



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: March 24, 2017

[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Instructions for Demolition Permit

1. Review of your initial request will indicate if the home is of architectural or historical interest or if it has designated landmark status. If the home is of architectural or historical interest a member of our Historic Preservation Commission may contact you to dissuade you from your plans. If it has designated or certified status, you will need to review our Historic Preservation Ordinance on procedures.
2. Only the legal owner of the property can complete the attached application; although a demolition permit application is transferable to a new owner. With the application you must submit 3" x 5" or 4" x 6" black and white photographs, printed on photographic paper, of the front, each side, and rear of the house labeled with the property address on the back of each photograph.
3. The Village will compile a list of neighbors to be notified, and provide you with addressed envelopes for the notification. In the envelopes you must include a copy of your original application for demolition and a copy of a letter from the Building & Zoning Administrator. All envelopes must be returned to the Village unsealed with correct postage. Additionally we recommend that you include a copy of the proposed new house elevations and a letter of introduction. Only after the envelopes are returned to the Village Hall and verified as containing the appropriate documents will the 60-day/or 180-day for locally designated landmark waiting period commence.
4. During or after the 60-day (180-days if applicable) waiting period but before the issuance of a demolition/building permit you will be provided the Village-approved version of the grading/site development engineering plan. After you are issued this you may:
  - Install 6-foot chain-link fences with driven posts for site and tree protection per notes on the approved plan.
  - After the fencing layout has been field reviewed and approved by the Village you may initiate the disconnection of underground storm and sanitary sewer lines and the water supply line using a pre-qualified sewer/water contractor from our pre-qualified list. These lines must be excavated by your plumbing or sewer contractor at the Village mains. Field inspections verifying this work prior to backfill will be done with a 24-hours advance notice by calling (847) 835-4111 x 1153.
  - Prior to permit issuance a temporary electric service pedestal must be installed.
5. Before the issuance of a demolition permit you must have your building plans, grading plans (including tree preservation/removal site development plans) approved for simultaneous issuance of a building permit; all items pertaining to your project are to be submitted together in a single packet. If you have not submitted a complete building permit application within 6 months of the earliest possible demolition permit issuance date, your demolition application will expire and you will be required to resubmit and have a new 60-day (180-days if applicable) waiting period.



## New House Packet Submittal Requirements

- 1) 1 Original copy of survey with certified land square footage for irregular shaped lots.
- 2) 1 Completed permit application with all subcontractor information including zip codes, project cost, and real estate index number.
- 3) Complete F.A.R. information on original Village supplied form.
- 4) 2 Copies architect signed plans sets with site plan on plan set.
- 5) 5 Copies of engineer signed grade plans showing all checklist items and all trees 8 inches or more in diameter.

All items pertaining to your project are to be submitted together in a single packet at one time. If you have not submitted a complete building permit application within 6 months of the earliest possible demolition permit issuance date, your demolition application will expire and you will be required to resubmit and have a new 60-day (180-days if applicable) waiting period.

**If either Owner or Purchaser of the property is not an individual, provide the following:  
CORPORATION:**

Provide name and contact information (address, telephone and email) for president or other officer of corporation authorized to execute legal documents on behalf of corporation.

**LLC:**

Provide name and contact information (address, telephone, and email) for manager or managing member.

**PARTNERSHIP, LIMITED PARTNERSHIP, LLP:**

Provide name and contact information (address, telephone, and email) for partner authorized to execute legal documents on behalf of partnership

**TRUST:**

Provide name and contact information (address, telephone, and email) for beneficiaries of trust.

Please mail or deliver this form with any supporting material to:

Public Works Department  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022

Phone: (847) 835-4111 | Fax: (847) 835-4234 | E-mail: [publicworks@villageofglencoe.org](mailto:publicworks@villageofglencoe.org)