



GENERAL INSTRUCTIONS FOR DRIVEWAYS AND AUXILIARY PARKING AREAS:

Need to submit:

1. Building permit application filled out completely, including cost of job (page 6).
2. Plat of survey including location of driveway or parking area. Also show the size and width of the existing driveway.
3. Driveway information:
 - a. Type of material (concrete, asphalts, pavers, etc.)
 - b. Base material
 - i. Type of base material
 - ii. Thickness of base material
 - c. Driveway width – no more than 20 feet wide at property line
 - d. Approach width
4. Completed Impervious Surface Worksheet (page 3).
5. Materials used in approach. (Note: Materials other than asphalt or concrete, such as pavers, require a separate process – see page 4.)
6. If project includes curb cut/replacement, completed Curb Replacement/Cutting application (page 5).

All driveways and auxiliary parking areas shall comply with the following standards and regulations:

Material Requirements:

1. The driveway or parking area shall be installed on a minimum of a 4 inch compacted approved base material. Pavers and brick may require additional base material, refer to your manufacturer's installation instructions for the recommended depth and type of the base materials. Examples of approved base materials:
 - a. Sand
 - b. Washed gravel with a maximum size of ¾ inch material
 - c. Crushed limestone, such as CA-6
2. The surface of the driveway or parking area shall slope away from the structure.
3. The thickness of a concrete driveway or parking area shall be no less than 5 inches. The thickness of the concrete driveway approach shall be no less than 6 inches. The thickness of an asphalt driveway, asphalt parking area, or asphalt driveway approach shall be no less than 3 inches; minimum thickness for asphalt may be achieved prior to compression or compaction.
4. Fill materials shall be free of vegetation and foreign materials. The fill shall be compacted to assure uniform support for the slab, and except where approved, the fill depths shall not exceed 24 inches for clean sand and gravel and 8 inches for earth.
5. All concrete exposed to the weather shall:
 - a. Provide minimum compression strength of 3500 psi at 28 days after placement.
 - b. The concrete shall be air entrained. Total air content (percent by volume of concrete) shall not be less than 5-percent or more than 7-percent.
 - c. Shall be at least a 6-bag mix.
6. Driveways or auxiliary parking areas shall not be placed in any easement area.
7. Rebar or wire mesh is not permitted in the driveway approach.
8. All driveways and parking areas require inspection before the placement of any surface material.
9. The driveway shall be a minimum of 10 feet to a maximum of 20 feet in width at the property line. The driveway approach shall be a minimum of 10 feet to a maximum of 20 feet at the sidewalk with even flares on each side to a maximum of 26 feet at the street. (Illustrated on next page)



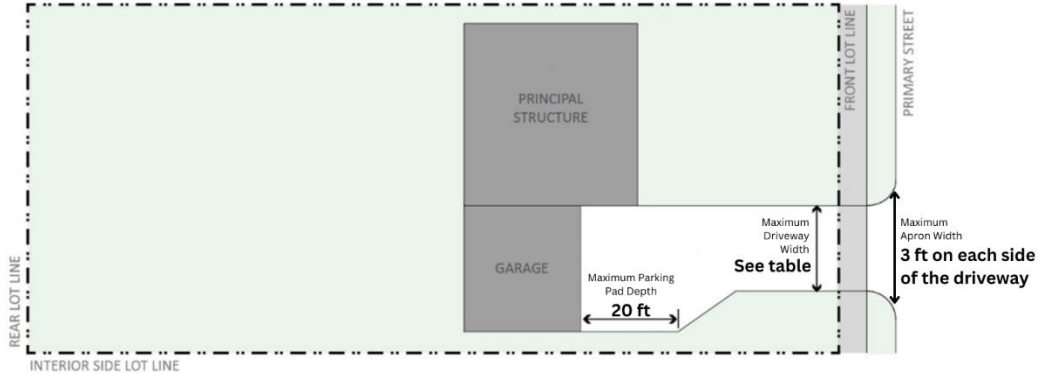
Design Requirements:

1. Location: Driveways must be at least five feet from the interior side lot line, except on pie-shaped lots, such as a cul-de-sac, where they must be at least one foot from the interior side lot line.
2. Driveway Width. Driveways must be constructed in compliance with the table below. Driveway width must be measured at the lot line.

Maximum Driveway Width as Measured at the Lot Line

Uses	One-Way Driveway	Two-Way Driveway
Single-Unit	20 ft	N/A
Two-Unit Dwellings with Two-Car Garage Door	20 ft	N/A
Two-Unit Dwellings with One-Car Garage Door	12 ft	N/A
Townhouse Dwelling Units	20 ft	N/A
Multiple-Unit Dwellings	12 ft	26 ft

3. Driveway Aprons. Driveway aprons must not exceed the width of a driveway by more three feet on each side of the driveway.
4. Driveway Parking Pad. A parking pad the width of the garage served by the driveway is permitted to extend up to 20 feet in depth from the garage doors before tapering back to the required driveway width, see figure below.



Note for applicant: Contact your Homeowner’s Association before you begin work. The Village of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner’s Association.



BUILDING & PERMITS DEPARTMENT
 100 Parkers Mill • Oswego, IL. 60543 • (630) 554-2310
 Email: bzinfo@oswegoil.org

IMPERVIOUS SURFACE WORKSHEET
INCLUDE WITH PERMIT APPLICATION

Residential lots have a maximum impervious surface coverage requirement. “Impervious Surface” refers to surfaces that alter the natural course or rate of absorption of stormwater, and may include, but is not limited to, principal structures, accessory structures, decks, walkways, paved parking lots, and paved driveways.

To assist staff in calculating the impervious surface of your property, please provide the below information with your permit application:

Impervious Surface Type	Impervious Surface Area (sq ft)	
	Existing	Proposed
Building Footprint (including attached garage)		
Driveway		
Walkways		
Decks, Porches, Patios		
Swimming Pools, Hot Tubs		
Detached accessory structures (sheds, gazebos, garages)		
Other		
TOTAL		



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DRIVEWAY APPROACH REQUIREMENTS

To install pavers or anything other than standard concrete or asphalt in the driveway approach located on the right-of-way, the homeowner must:

1. Complete the “Encroachment License” form with the homeowner’s signature notarized. (Building & Permits Department will provide to homeowner upon request.)
2. Return the form to the Building & Permits Department, who will obtain the Village Administrator’s signature. Once this is completed, the Building & Permits Department will contact the homeowner so they can pick up the form.
3. The homeowner will record the completed form with the Kendall County Recorder’s Office (111 W. Fox Street, Yorkville).
4. The homeowner will submit a copy of the recorded form to the Building & Permits Department.
5. Once this recorded form is received, the Building & Permits Department will proceed with approving and issuing the permit.
6. Once the homeowner has received the issued permit, work on the driveway can commence.



COMMUNITY DEVELOPMENT DEPARTMENT

100 Parkers Mill ε Oswego, IL. 60543 ε (630) 554-3622 ε Fax: (630) 551-3975
 Website: <http://www.oswegoil.org>

Curb Replacement / Cutting Permit

Homeowner Information

Name		Address	
Phone			
Lot #		Unit #	
E-mail			

Contractor Information

Company		Address	
Phone		E-mail	
Field contact		Phone	

Type of work to be done

Existing curb type

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Limit / Length of work (in feet)

Date work is to be done

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Note: The Village of Oswego requires that a 1 ½ vertical section of the depressed curb remain above the gutter/flow line to contain the water within the curb. Also, please be advised that **ONLY** a Professional curb cutting company will be allowed to conduct a horizontal cut in the curb. If you intend to remove and replace the existing curb within the **Right-of-Way** a Surety / Performance Bond insuring the work for 6 months too one full year (50.⁰⁰ per linear foot) will be required. There is no fee for this permit; however a pre pour inspection needs to be scheduled for the Chief Infrastructure Inspector to inspect the work. Please contact the Building & Permits Department at 630-554-2310 to schedule an inspection.

Homeowner Signature

Date

Village of Oswego Authorized Signature

Date



100 Parkers Mill • Oswego, IL. 60543 • (630) 554-2310 • Fax: (630) 554-7545
 Website: <http://www.oswego-il.org>
 Building & Zoning Email: BZinfo@Oswegoil.org

RECEIVED _____
 ENTERED _____
 APPROVED _____
 CONTRACTOR REG. _____
 COMPLETE _____

Building Permit Application

Permit No. _____

CUSTOMER/OWNER INFORMATION	Name _____ Project Address _____ Sub-division _____ Lot No. _____ Phone No. _____ Email _____
CONTRACTOR INFORMATION	Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____ Email _____ Field Contact Name _____ Phone No. _____

Approximate Construction Cost (Including Labor): \$ _____
 All permit applications require supplementary documents for each permit request

EXISTING & NEW STRUCTURE REQUESTS	<input type="checkbox"/> Re-roof <input type="checkbox"/> Siding <input type="checkbox"/> Replacement Windows <input type="checkbox"/> Replacement Doors <input type="checkbox"/> Deck <input type="checkbox"/> Patio/Side Walks <input type="checkbox"/> Driveway <input type="checkbox"/> Radon Mitigation <input type="checkbox"/> Solar <input type="checkbox"/> Fence <input type="checkbox"/> Shed <input type="checkbox"/> Pergola <input type="checkbox"/> Hot Tub <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Above <input type="checkbox"/> Inground <input type="checkbox"/> Temporary <input type="checkbox"/> HVAC <input type="checkbox"/> Water Heater <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Electrical Work <input type="checkbox"/> Additions <input type="checkbox"/> Basement/Remodel • Location _____ <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	CHICKEN COOP & TENT	<input type="checkbox"/> Chicken Coop <input type="checkbox"/> Tent
COMMERCIAL & NEW HOME REQUESTS	<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Senior Housing <input type="checkbox"/> Two Family Residence (Duplex) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Multi-Family Residence • (No. Units _____) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Demolition <input type="checkbox"/> Commercial/Industrial Building (NEW) <input type="checkbox"/> Commercial/Industrial Remodeling (Build outs) <input type="checkbox"/> Fire Protection: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Alarm <input type="checkbox"/> Ansul <input type="checkbox"/> Storm Water Connection <input type="checkbox"/> Right of Way	Square Footage of All Areas	1st Floor _____ 2nd Floor _____ 3rd Floor _____ Add. Floors _____ Basement _____ Crawlspace _____ Garage _____ Porch _____ Deck/Patio _____ Outdoor Seat. _____ Outdoor Storage _____ Total _____
	<u>New Residential Only</u> No. of Bedrooms _____ No. of Baths _____	<u>New Construction Only</u> No. of Tenant Spaces _____ No. & Sizes of Water Connect _____ _____	

Certificate:

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

The applicant agrees to conform to all applicable Federal, State, and Local laws of this jurisdiction. They also agree that all work performed under this permit will be in accordance with plans and specifications accompanying this application, except for changes as may be required by the adopted Building Code and inspection officials.

Applicant's Signature _____

Date _____

Permit Approved By: _____ Date: _____