



Village of Riverside
SITE GRADING PERMIT

PHONE: 708-447-1241

Owner Information:
(Where work is being done)

Contractor Information:
(Company doing the actual grading work)

Name: _____

Name: _____

Address: _____

Address: _____

P.I.N.: _____

Phone: _____

Phone: _____

J.U.L.I.E. Dig No: _____

24 Hour Phone: _____

J.U.L.I.E. Phone Number: 1-800-892-0123

Village Business License: _____

Insurance Certificate: _____ Expires: _____

Description of Work: _____

Disposition of spoil: _____

Applicant Signature: _____ Completion Date: _____

Print Name: _____ Today's Date: _____

PERMIT REQUIREMENTS:

- **This permit is valid for eighteen (18) months from the date of original issue.**
- **Two copies of a drawing of the proposed grading work must be attached with permit application.**
- **IF SITE GRADING PLAN is required it shall be stamped by a Civil Engineer or Certified Land Surveyor and submitted on paper that is no larger than eleven by seventeen (11"x17") inches. (See separate form for SITE GRADING PLAN requirements)**
- **A final inspection is required by the Engineering Department. Please call Building Department 24 hours in advance at 708-447-1241.**

Civil Engineering/Surveying Information

Neighbor notification attached: _____

Name: _____

Application Approvals

Address: _____

Grading Permit

Phone: _____

Village Engineer Date

Site Grading Plan Required: YES NO

Village Engineer Date

Site Grading Plan Approved: YES NO

Village Engineer Date

Additional Date/Clarification:

Approved: _____ YES NO

Village Engineer Date

Schedule of Fees: **Date:**
Grading Permit: \$25.00 _____

Additional Review: \$25.00 _____

Time Extension: \$25.00 _____

Surcharge:

PERMIT NUMBER

SITE GRADING PLAN REQUIREMENTS

- North Arrow;
- Legend;
- Scale of Drawing;
- Zoning classification;
- Site address;
- Identification of the nearest intersection, and/or adjacent streets;
- Existing and proposed topography of the entire site taken at one foot (1') contour intervals;
- Contour intervals that extend a minimum of twenty-five (25') off site, or sufficient enough to show on- and off-site drainage;
- Site property lines and all drainage and utility easements on, under or across thereto;
- Location and representation of existing natural drainage and run-off patterns, swales and flows, as well as manmade drainage facilities, and all proposed natural manmade drainage facilities, including all surface and subsurface drainage devices, walls, cribbing, and dams on or within 50' (fifty) feet of the site;
- Delineation of drainage area and the drainage area served by all existing and proposed down spouts, footing drains and sump pump discharges, and disposition of discharge there from;
- Location of the proposed areas of excavation, fill, storage and disposal of earth materials;
- Location and identification of existing vegetation, new vegetation to be placed on the site and vegetation to be removed from the site;
- Location of any buildings or structures on the adjacent properties, including top of foundation, garage slab and elevations of proposed finished grade at all significant points around the proposed building or structure, including window wells, patios and swimming pools;
- Impervious surface area calculation;
- Delineation of the measures that will be used to control surface runoff from the site after all buildings and structures and permanent improvements have been erected on the site;
- Elevation and descriptions of the benchmark utilized for the Site Grading Plan. The FEMA datum should be used for all properties located either or partially in the regulatory floodplain;
- Certification that the proposed project will not result in drainage, erosion or run-off which adversely impacts adjacent properties or the public right-of-ways. Site plan to be stamped as such.
- Three to five representative cross-sections for each side yard between another residence. Cross-sections shall extend between the top of foundation (T/F) of the proposed residence to the T/F of the existing adjacent residence;
- Locations of all manholes, fire hydrants, street lights, curbs, sidewalks, utility poles, transformers, junction boxes and pads/pedestals located in the public right-of-way, or in any easements on the subject property;
- Notification of Adjacent Property Owners, Affidavit of Compliance

Village of Riverside
 Notification of Land Disturbing Activity
 To Adjacent Property Owner
 Affidavit of Compliance

INSTRUCTIONS:

THIS AFFIDAVIT IS ONLY REQUIRED WHEN SPECIFIED AS PART OF SITE GRADING PLAN SUBMISSION AFTER REVIEW OF INITIAL GRADING PERMIT APPLICATION

1. Identify all properties adjacent to subject property.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by registered or certified mail return receipt requested; or by hand delivery.
3. Complete this Affidavit with the information requested below.

ADDRESS OF SUBJECT PROPERTY _____

I, _____, state upon oath that I have complied with
(Print name of person completing Affidavit)
 the applicable notice requirements of Section 9-3.4.4.3d) of the Riverside Village Code.

Address of Adjacent Property	Name of Property Owner(s)	Service		Date Notice Received
		Hand Delivery	Mail	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Subscribed and sworn before me

this _____ day of _____, 200_.

 (Signature of Person completing Affidavit)

Date: _____

 NOTARY PUBLIC

(SEAL)

LAND DISTURBING ACTIVITY:
ADJACENT PROPERTY OWNER NOTIFICATION

Please be advised that the property owner(s) at _____ has/have applied for a grading permit that may cause disruption to or change the grade of the property mentioned above. In accordance with Section 9-3.4.4.3d of the Village Code the property owner(s) is/are required to notify adjacent property owners prior to a grading permit being issued for work that will include any land disturbing activity.

This letter serves as notice to adjacent property owners.

For questions or concerns about the grading associated with the above mentioned property, please contact the Public Works Department at (708) 442-3590 between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday.

For questions or concerns about the building permit project that may be associated with this notice, please contact the Community Development Department at 708-447-1241 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Property Owner's/Agents Name: _____

Property Owner's/Agents Phone: _____

On _____, the Village Board approved an amendment to _____ of the Village Code that requires any person who wishes to fill, store or dispose of earth materials; alter an existing land grade, contour or drainage pattern; or, perform any other land disturbing activity, to obtain a **Grading Permit** and give notice to adjacent property owners of such grading activity.

Summary of Requirements

Specific Projects Requiring a Grading Permit include but are not limited to:

- a) construction of new homes or buildings;
- b) construction of new garages or auxiliary structures that with a footprint of 400 square feet or more;
- c) installation of in-ground swimming pools
- d) construction of an addition to an existing structure that adds 400 square feet or more to the existing structure's footprint;
- e) landscaping that changes the grade of the site such that existing drainage flows will be altered;
- f) Any construction or landscaping activity which adds 10% or more to the impervious surfaces of a lot:
- g) land disturbing activity proposed in a floodplain as established by the Federal Emergency Management Agency (FEMA);
- h) any land disturbing activity equal or greater to than 1 (one) acre; and,
- i) demolition of any building or structure

Information required on a Grading Permit Application Form:

- a) Address and permanent index number (PIN) of the site;
- b) Name, address and telephone number of the Applicant(s);
- c) Name, address and telephone number of all contractors, subcontractors or other persons performing the activities at the site;
- d) Description and schematic depiction of the project; and,
- e) Signature(s) of the owner(s) of the site.

Adjacent Property Notification

- a) Notification of the land disturbing activity shall be given to any adjacent property owner with the attached affidavit form.
- b) No Grading Permit will be issued until five (5) days after the notice form has been received by the adjacent property owner(s).
- c) The applicant must submit an affidavit attesting that he/she has provided proper notice to the adjacent property owner(s), indicating who was notified, when and by which method. (See attached Affidavit Form)