



VILLAGE OF LAKEWOOD BUILDING DEPARTMENT

2500 LAKE AVENUE • VILLAGE OF LAKEWOOD, IL 60014
815/459-3025 • FAX 815/459-8346

GUIDELINES FOR DRIVEWAYS/WALKS and CULVERTS

Please submit 1 electronic PDF of the following documents by USB thumb drive or by email to building@village.lakewood.il.us. All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted. Documents will not be distributed for review until all listed items and payment are received. Lead time is 10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

SUBMIT PDF via EMAIL or USB:

- Building Permit Application
- Plat of Survey stamped by an Illinois licensed surveyor showing existing and proposed work
- Plat of Survey Waiver (see next page) may signed by homeowner and provided in lieu of a Plat of Survey when the project is a remove and replace of the same size. (See Waiver next page)
- Copy of proposal, signed by the property owner. It must include description of materials being used for the driveway/walk, the amount of base at the driveway/walk and the amount of base at the driveway apron and over culvert (if applicable).
- The specifications outlined on the proposal shall match the Village Code requirements.
- When applicable, provide Culvert material (Corrugated Galvanized Metal), diameter or equivalent measurement, end treatment
- A General Contractor's Surety bond (License & Permit Bond) from the Contractor's insurance company made to the Village of Lakewood in the amount of \$10,000

All plans submitted shall meet all Village Codes, but specifically the requirements as set forth by the following chapters of Village Code:

- Chapter 17 Zoning Code
- Chapter 19, Section 9 Driveways

IN-PERSON or ONLINE PAYMENTS:

- Payment at time of application for \$169 [Chapter 19.15 fees]
- The Final Permit fee is calculated once plans are reviewed and approved [Chapter 19.15 fees]
- A \$100 Cash Performance Bond will be added to the permit fee above and refunded upon written request given completion of permit requirements. The Cash Performance Bond shall be forfeited if the permit requirements are not met or the Bond Release Request is not received within 30 days of project completion.

BUILDING DEPARTMENT REQUIREMENTS

ASPHALT DRIVEWAY: Minimum of 6” of compacted gravel base required with a minimum of 2” compressed asphalt.

ASPHALT IN RIGHT-OF-WAY/APPROACH: Minimum of 8” of compacted gravel base required with a minimum 4” compressed asphalt.

CONCRETE DRIVEWAY: Minimum of 6” of compacted gravel base required with a minimum 4” concrete with /#10 6” X 6” wire or fiber mesh, 6 BAG MIX

CONCRETE IN RIGHT OF WAY/APPROACH: Minimum of 6” of compacted gravel base required with a minimum 6” concrete with /#10 6” X 6” wire or fiber mesh, 6 BAG MIX

PAVERS: Follow the manufacturer’s instructions w/ a minimum 6” of compacted gravel base required

- Driveways must be a minimum of 18” from side lot line
- Drive at property line shall not be wider than 24’. The minimum/maximum flare distance is 30” to 7.5’ on each side. The finish driveway shall be flush with the road.
- Contact JULIE before you dig, dial 811 or 1-800-892-0123
- All inspections are scheduled the prior business day
- Permit Expires in 6 months if no inspection scheduled- 1 year otherwise. Permit Extension: ½ original fee (2 max). Permit Reinstatement: ½ original fee, but only ½ the time. Permits Expired without work completed are closed and not refundable.
- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

BUILDING DEPARTMENT DRIVEWAY & WALK SURVEY WAIVER
FOR REMOVE AND REPLACE OF SAME SIZE PROJECTS

The homeowner is unable to locate a Plat of Survey for this project. Therefore, approval and issuance of this permit is done with the following stipulations:

- 1) In lieu of a Plat of Survey, the property owner is to submit a plan drawing or an aerial picture of the property showing existing driveway/walks.
- 2) Include measurements of the driveway/walks and distance from adjacent property lines.
- 3) All Building Codes must be followed regarding the location and installation of this driveway or walk.
- 4) Per Section 19.09 of the Zoning Code the driveway must be a minimum of 18” from the lot line. It is the property owner’s responsibility to verify this requirement has been met.
- 5) By signing this document, the property owner is waiving liability against the Village of Lakewood, IL with respect to location of the driveway/walk.

Signature of Owner: _____

Date: _____