line of the property (collectively the "Protected Trees");

f. A legend stating the DBH, genus and species, and general condition of each Protected Tree;

g. The root protection zones within the property of all Protected Trees;

h. A detailed proposal for protection of all Protected Trees and for protection of all trees other than Protected Trees that may be damaged or removed during the proposed construction activity, including without limitation such measures as pruning, root pruning, use of retaining walls or protective fencing, auguring of utility lines (to improve tree survivability), and similar measures;

i. A clear delineation of the perimeters of each construction activity area and each root protection area; and

j. A certification from an arborist that the tree preservation plan incorporates all reasonable steps necessary to minimize damage to trees on property adjacent to the property.

If a tree preservation plan is required, no building permit shall be issued by the Village until 14 days after filing by the applicant of the personal visit completion form required by Subsection 9-1-7-2E of this Code. Further the Village shall not approve a revised tree preservation plan until 14 days after the applicant files the personal visit completion form.

Section 3. Amendment of Section 9-1-7-2. Section 9-1-7-2, titled "Personal Visits to Neighbors," of the Village Code of Hinsdale shall be, and it is hereby,

amended in its entirety so that said Section 9-1-7-2 shall hereafter be and read as follows:

9-1-7-2. PERSONAL VISITS TO NEIGHBORS BY PERMIT APPLICANTS.

A. Applicability: Personal visits to abutting neighbors are required by any property owner who seeks a permit pursuant to section 9-1-1 of this chapter authorizing demolition of an existing house or garage or authorizing any construction that will add 600 square feet or more of gross floor area to an existing house or garage (the "Applicant").

B. Required Visits: A personal visit must be made by the applicant to the owner or adult resident of each property that immediately abuts any property line of the subject property or that is separated from the subject property only by an alley (the "Abutting Owner").

C. Required Number Of Visits And Attempted Visits: The applicant must undertake to make one personal visit to each abutting owner. The applicant must make at least two attempts to complete each required personal visit. Each attempt must be made at a time when it is reasonable that the abutting owner will be present. All personal visits must be made only after the applicant's application for a building permit has been submitted to the Village for review.

If there is no answer by the abutting owner on the first attempt to make a personal visit, then the applicant must leave a letter, in a standard form provided by the Village, stating that a project is proposed, that the applicant is trying to make personal contact, that the applicant will stop back again, and that the abutting owner may call the applicant to set a time for the visit.

If there is no answer on the second attempt, then the applicant must leave a second standard letter and a standard Village information packet stating that the second attempt was made, that the abutting owner may call the applicant or the Village for information about the proposed work, and that plans related to the work are available for review at the Village Hall.

If a tree preservation plan is required, then the provisions of this Subsection 9-1-7-2C shall not excuse an applicant from the requirement that he or she obtain the signature of an abutting

owner acknowledging that abutting owner's receipt of a tree preservation plan, as set forth in Subsection 9-1-7-2E of this Code.

D. Scope of Visit: During a personal visit, the applicant must show the abutting owner a copy of the proposed site plan and the tree preservation plan for the project. The applicant must explain to the abutting owner, in general terms, the scope of the work, the timetable for the work, any special measures such as those being made to protect property, and other matters that may be relevant to the abutting owner. The applicant also must provide the abutting owner with a Village-prepared packet of information including, among any other things, a summary of construction regulations and procedures.

The purpose of a personal visit is not to secure any form of approval from the abutting owner, but instead to assure that the abutting owner has had an opportunity to learn, in general terms, about the proposed project.

If, after completion of the required personal visit, construction plans are revised in a manner that changes the tree preservation plan, then the applicant shall be required to make another personal visit following the standards established in this Section 9-1-7-2. The applicant also shall submit a new personal visit completion form in accordance with Subsection 9-1-7-2E of this Code.

E. Record Of Visit: The applicant must file with the Village, prior to issuance of any permit for work on the subject property, a standard "personal visit completion form" that states that the applicant successfully completed the required abutting owner personal visits. If one or more of the personal visits could not be completed, then the applicant must state on the personal visit completion form that he or she properly attempted to make the visits, when the attempts were made, why the attempts were unsuccessful, and that he or she properly left the required letters.

Notwithstanding the provisions of Subsection 9-1-7-2C of this Code, if a tree preservation plan is required, then the applicant shall specifically attempt, through personal contact, to obtain the signature of each abutting owner on the "personal visit completion form" acknowledging such abutting owner's receipt of the tree preservation plan. If an abutting owner declines to provide his or her signature, then the applicant shall certify that

fact on the personal visit completion form. For purposes of this Subsection 9-1-7-2E, an "abutting owner" shall be deemed to include any of the following parties:

1. any holder of legal fee title to the abutting property; or

2. any holder of any equitable interest to the abuting property, such as a trust beneficiary, a contact purchaser, an option holder, or a lessee under a lease having a unexpired term of at least 10 years.

F. Condition Precedent To Building Permit: The filing of the personal visit completion form is a condition precedent to the issuance by the Village of a permit for work on the subject property.

G. Demolition Notice Requirements Still Applicable: The personal visit provisions of this Section shall be in addition to, and not in lieu of, the demolition notice provisions of Section 9-1-7-1 of this Code.

Section 4. Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this 20th day of July 2004.

AYES: TRUSTEES LENNOX, WILLIAMS, BLOMQUIST, WOERNER, JOHNSON AND ELLIS.

NAYS: NONE

ABSENT: NONE

APPROVED this 20th day of July --11--2004.

Village President

ATTEST:

Mary M. Lund
Village Clerk

VILLAGE OF HINSDALE ORGANIZED 1873

1998392_v4

Building Site Address _____

VILLAGE OF HINSDALE
CERTIFICATION OF PERSONAL CONTACT REGARDING APPLICATION FOR PERMIT

PERSONAL CONTACT CERTIFICATION

I,_____, do hereby certify under oath that I made or attempted to make personal contact to Abutting Owners concerning the filing of my application for a permit to:

To increase floor area by more than 600 square feet or new house
To demolish a building

Addresses Where Personal Visits Attempted

This is a list of all addresses of property to which I made at least two attempts to complete a personal visit at the days and times indicated:

Days and Times	Addresses of Abutting Owners
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

I further certify that the Abutting Owners received the informational packet required by the Village and that such delivery was completed by_____. All of these matters were undertaken in accordance with applicable Village regulations.

Addresses Where Face to Face Contact Made

This is a list of all addresses of property at which I made face to face contact:

Days and Times	Addresses of Abutting Owners
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Tree Preservation Plan

I further certify the following:

- No tree preservation plan is required for this project.
- The following signatures are the valid signatures of the Abutting Owners as defined in Subsection 9-1-7-2E of the Village Code, acknowledging their receipt of the tree preservation plan:

Addresses of Abutting Owners	Signature of Abutting Owners
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

I attempted to obtain the signatures of the Abutting Owners of the following properties acknowledging their receipt of the tree preservation plan, however, they refused to sign this document:

Addresses of Abutting Owners	Date of Refusal
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Applicant: _____

Address: _____

Subscribed and sworn to before me

This_____day of_____, 20____

By: _____
Notary Public

First Attempt

Notified Property Address _____

Date of notification_____

Subject: Work to be undertaken at_____Address

Dear Neighbor:

I have an application for a demolition permit and/or building permit for work on my property next door to you. I tried to contact you personally to discuss this project and to drop off an informational packet. I will stop back again. You may call _____ at_____ to set a time for this visit or to ask any questions you may have.

Sincerely,

_____

Phone Number_____

Second Attempt

Notified Property Address _____

Date of notification_____

Subject: Work to be undertaken at_____Address

Dear Neighbor:

I have an application for a demolition permit and/or building permit for work on my property next door to you. Two attempts to contact you personally to discuss this project have been unsuccessful. Enclosed is an informational packet that includes a site plan of the proposed work and a written description of what you can expect during construction. The description was prepared by the Village and includes the address and phone number of the person at the Village to contact if you have any questions.

Sincerely,

_____

Phone Number_____

Address of Job Site _____

Village of Hinsdale Rules and Regulations for Building Construction

Allowable Work Hours: Inside or Outside of a Building or Structure

A. **Construction tools or power equipment**

1. 8:00 a.m. to 8:00 p.m. – Monday through Friday
2. 8:00 a.m. to 4:00 p.m. – Saturday
3. NO WORK ON SUNDAYS OR THE FOLLOWING FEDERAL HOLISDAYS (NEW YEAR'S DAY, MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, THANKSGIVING DAY, & CHRISTMAS DAY).

B. **DELIVERIES OF CONSTRUCTION MATERIALS TO RESIDENTIAL ZONED SITES**

1. 8:00 a.m. to 4:00 p.m. Monday through Saturday

1. Foundation work must have equipment standing by for mud and dirt removal from the street and sidewalks. All streets and sidewalks must be kept clean. Cement trucks are not permitted to wash out into the street or into catch basins.
2. Do not block public sidewalks or streets. Do not allow materials to be placed or dumped in the streets or on the sidewalks. Vehicles are not permitted to park on the parkway areas. Use common sense in parking so vehicles may pass easily.
3. Curb/gutter or sidewalk to be traversed by construction traffic must be protected with planking. All cracked and broken sidewalk and curb will have to be replaced at your expense. Metal -· track tractors are not permitted to travel the Village streets unless they are covered with appropriate covering.
4. All parkway trees, including the root system, are to be protected from damage. A fence must be placed around all trees or the entire parkway. NO STORAGE IN THE PARKWAY!!! (Vehicles or anything else!)
5. Filling in or removing soil may require Village approval and permits. Check for regulations and requirements before starting.
6. After the foundation of a new home, addition, or other structure has been poured, an "as built" by an Illinois Registered Land Surveyor with the top foundation elevations on a plat of survey, with the exact sizes and dimensions of the new foundations and distances to all lot lines, must be submitted to the Building Department for approval before any framing or building construction can continue. The foundation and its inspections will not be approved until the "as built" plan has been approved. When the foundation is backfilled, rough grading of the site needs to be accomplished, per the approved grading plan. Every effort must be done to avoid water runoff to the adjoining properties.
7. Contractors and subcontractors are to abide by all Village and State regulations. This is a residential community with many children. Drive safely. Watch out for the children. Do not trespass on neighboring properties. Do not litter. Keep noise and other disturbing activities to a minimum. Obey the posted speed limits (or slower) and park per the regulations (right wheel to curb on one side of the street, etc.), The Village expects all contractors to act professionally and courteously. If your subcontractors must listen to radios, please keep the volume down. A portable toilet, if required, must be located on private property as far away from public street and sidewalks as possible.
8. When cutting masonry, a Wet Saw must be used. Airborne dust will not be permitted. Failure to use a wet saw when cutting would result in a citation and mandatory court appearance.
9. One construction sign, a maximum of four-square feet, and one Real Estate "For Sale" sign, maximum of four-square feet, are allowed on a zoning lot, not in the parkway and not illuminated.
10. Prior to digging, please call JULIE (1-800-892-0123) within 48 hours.
11. No open fires or open burning permitted. If heat is needed, use propane or gas system.
12. Contractor I owner cash bond on file with the Village will be refunded approximately 30 days after the ORIGINAL bond receipt is submitted to the Village Building Department and only after all final inspections have been made and approved. Please allow 24 hours' notice for said final inspections to be performed.

Violators of these rules will be subject to penalties and fines of up to $750.00 for each violation and Stop Work Orders.

I have read and understood these rules and regulations and agree to abide by these regulations.

_____ _____

Applicant/ as per permit application Date

THERE HAS BEEN AN APPLICATION FILED TO CONSTRUCT A DETACHED GARAGE, A NEW HOUSE, OR AN ADDITION OF 600 SQUARE FEET OR GREATER AT THE ADDRESS LISTED BELOW. HERE IS WHAT YOU CAN EXPECT:

Address of work site	
General Contractor	Phone number

BEFORE CONSTRUCTION

1. If there is a demolition of an existing building, you will receive separate notice.
2. Site plans and elevations are available for viewing at the office of the Building Commissioner as an· informational courtesy.
3. The Village will review the plans for code compliance. The building will be checked for floor area ratio, yards and height, drainage pattern, construction traffic and placement of materials. However, the aesthetics of the proposed building, its relative size to its predecessor, the value, history or condition of the existing building and the existing private trees and landscaping are not factors in review and not subject to code requirements.
4. A fence will enclose the perimeter of the work site and the root zones of parkway trees.
5. Erosion control will be installed. Usually a filter fabric fence that allows water to pass, but stops mud.
6. There will be parking on only one side of the street to ease traffic around construction.

DURING CONSTRUCTION

1. The general contractor will have a superintendent who controls the daily work. Do not assume the general contractor's workers on the site can speak to or for the contractor. Ask for the superintendent or call the office.
2. The contractor has been asked to locate larger private trees on neighboring property within ten feet of his lot. The contractor shall identify ways to minimize risk to these trees. These measures could include root pruning, branch trimming, root feeding or the placement of mulch to reduce compaction. The contractor does have the right to work up to the property line and there is no guarantee neighboring trees will not be disturbed by construction.
3. A number of trucks and pieces of equipment will arrive at different times to the site during the project. They must obey traffic rules. Emergency access to driveways and roads must be maintained.
4. Construction tools or power equipment are allowed 8:00 a.m. to 8:00 p.m. Monday through Friday, 8:00a.m. to 4:00 p.m. Saturday, and No Work on Sundays or Federal Holidays. Construction material deliveries are allowed 8a.m. to 8 p.m. Monday through Saturday.
5. Workers can use radios at reasonable volumes.
6. The workers should stay on the permitted property and public right-of-way only. You should expect to be asked permission to use your property.
7. Builders often must dig holes in the streets, parkways or sidewalks for new utilities. The excavations must be made passable and be restored.
8. One of the first construction items is the foundation. The contractor will dig a hole larger than the walls to allow workers room to work. The sides of the hole should be stable. Concrete will be poured and be allowed to set for several days to develop strength. The foundation will be surveyed to verify it is located correctly. Only after the Village approves the foundation, can construction start above the foundation.
9. There will be periodic inspections by the Village of the work being completed and of the management of the site.
10. No open fires or open burning are permitted. The public ways should be kept reasonably clean.
11. Changes in design may be requested. These changes will be evaluated with the same standards as the original design.

AFTER CONSTRUCTION

1. Any excavation in the street should be restored within 30 days. Restoration may be delayed in the winter.
2. The construction site will not receive final approval until there is a good stand of grass. In the months when landscaping is not possible, temporary approvals may be given. Any disturbed parkways will be restored with a good stand of grass near the completion of the project.
3. Final approval will not be given until a survey is provided after landscaping to verify compliance with approved plans.

IF YOU HAVE ANY QUESTIONS

1. If you have questions about the project, its design, schedule or method of construction or if you have problems with subcontractors, call the general contractor listed at the top of this form.
2. If you have questions about code enforcements call the Hinsdale Department of Public Services at 789- 7030.
3. If you observe a parking violation or noise hour violations, call the Police Department at 789-7070. If the police do not observe a violation because the activity has stopped, you may be asked if you wish to make a complaint. They will not take action other than referring the complaint to the Building Commissioner
4. If you have drainage concerns, call the general contractor or Department of Public Services.
5. If you have claims for damage, call the general contractor. Permit holders are required to maintain insurance during construction projects.