



Structure Demolition Address

CHECKLIST FOR DISCONNECTS AND DEMOLITIONS

Note: The first eight items are the minimum submission requirements to begin the review process.

Note: Applications begin with a review by the Planning Division and Historical Preservation Committee.

Note: Per City Ordinance 170.122(J)(1), a \$10,000 affordable housing demolition tax shall apply.



✓	ITEM	DATE RECEIVED
<input type="checkbox"/>	Demolition Permit Application (attached, Page 2)	_____
<input type="checkbox"/>	Authorization to Enter (attached, Pages 3-4)	_____
<input type="checkbox"/>	Protection of Adjoining Property (attached, Page 5)	_____
<input type="checkbox"/>	Infill Indemnification Agreement (attached, Page 6)	_____
<input type="checkbox"/>	Neighbor Notification List (attached, Pages 7-8)	_____
<input type="checkbox"/>	Proof of Ownership	_____
<input type="checkbox"/>	Photos (all elevations)	_____
<input type="checkbox"/>	Plat of Survey	_____
<input type="checkbox"/>	HPC Approval (<i>pending review</i>)	_____
<input type="checkbox"/>	Plumbing Permit Application (attached, Page 9)	_____
<input type="checkbox"/>	Tree Removal/Preservation Permit Application (attached, Pages 10-11)	_____
<input type="checkbox"/>	Recycling plan (attached, Pages 12-13)	_____
<input type="checkbox"/>	Engineering Standards Acknowledgement (attached, Page 14)	_____
<input type="checkbox"/>	Tree protection fencing	_____
<input type="checkbox"/>	Water disconnects	_____
<input type="checkbox"/>	Sewer disconnects	_____
<input type="checkbox"/>	Issued disconnects permit	_____
<input type="checkbox"/>	ComEd disconnect letter	_____
<input type="checkbox"/>	North Shore Gas disconnect letter	_____
<input type="checkbox"/>	Bedroom count	_____
<input type="checkbox"/>	NSWRD permit (if required)	_____
<input type="checkbox"/>	NSWRD letter	_____
<input type="checkbox"/>	Asbestos affidavit	_____
<input type="checkbox"/>	New structure plans or statement of intended vacancy	_____
<input type="checkbox"/>	Drainage and Grading (D&G) plans	_____

INTERNAL USE ONLY

Protection Sheet	_____	Final Water Bill Review	_____
Opening/ROW Deposit(s)	_____	Demo Contractor Bond	_____
ROW Packet	_____		





CITY OF HIGHLAND PARK
STRUCTURE DEMOLITION PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

Approval _____

Visit www.cityhpil.com/building for submission requirements and a list of adopted codes & amendments.

Construction Site Address: _____ Permit No: _____

PROPERTY OWNER INFORMATION

Name(s): _____ Phone 1: _____

Phone 2: _____
Address: _____ Email 1: _____

Email 2: _____

PRIMARY CONTRACTOR INFORMATION

(If homeowner, submit Homeowner/General Contractor Agreement)

DEMOLITION CONTRACTOR

Business Name: _____
Contact Name: _____
Business Address: _____

Office Phone: _____
Mobile Phone: _____
Email: _____
Bond: _____

**Reminder: Include copy(ies) of any applicable license(s)*

EXCAVATION CONTRACTOR

Business Name: _____
Contact Name: _____
Business Address: _____

Office Phone: _____
Mobile Phone: _____
Email: _____
Bond: _____

**Reminder: Include copy(ies) of supporting documentation*

INVOICING / SIGN & DATE

Invoice To: Homeowner Applicant
Billing Customer Num. (if known): _____

Property Owner: _____
*****ALWAYS REQUIRED*****
Applicant: _____
(If different than property owner)

Sign & Date

INTERNAL USE ONLY

Waiver(s) Required Guarantee Deposit(s) Required
 Historic Floodplain HOA Approval PDC Approval

 In-House Review Third Party Review

Permit Fees: \$ _____
Demolition Tax: \$ _____
Deposits: \$ _____
Total Due: \$ _____

NOTE: A plumbing permit application shall be submitted and approved, and plumbing disconnection work completed and inspected, prior to beginning any demolition. The Guarantee Deposit for replacement of any existing improvements damaged by reason of the work and for the maintenance of the public streets and surrounding property in a clean and orderly condition. Any work done by the City to repair or maintain such conditions will be deducted from said the deposit. A street obstruction bond is required whenever use is made of any portion of the City streets, including walks, parkways, and/or paving. The permit is issued with the express stipulation that, if the existing sidewalk is in bad repair, it shall be re-laid at the owner's expense.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES: Before excavating, grading, or ANY other work below the surface of the ground, the above signed is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities:



Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
www.cityhpil.com/building

**AUTHORIZATION TO ENTER AND TRAVERSE LAND
FOR RESEARCH BY HISTORIC PRESERVATION COMMISSION**

This Authorization is dated as of the _____ day of _____, 20____ (the "Authorization") by and between _____ ("Owner") as owner(s) of the property located at _____, Highland Park, Illinois ("Subject Property"), and the CITY OF HIGHLAND PARK, an Illinois municipal corporation (the "City").

SECTION ONE. GRANT OF AUTHORIZATION.

A. The Owner grants and conveys to the City, its employees, the City Council, and the members of the Historic Preservation Commission (collectively, "City Representatives") authorization and a right to enter on, over, across, and upon the Subject Property, for the purpose of researching the requested relief for the Subject Property that is the subject of an application to the City for one or more of the following types of historic preservation relief: (i) review of a Significant Demolition Application pursuant to Section 170.122 of the City Code; or (ii) review of an application for a Certificate of Appropriateness pursuant to Section 24.030 of the City Code (collectively, "Historic Preservation Relief"), and for other purposes incidental thereto ("Historic Preservation Relief Research"). The Owner also grants the City Representatives authorization and a right to enter on, over, across, and upon any property owned or controlled by the Owner that is located adjacent to the Subject Property, if any, for the purpose of providing access to the Subject Property for the Historic Preservation Relief Research.

B. The Owner represents that it has the authority and power to grant this Authorization.

C. The Owner shall not take, or cause or permit any other party to take, any action that will impair, prevent, or prohibit the City Representatives' use of the Subject Property for the purposes stated in this Authorization.

SECTION TWO. DUTY TO WARN.

The Owner shall notify the City Representatives of the presence of any items located on the Subject Property that require protection or may cause injury to the City Representatives.

SECTION THREE. INSURANCE AND INDEMNIFICATION.

The City agrees to indemnify and hold harmless the Owner from all claims, losses, or damages of any kind, including legal and other expenses incidental to the investigation, defense, and settlement of such claims or losses to the extent such claims or losses result on the Subject Property from either the grossly negligent or willful acts or omissions of the City Representatives in performing the Historic Preservation Relief Research.

SECTION FOUR. EFFECTIVE DATE.

This Authorization shall be effective for the period beginning on the date first written above and ending on the Expiration Date, as set forth in Section Five of this Authorization.



Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
www.cityhpil.com/building

SECTION FIVE. EXPIRATION DATE.

This Authorization shall expire immediately upon the final action of the City in its consideration of the application for Historic Preservation Relief; provided, however, that if the Historic Preservation Commission imposes a review period on the Subject Property pursuant to Section 170.122 of the City Code, "final action of the City" shall be deemed to occur on the date on which the applicable Review Period terminates.

SECTION SIX. NO OBLIGATION OF CITY.

The City Representatives shall be under no obligation to exercise any of the rights granted to any of them in this Agreement. The failure of the City Representatives, or any one of them, to exercise at any time any such right shall not be deemed or construed to be a breach of this Authorization, nor shall such failure void or affect the City Representatives' right, or that of any one of them, to enforce such right or any other right.

OWNER

By: _____

CITY OF HIGHLAND PARK

By: _____

Director of Community Development
(or his or her designee)



Protection of Adjoining Property (continued)

IBC Section 3307

3307.1 Protection Required. Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water run-off and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.

Signature: _____

Printed Name: _____

Date: _____

Title: _____

Company: _____



Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
www.cityhpil.com/building

Residential Infill Construction Indemnification Agreement

TO: The City of Highland Park, Illinois (“City”)

WHEREAS, the undersigned (“Applicant”) has filed for a building permit with the City for construction on an Infill Construction Site, as defined in the Residential Infill Construction provisions provided in Chapter 172 of “The Highland Park Code of 1968” as amended (“Infill Construction Ordinance”) and located at the address provided at the bottom of this page; and

WHEREAS, Section 172.107 of the Infill Construction Ordinance requires the Applicant, as a condition of the issuance of any permit for the work on the Infill Construction Site, to hold harmless and indemnify the City in accordance with this Agreement;

NOW, THEREFORE, the Applicant does hereby agree and covenant as follows:

1. The Applicant shall, and does hereby unconditionally agree to, accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Infill Construction Ordinance.
2. The Applicant acknowledges and agrees that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City’s issuance of any permits for construction on or the use of the Infill Construction Site and that the City’s issuance of any such permits or modifications does not, and shall not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.
3. The Applicant agrees to and does hereby agree to hold harmless and indemnify the City, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of such parties in connection with (1) the City’s review and approval of any plans for the Infill Construction Site; (ii) the issuance of any approval, permit, certificate, or acceptance for the Infill Construction Site; and (iii) the development, construction, maintenance or use of any portion of the Infill Construction Site.

Applicant: _____

Signature: _____

Date: _____

Site Address: _____



Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
www.cityhpil.com/building

Notification List For Pending Infill Construction

Minimum Requirement: All adjoining/abutting properties as well as properties across the street shall be sent the "Pending Construction Notification".

Applicant Name(s): _____

Applicant Address: _____

Address Receiving Notification	Date Sent (via Regular Mail)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

The Undersigned Applicant for Infill Construction hereby confirms that he/she has sent the Pending Construction Notification letter to the addresses identified above.

Signed: _____

Address: _____

Date: _____



Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
www.cityhpil.com/building

Pending Construction Notification

Construction Address:	_____
Project Description:	_____
Project Status:	<u>IN REVIEW (not approved yet)</u>

Date: _____

This letter is a courtesy notification of a pending construction project at the address above. As part of the City’s permitting process, reviews of the planned improvements include evaluation of existing and proposed Drainage and Grading (D&G) conditions. The primary intent of the D&G review is to collect and assess information pertinent to the project and evaluate the potential drainage impact in the nearby area.

There is no required action on your part at this time.

However, if you have documentation such as surveys, photographs, etc. that you feel could assist the City’s review, please forward that information in writing to our department within five days of receiving this letter. Hard copies can be mailed to or dropped off at the address above. Electronic submissions can be emailed to building@cityhpil.com (please reference the construction address in the Subject line).

Sincerely,
Highland Park Building Division Management Team



Tree Preservation / Removal Permit Application



Site Address		Lot Use		FOR OFFICE USE ONLY	
Owner's Name		Current Address		Submission / Packet No.	
Home #		Cell #			
Email Address:					
TREE PERMIT INFORMATION				Application Reviewed By _____ Date _____	
Tree Contractor's Name		Contractor's Address		Protective Fence Required (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
Work #		Cell #			
Email Address:					
# of Trees to be Removed from Private Property		# of Trees to be Replaced on Private Property		New Construction Frontage Length	
1) DBH	Species	Reason for Removal	Location		
2) DBH	Species	Reason for Removal	Location		
3) DBH	Species	Reason for Removal	Location		
4) DBH	Species	Reason for Removal	Location		
5) DBH	Species	Reason for Removal	Location		
6) DBH	Species	Reason for Removal	Location		
7) DBH	Species	Reason for Removal	Location		
8) DBH	Species	Reason for Removal	Location		
9) DBH	Species	Reason for Removal	Location		
10) DBH	Species	Reason for Removal	Location		
DESCRIPTION OF WORK:				TOTAL PERMIT FEE	
				Permit Approved By _____ Date _____	
				Permit Issued By _____ Date _____	
Return form to: City of Highland Park, 1150 Half Day Rd, Highland Park, IL 60035 Or fax to: 847.432.9907 <input type="checkbox"/> I have read the Terms & Conditions on the next page			Applicant's Printed Name _____ Date _____		
			Applicant's Phone # _____		
			Applicant's Email _____		

By signing this document, you acknowledge and agree that all the information provided is true and accurate on your behalf. You further acknowledge that you have read and accept all responsibilities listed in the conditions and notices found on page 2 of this application.

CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer, and water taps and stubs, electrical work, sidewalk construction, heating and/or air conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind or nature whatsoever, brought by any person or entity arising out of any work performed pursuant to this permit, including but not limited to any and all injuries and damages to person, property or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

The permit is issued with the express stipulation that if the existing sidewalk is in bad repair is shall be re-laid at the owner's expense.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1.800.892.0123

ACKNOWLEDGMENT OF OWNERSHIP

By signing this document, the applicant and property owner acknowledge, agree, and affirm that: (1) the property owner identified in this Application is the owner of the property described, and of the tree(s) subject to this Application; (2) the issuance by the City of a Tree Preservation/Removal Permit is not to be deemed or interpreted as the affirmance or concurrence by the City regarding property rights or ownership rights with respect to the subject property and subject tree(s); and (3) in issuing any such Permit, the City is relying upon the representations made in this Application.



Construction Debris Recycling Requirements

Per Section 170.123 of the City code requires construction debris recycling for the following projects:

1. Construction of a new principal structure, or
2. Demolition of a principal structure, or
3. Projects that involve remodeling and/or addition of 2500 square feet or more.

Projects for which permit applications are submitted January 1, 2013 and later are required to recycle or divert from landfill disposal at least 75% of their construction debris.

There are three steps to construction debris recycling:

1. Submit a recycling plan when you apply for permits (see example on the next page).
2. Have the construction debris hauled to a facility that recycles and ask for paperwork that shows the amount of debris being recycled or diverted from landfill disposal. If you are dumping mixed debris you will need to request paperwork from the recycling facility showing the percentage of the load recycled or diverted.
3. Prior to final inspection, submit copies of your paperwork with a cover letter showing the percentage of debris recycled or diverted from landfill disposal.

Reducing construction waste was identified as a goal in the Highland Park Sustainable Community Strategic Plan. The construction debris recycling ordinance was then created through the efforts of citizen groups, concluding with the efforts of the Construction Debris Recycling Working Group, which brought together citizen involvement, construction industry representation, and recycling and refuse industry expertise.

The full text of the ordinance is available on the City's website at www.cityhpil.com. If you have any questions, please call the Building Division at 847.432.0808.



Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
www.cityhpil.com/building

Sample Waste Reduction & Recycling Plan

To be submitted with permit application.

This plan should list where the major components of the debris are going to be hauled and the general contractor should acknowledge that he or she is aware that he is responsible for providing the required documentation prior to final inspection.

Recycling Plan for Demolition of John Doe Residence at 000 Central Avenue.

Anticipated start date: month day, year.

The concrete material will be hauled to concrete plant A, to be recycled. The asphalt material will be hauled to asphalt plant B, to be recycled.

Note: Separate hauling of different materials is not required since it is often possible to meet the required percentage by hauling everything to a general construction debris recycling facility, but contractors often find it more economical to haul concrete or asphalt to the concrete or asphalt plant when they have substantial amounts of concrete or asphalt.

The remainder of the debris will be hauled to construction debris recycling facility C.

Note: There are several general construction debris recycling facilities in our area that will sort construction debris to separate the debris that can be recycled or diverted to other uses.

I, _____ (general contractor), will be responsible for providing the required documentation to demonstrate compliance with Section 170.123 of the Highland Park Code (dumping tickets from recycling facilities showing amount recycled and cover letter stating the total percentage recycled) prior to final inspection.

Signature: _____

Printed Name: _____

Date: _____

Title: _____

Company: _____

Phone Number: _____

Email: _____



City of Highland Park

Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
www.cityhpil.com/building

Building Division

Engineering Standards Acknowledgement



CITY OF HIGHLAND PARK
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

CITY ENGINEERING STANDARD DETAILS

Effective Date: March 20, 2017 Revised

Date: January 8, 2021

I have received the packet or reviewed online the City of Engineering Standard details as available on the City's website in the Public Works section under [Engineering Division](#).

Printed Name: _____

Signature: _____

Date: _____

Company: _____

Revised Date:

Description of Revisions:

- | | | |
|----|----------|--|
| 1. | 02/28/14 | (3 ea. Water Standards, 1 ea Patch Details <500 ADT) |
| 2. | 01/08/15 | (4 ea. Street Standard Details Revised) |
| 3. | 01/15/16 | (3 ea. Water Std. Dwg WD 1001, 1002, & 1002 Detail Updated) |
| 4. | 02/22/16 | (1 ea. Park Ave Sidewalk Detail, Special Added) |
| 5. | 03/04/16 | (1ea. Flat Curb Detail Added) |
| 6. | 02/14/17 | (1 ea. Forestry FOR-1042A, Silt Fence Alternate Added) |
| 7. | 03/20/17 | (1 ea. Water Service Saddle Detail Added) |
| 8. | 03/26/19 | (4 ea. HP Standards Dwg WD-1001, WD-1002, St-1013, and San-1012 Updated) |