



RESIDENTIAL CONCRETE DRIVEWAY, PUBLIC WALK, APRON, AND CURB CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete an engineering permit application online by visiting our [Online Permitting Portal](#)
- Contractors must obtain a Village contractor license prior to issuance of permit.
 - Surety Bond and Certificate of Insurance is required for right-of-way work. See requirements [here](#).
- Copy of contract or proposal.
- Submit a plat of survey clearly identifying the location and dimensions of the proposed work.
 - Driveways shall be located a minimum of two feet (2') from the side property line.
 - A driveway's maximum width shall be twenty feet (20') for residences with a one (1) car garage opening.
 - A driveway's maximum width shall be thirty feet (30') for residences with a two (2) or three (3) car garage opening.
 - Driveway shall not be tied into the building foundation.
 - Driveway, public walk, apron, and curb shall not be installed on a wet or frozen base.
 - The width of the apron measured at the front property line shall not be wider than the driveway.
 - The apron width at the curb shall not extend past the property line, and the apron must be two feet (2') from the side property line at the public sidewalk.
 - Driveway aprons flares are required to be two feet (2') or three feet (3') wide from sidewalk to the curb.
 - Fire hydrants, light post, etc. shall remain a minimum distance of three feet (3') from the edge of apron. Trees shall remain a minimum of five feet (5') from the edge of apron.
- Concrete Requirements:
 - Once removal of the apron is underway, barricades are required to be placed on the public sidewalk at both sides of the apron and along the back of curb along the apron. The barricades must remain until the sidewalk and apron are completed.
 - All forming is required to be with 2" x 6" lumber or approved metal forms. Forming with 2" x 4"s will not be allowed
 - The aggregate base is required to be a minimum of two inches (2") of compacted CA-6 and the subgrade is required to be compacted to 95% of optimum density.
 - Concrete driveways and aprons are required to be constructed with a minimum of five inches (5") of Portland cement concrete - 6 bag mix, with a compressive strength of 3500 PSI at 14 days and 5% to 8% air entrainment. 5.2 bag mix with fly ash is an acceptable concrete mix alternate.
 - Steel reinforcement is required in the public sidewalk and apron, reinforcement is encouraged in the private driveway and shall be six inches by six inches by number ten (6" x 6" x #10) welded wire mesh, placed in the bottom half of the concrete.
 - Public sidewalk is required to be constructed with five inches (5") of Portland Cement Concrete 6-bag mix and shall be tied into the existing sidewalk with three #3, 16" long. If the new sidewalk crosses utility trenches, three #4 - 1/2" diameter - 10-foot-long rebar shall be placed longitudinally in the concrete, centered over the trench. [Public Sidewalk detail](#)
 - The apron is required to be concrete, poured as one continuous pour from the back of curb to the face of existing public sidewalk as shown on the [detail drawing](#).
 - Preformed expansion joints, 1/2 inch thick, are required to be placed between the apron and the curb, between the apron and the sidewalk, as well as between the sidewalk and the concrete driveway.
 - Curb removal and replacement shall be accomplished by saw cutting and removing the limits of existing curb and gutter and replacing with depressed curb and gutter. "Sawing off" of the top of the curb will not be allowed. Curb head must be consistent throughout apron, depressed or mountable throughout. [Depressed Curb & Gutter detail](#).
 - Concrete curb and gutters are required to be constructed with Portland cement concrete - 6 bag mix, with a compressive strength of 3500 PSI at 14 days and 5% to 8% air entrainment.
 - The aggregate base is required to be a minimum of two inches (2") of compacted CA-6 and the subgrade is required to be compacted to 95% of optimum density.
 - Two (2) no. 6 dowel bars are required to be drilled and installed 9" into the existing curb.

- Two (2) no.4 reinforcing bars are required to be installed continuously through the new depressed curb.
- New depressed curb must maintain existing flow direction. Asphalt roadway disturbed by curb and gutter removal must be replaced by saw cutting existing roadway, twelve inch (12") minimum width, and placement of one and a half inches (1-1/2") minimum hot-mix asphalt surface course. Cold patch asphalt is prohibited.
- Troweled edges or "California Corners" are prohibited on public sidewalks but are permitted on the driveway and the driveway apron.
- Stamped and/or colored concrete is prohibited on public sidewalks and curb.
- The Village recommends placing a concrete sealer on new driveways and aprons.
- Vegetation and topsoil removed during the installation must be removed from the property and disposed of properly.
- Cold weather requirements can be obtained upon request.

INSPECTIONS:

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

- CONCRETE PRE-POUR**
- FINAL** - Once restoration is complete and vegetation is established