



GUIDELINES FOR PARKING PADS

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 scope of work
- Signed Parking Pad Waiver (Page 2)
- Copy of proposal, signed by the property owner. It must include description of materials being used
- Manufacturer's information on grass pavers (when utilized)
- 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 Building Code
- Chapter 21 Landscape Code
- Chapter 29 Stormwater Management
- Chapter 19, Section 9 Driveways

IN-PERSON or ONLINE PAYMENTS:

- Payment at time of application for \$130 [Chapter 19 Fees]
- The Final Permit fee is calculated once plans are reviewed and approved [Chapter 19 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

- 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.

PARKING PAD INFORMATION (Chapter 19, Section 9)

- Permitted in R-2 Zoning District for automobiles only
- Approved Materials: Grass Pavers, 6" Grade 8 Gravel or 6" Grade 9 Gravel
- Gravel should be installed in 2" lifts
- Shall be away from any street intersection
- Maximum width is 10 feet (from the pavement edge)
- Maximum length is 24 feet (along the roadway).
- Shall not be located in a drainage way or ditch.



2500 LAKE AVENUE • VILLAGE OF LAKEWOOD, IL 60014
815 / 459 – 3025 • FAX 815 / 459 – 3156

**HOLD HARMLESS AGREEMENT/PERMIT
FOR _____
(Type of Work)
IN PUBLIC RIGHT-OF-WAY**

This Agreement made and entered into this ____ day of _____, 20____, by and between the Village of Lakewood (“VILLAGE”) and _____ (“PROPERTY OWNER”).

WHEREAS, the undersigned is (are) the recorded owner(s) of the property which is commonly known as _____, Village of Lakewood, Illinois; and

WHEREAS, the PROPERTY OWNER desires to install _____ in the VILLAGE’s public right-of-way; and

WHEREAS, the VILLAGE requires that the PROPERTY OWNER execute a holds harmless agreement relieving the VILLAGE from any and all liability growing out of the placement of such _____.

NOW, THEREFORE, it is agreed by and between the VILLAGE and PROPERTY OWNER as follows:

1. The PROPERTY OWNER acknowledges and agrees that they are fully aware that any portion of _____ located within the VILLAGE’s public right-of-way is clearly at risk and that no assurances of its protection can be given by the VILLAGE.
2. The PROPERTY OWNER understands and agrees that the VILLAGE assumes no responsibility for, or liability arising out of, installation, care, operation, future maintenance or repair of any portion of the _____.
3. The PROPERTY OWNER understands and agrees that the installation and existence of the _____ within the VILLAGE’s public right-of-way shall not, in any way, interfere with the right of the VILLAGE, its contractors or other utilities to excavate therein for repair, maintenance or installation of any street, sidewalk, public utility, telecommunication, cable television, or for any other necessary public purpose.

4. The PROPERTY OWNER understands and agrees the VILLAGE will not, under any circumstance, maintain, repair, or replace any portion of said system which might be subsequently damaged or removed by any work, accident, and maintenance activity or construction operation related to Item 3 above.
5. The PROPERTY OWNER hereby agrees to indemnify and hold harmless the VILLAGE from any and all liability, loss or damages the VILLAGE may suffer as the result of claims, demands, costs, judgment, or legal fees, including attorney fees arising out of the installation, placement, use and operation of the _____ in the VILLAGE's public right-of-way.
6. The PROPERTY OWNER further agrees that it will waive any and all claims against the VILLAGE, its agents, officials, or employees that arise out of any damage to the _____ while located in the VILLAGE's public right-of-way.
7. This hold harmless agreement shall commence on the date of the execution hereof by PROPERTY OWNER and shall continue until the _____ is abandoned or removed or the permit is revoked.
8. This agreement shall be binding upon and inure to the benefit of the heirs, grantees, successor and assigns of the parties hereto and shall constitute a covenant running with the land and respect to the private premises served by the _____ permitted hereunder.
9. All sprinkling heads shall be so located, shielded, adjusted or directed that they will not sprinkler the public roadway or public sidewalk when in operation. (Strike paragraph if not applicable).
10. All sprinkling heads shall be so constructed so that they will not project above ground level when not in operation. (Strike paragraph if not applicable).

PROPERTY OWNER:

Signature

Signature

Print Name

Print Name

Date

Date

VILLAGE:

Public Works Director

Date