



CITY OF HIGHLAND PARK
DRIVEWAY PERMIT APPLICATION REQUIREMENTS

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

Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

Required Documents (other information or documentation may be required based on the details of a property or proposal)	Document Attached
<ul style="list-style-type: none"> • Exterior Permit Application <ul style="list-style-type: none"> ○ Indicate material(s) ○ Indicate number of approaches (i.e. access points to/from roadways) ○ Indicate if any work will be in the City ROW (Right of Way) ○ Signed by property owner ○ Signed by Applicant (if different than property owner) 	
<ul style="list-style-type: none"> • IDOT (Illinois Department of Transportation) permit required for addresses on state roads: Half Day Road (from Trail Way to the west), Skokie Highway, Sheridan Road (to include Edgecliffe Drive and Oak Street), Walker Avenue, County Line (Lake-Cook) Road between South Deere Park Drive and Skokie Valley Road 	
<ul style="list-style-type: none"> • Detailed Scope of Work / Contractor Quote <ul style="list-style-type: none"> ○ Indicate if property is in a flood plain or historical (if known) 	
<ul style="list-style-type: none"> • Detailed site plan/plat of survey (with all measurements, including existing versus new if changing) 	
<ul style="list-style-type: none"> • Non-Exclusive Licensing Agreement (for ROW work that is not asphalt or concrete) <ul style="list-style-type: none"> ○ Requires review by Public Works, refundable deposit, and Surety Bond (\$10K min w/req. language) 	
<ul style="list-style-type: none"> • Letter of Homeowner’s Association approval (if applicable) 	
<ul style="list-style-type: none"> • Proof of Ownership (if applicable) 	
<ul style="list-style-type: none"> • Tree preservation/removal permit (if applicable) <ul style="list-style-type: none"> ○ No heavy equipment or material storage and hand dig holes under driplines of trees ○ Call Forestry 847.926.1179 for further information or with questions 	
Other Items to Note (not inclusive and specific proposals may follow different or additional requirements)	
<ul style="list-style-type: none"> • Zoning / Historic / Floodplain Maps: www.cityhpil.com (Development > Property Search > Map Gallery) 	
<ul style="list-style-type: none"> • May not interfere with drainage of contiguous properties 	
<ul style="list-style-type: none"> • Approach and public sidewalk shall meet HP Public Works’ “Typical Driveway & Sidewalk Detail” requirements 	
<ul style="list-style-type: none"> • Approach and public sidewalk base course shall be at least 6” of compacted crushed stone 	
<ul style="list-style-type: none"> • Base course on private side shall be at least 4” of compacted crushed stone, or follow manufacturer’s specifications 	
<ul style="list-style-type: none"> • Minimum driveway width at sidewalk is 10’ 	
<ul style="list-style-type: none"> • Maximum driveway width at sidewalk is 18’ (may not exceed 18’ width until at least 10’ away from sidewalk) 	
<ul style="list-style-type: none"> • Commercial Requirements: Striping Plan, ADA compliant, Plan & Design Commission Review 	
<ul style="list-style-type: none"> • Required Inspection 1: Base/Pre-pour/Pre-pave inspection 	
<ul style="list-style-type: none"> • Required Inspection 2: Final inspection (all work is complete) 	

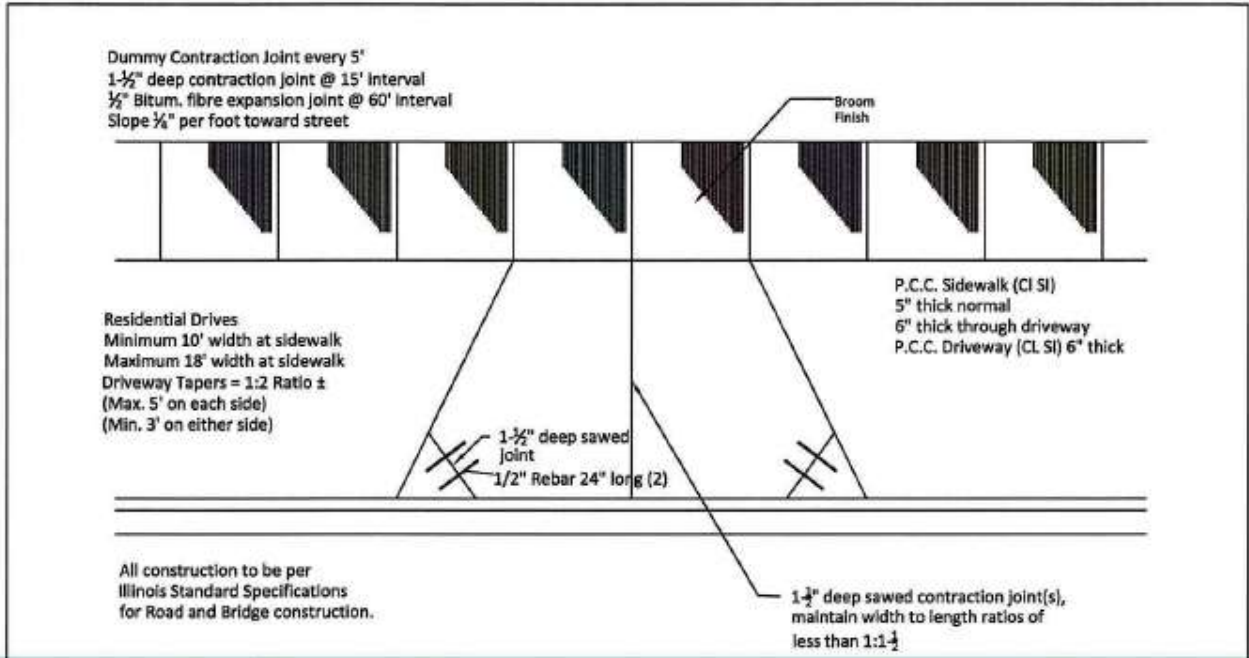
PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com

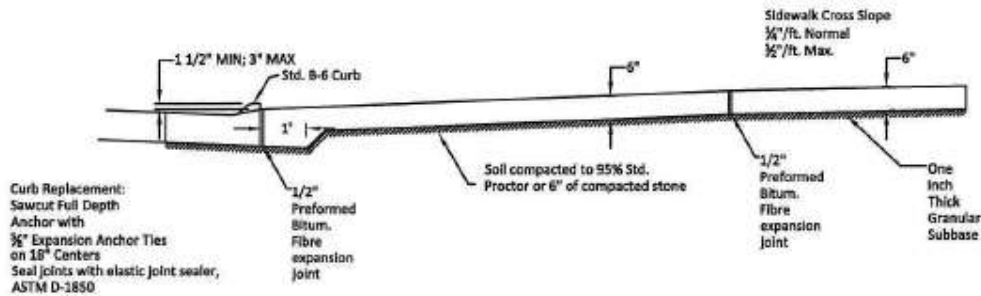


CITY OF HIGHLAND PARK DRIVEWAY PERMIT APPLICATION REQUIREMENTS

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



Plan View



Cross Section View



City of Highland Park
Department of Public Works
1150 Half Day Rd, Highland Park, IL 60035

TYPICAL DRIVEWAY & SIDEWALK DETAIL

H.P. DWG. No. STR-1031
Drawn By: M.B.
Revised By: E.J.



DATE: 27th Sept. 2013
Approved By: J.M.W.