



## PARKING LOT RECONSTRUCTION CHECKLIST

### PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete an engineering permit application online by visiting our [Online Permitting Portal](#).
- Contractors must obtain a Village Contractors License prior to issuance of permit.
- Provide a copy of the signed contract including a description of proposed work.
- Submit a scaled site plan and a plat of survey for the property identifying the following:
  - The existing and proposed elevations.
  - Proposed storm sewer layout.
  - A dimensioned striping plan to include all [parking areas](#), [drive aisles](#), [handicap parking areas](#) and [signage](#).
  - Restrictor pipe size.
  - The high-water level (HWL).
  - Proposed thickness of bituminous concrete shall have a total of 3” of surface and binder courses.
    - Reconstructed parking lots shall have a structural number of 2.5 for parking areas and a structural number of 3.0 for all main access drives and heavy-duty parking areas.
  - Location and type of barrier curb and gutter.
- If the existing parking lot was constructed without storm water detention, reconstruction requires the addition of storm water detention to the site. The Village’s intent is to maximize the detention volume provided on the parking lot with a maximum of one foot (1.0’) of ponding. Stormwater detention calculations shall be provided and must be signed and sealed by an IL licensed professional engineer.
- Rear drainage ditch shall be restored to a grass lined swale. Ditch shall be cleared of all debris and invasive vegetation.

### **INSPECTIONS:**

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Aggregate Subbase Pre-Pour
- Proof Roll
- Parking lot striping including ADA striping and signage
- Sidewalk/Pavement ADA Slope Compliance
- Final