



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

APPLICATION INFORMATION: RESIDENTIAL DRIVEWAYS

APPLICATION REQUIREMENTS

The following items must be submitted when applying for a driveway permit:

- A. A completed and signed Application for Residential Driveway and Sidewalk.
- B. A legal plat of survey clearly showing any new areas of pavement or changes to the size, shape or location of the existing driveway or walkways. The proposed improvements must be dimensioned along with distances to the adjacent property lines. A plat of survey is not required if the existing driveway is to be removed and replaced in the same location.
- C. If any decorative pavement such as brick, colored/stamped pavement, or exposed aggregate is to be used for the driveway apron, a “Right-of-Way Encroachment Agreement” must be submitted.

All construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the applicable building codes.

DESIGN GUIDELINES

The proposed improvements must adhere to the design guidelines contained herein. The guidelines are provided to aid the applicant in the development of the construction documents but do not supercede the applicable building codes, the city’s Municipal Code or any more restrictive homeowners association rules. These guidelines are applicable to single-family, duplex and townhome properties.

Driveway Width – Private Property

- The driveway must align with and be the full width of the garage door(s). The driveway may be widened on each side up to an additional two feet beyond the garage door opening to allow for better access to vehicles that are parked in the driveway.
- The maximum allowable driveway width may be maintained from the face of the garage to a distance 15 feet past the building setback line, at which point it must taper in a straight line to a width of no more than 20 feet measured at the property line.
- The driveway may not be located within any easements without permission.

Driveway Width – Public Right-of-way

- A concrete public sidewalk must remain continuous across the driveway.
- The driveway apron is permitted to flare an additional two feet on either side as it approaches the roadway. The maximum width of the apron at the street is four feet wider than the width of the driveway at the property line, not to exceed 24 feet.

Auxillary Parking Space

- One additional uncovered parking space is permitted for single family detached homes subject to the following requirements:
 - The parking space may not be closer than five feet to any side property line.
 - The parking space may not be located within any easements without permission.
 - The parking space must be oriented parallel to and connected to the driveway.
 - The parking space may not exceed nine feet wide by 18 feet long.
 - The width of the parking space and the adjacent driveway may be maintained to a distance 15 feet past the building setback line, at which point it must taper in a straight line to a width of no more than 20 feet measured at the property line.
 - The parking space may be located along the side of the house as long as the above requirements are met.

Decorative Accents

- Bricks, paving stones or other contrasting materials may be placed adjacent to the driveway with a width not to exceed 24 inches on each side.
- The accent materials are not considered part of the driveway and are not used to calculate the allowable driveway widths. However, vehicle parking is not permitted on the accent materials.
- Decorative accents are considered landscaping and do not require a building permit. Any accents exceeding 24 inches would be considered a walkway or patio and would require a permit submittal and be subject to the zoning requirements for those types of improvements.
- Any decorative accent materials placed in the public right-of-way are done so at the risk of the owner. These materials may be disturbed by other entities working in the right-of-way from time to time.

APPLICATION REVIEW AND APPROVAL

All construction drawings must be legible and complete. **The items listed in “Application Requirements” must be included as part of your application. Omission of any of these items will delay the approval of your application for permit.** The applicant will be notified when the permit has been approved.

Every building permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. The permit is to be displayed in the window nearest to the front door for the duration of the construction and inspection process. After the construction is complete, please remove the building permit from the window and retain it for your personal homeowner’s records.

INSPECTIONS

One inspection is required immediately prior to the finish material (concrete/asphalt/pavers) placement. It is the applicant’s responsibility to request the required inspections.

Inspections are scheduled by calling 630/420-6100 option 1 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. **(Closed 1-2 pm daily)** Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 72 hours when scheduling an inspection. Shed and coop inspections are not scheduled at a set hour but will take place on the requested day. Inspections are conducted between 8 a.m. and 3 p.m. Monday through Friday.

FEES

See Building Permit Fee Schedule.

CONTACT INFORMATION

Inspection Dispatch

Monday-Friday, 8 am to 4 pm (**Closed daily 1 pm-2 pm**)
630/420-6100 Option 1

Building Permits

Monday-Friday, 8 am to 5 pm (**Closed daily 1 pm-2 pm**)
630/420-6100 Option 2

********APPROVED PLANS MUST BE KEPT ON SITE********



CITY OF NAPERVILLE
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APPLICATION FOR RESIDENTIAL DRIVEWAY & SIDEWALK

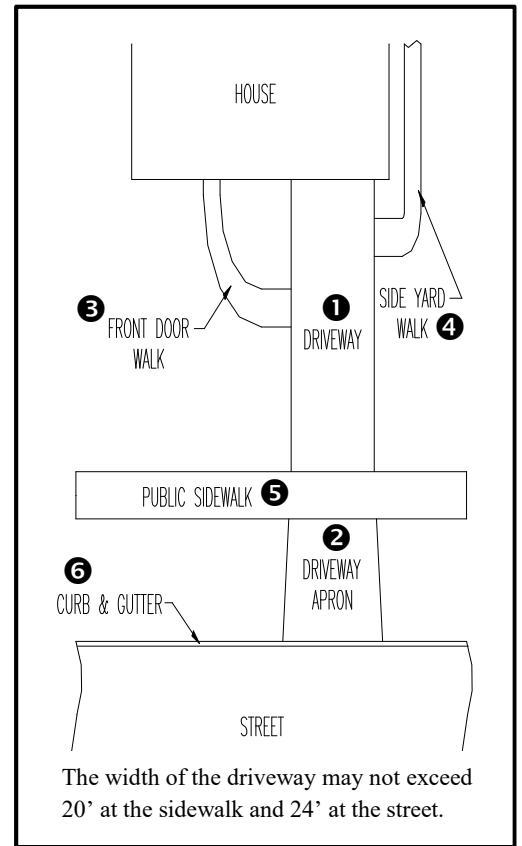
Address: _____ Permit # _____

Part 1: Description of Work

Estimated Cost of Work \$ _____

Part 2: Scope of Work & Materials

- 1** Driveway: Removal/Replacement No Work
 Existing Material: _____
 Proposed Material: _____
- 2** Driveway Apron: Removal/Replacement No Work
 Existing Material: _____
 Proposed Material: _____
- 3** Front Door Walk: Removal/Replacement New No Work
 Existing Material: _____
 Proposed Material: _____
- 4** Side Yard Walk: Removal/Replacement New No Work
 Existing Material: _____
 Proposed Material: _____
- 5** Public Sidewalk: Removal/Replacement New No Work
 Existing Material: _____
 Proposed Material: _____
- 6** Curb & Gutter: Removal/Replacement No Work
 Existing Material: _____
 Proposed Material: _____



Part 3: Changes to Size, Shape or Location

Any new areas of pavement or changes to the size, shape or location of the existing driveway or walkways must be clearly shown and dimensioned on a copy of the legal Plat of Survey for the subject property. Existing accent materials adjacent to the driveway, such as pavers, are not considered part of the driveway. Will there be any new areas of pavement or changes to the size, shape or location of the existing pavement? Yes (Plat of Survey required) No

Part 4: Work in the Public Right-of-Way

The driveway apron, the public sidewalk and the curb and gutter are all located in the public right-of-way. If there is any work to be performed in the public right-of-way, please complete and submit a “Work in the Right-of-Way Worksheet”.

Will there be any work completed in the public right-of-way? Yes (Worksheet Required) No

Please note that if the scope of the proposed work includes replacement of public sidewalk, you may be eligible for financial reimbursement from the city. In order to qualify, you will need to apply for the program and receive approval from Engineering Services prior to removing the sidewalk. Information on who can qualify and how to apply, please visit www.naperville.il.us/sidewalkprogram.

If any decorative pavement such as brick, colored/stamped pavement, or exposed aggregate is to be used for the driveway apron, a “Right-of-Way Encroachment Agreement” must be submitted.

Will decorative pavement be used for the driveway apron? Yes (Encroachment Agreement Required) No

Part 5: Contact Information

CONTACT PERSON (To be notified when the permit is ready):

Name: _____
Phone: _____
Email: _____

Contractor: _____
Address: _____
City: _____ State: ____ Zip: _____
Phone: _____

Owner:

Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Phone: _____

Licensed Sidewalk Contractor (if applicable)

Contractor Name: _____
Address: _____
City: _____ State: ____ Zip: _____
Phone: _____

I, _____, being the applicant or owner of the premises in which the driveway shall be installed, agree to conform with and abide by all the rules, regulations, and provisions of the City Ordinances pertaining to the installation and maintenance of driveways now and hereafter in force.

UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF OWNER/AGENT _____ DATE _____

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.



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WORK IN THE RIGHT-OF-WAY (R.O.W.) WORKSHEET
Supplemental Driveway Worksheet

SCOPE OF WORK: _____

Please check all work to be performed in the right-of-way:

DRIVEWAY APRON	No Work					
Existing Materials:	Asphalt	Stamped Asphalt	Brick Paver	Concrete	Stamped Concrete/Exposed Aggregate	Other (Please specify)
Proposed Materials:	Asphalt	Stamped Asphalt	Brick Paver	Concrete	Stamped Concrete/Exposed Aggregate	Other (Please specify)
Standards:	6" CA-6 Agg. Base 3" Bituminous Asphalt	6" CA-6 Agg. Base 4" Bituminous Asphalt	8" CA-6 Agg. Base 1" Sand Bed 3" Brick Paver	2" CA-6 Agg. Base 6" P.C.C. (Concrete)	2" CA-6 Agg. Base 7" P.C.C. (Concrete)	

CURB & GUTTER	No Work	Est. Length (in Feet)
	Remove & Replace	
	Horizontal sawcut to depress curb	

PUBLIC SIDEWALK	No Work	Est. Area (in Sq. Ft.)
	Through Driveway (6" thick conc.)	
	Outside of Driveway (4" thick conc.)	

Should you encounter unforeseen problems, please call (630) 420-6697 for assistance.

I have read all of the provisions in this application packet and agree to follow them. Failure to follow the guidelines could result in being cited.

SIGNATURE OF APPLICANT

DATE

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.