



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Site Preparation and Maintenance

Engineering plans for new, single-family residences or additions to a single-family residence must show compliance with the site preparation and maintenance requirements listed below. A Village inspection and approval of the site preparation facilities is required prior to commencement of any exterior construction. The contractor is responsible for properly maintaining the site throughout the duration of the project. Random site inspections will be conducted by the Village.

- **Gravel Construction Entryway** – For lots without a hard surfaced driveway, a gravel construction access must be maintained until a hard surfaced driveway is completed. The contractor is responsible for keeping street and sidewalks free of mud and gravel at all times. Generally construction entryways are to be located over the future location of the driveway.
- **Silt Fence** – A trenched erosion control fence must be constructed and properly maintained until seed, sod, or other suitable ground cover is established.
- **Construction Fence**
 - Construction fencing is required prior to the start of construction for all new single-family residences and additions and any other construction involving substantial grading or foundation work as determined by the Village Engineer.
 - Construction fencing is to be properly maintained for the duration of exterior work on the property. Damaged or leaning fencing must be repair immediately.
 - Construction fencing shall enclose the entire work area except for the gravel drive.
 - All construction work and staging must be contained within the fenced area.
 - Construction fencing shall be of the materials and specifications that are shown herein.
- **Code of Conduct and Permit Sign** – to be installed with the face of the sign being clearly visible to the public, at the site entrance just outside the construction fencing.
- **Dumpster** – to be located within the fenced area, and kept covered at all times.
- **Portable Sanitation Facility** – to be located on private property within the fenced area.
- **Inclusion of the following notes:**
 - “All streets must be kept clear of mud, stone, or other debris at all times. Streets shall be “broom-clean” at the end of each work day. No material can be stored at any time on Village roadways or parkways.”
 - “Any damage to public property or the public right-of-way, including but not limited to the street, curb, sidewalks, parkways, parkway trees, and utilities, should be immediately reported to the Village and must be restored to the satisfaction of the Village Engineer prior to release of the cash bond.”

Repeat violations of the site preparation requirements will result in the issuance of a Stop Work Order without further notice from the Village

A Stop Work Order may be issued for failure to comply with any of the above site maintenance requirements. Work may not resume until the violations are resolved to the satisfaction of the Building Officer or Village Engineer and the \$200 stop work order fee is paid.



SPOT SURVEY CHECKLIST

Permit no.: _____

Date: _____

Subdivision: _____

Lot: _____

Address: _____

T/F Elev: _____

Walkout: Y / N

DuPage Co.: Y / N

Stormwater Permit no.: _____

- Provide a Plat of Survey with an approved Legal Description.
- Label all building setback lines.
- Show actual front, rear, and side yard setbacks of house.
- Top of foundation elevation and walk-out elevation shall match approved site plans.
- Show all steps in the foundation. They must match the approved plans.
- Show all home dimensions, including jogs/offsets. They must match the approved plans.
- Stamp and signature of a registered Professional Land Surveyor or Professional Engineer.
- The date, license number, and license expiration date shall be indicated.



FINAL GRADING PLAN CHECKLIST

Permit no.: _____

Date: _____

Subdivision: _____

Lot: _____

Address: _____

T/F Elev: _____

Walkout: Y / N DuPage Co.: Y / N Stormwater Permit no.: _____

- Provide a Plat of Survey with an approved Legal Description
- Provide the square footage of the lot.
- Label all building setback lines.
- Show actual front, rear, and side yard setbacks of house.
- Top of foundation elevation and walk-out elevation shall match approved site plan.
- Show all steps in the foundation. They must match the approved site plan.
- Show all home dimensions, including jogs/offsets. They must match the approved site plan.
- Show topographic contours a minimum of 10 feet onto adjacent properties.
- Show all rear and side yard swales and high point/break point elevations.
- Finished grade needs to be lower than T/F; 6 inches (0.5 feet) exposed.
- Need minimum 6 inches of pitch away from building in first 10 feet.
- Maximum ground slope is 4:1. Minimum ground slope is 2%. Specify no-mow landscaping or ground cover if slope is steeper than 4:1.
- Label water service and sanitary service lines (10 foot minimum separation required).
- Label location of B-Box. Must be in public ROW, not located in easements or driveway pavement.
- Label driveway width at property line. Max. 22 ft. with the total of driveway widths not to exceed 36 ft.
- Label driveway slope (maximum 12% grade), preferred range 3% to 8%.
- Locate and label top of foundation of adjacent lots. If there are no existing buildings, give proposed T/F.
- Driveways must be 2 feet clear of lot lines and 10 feet from any parkway trees.
- Side load garages must be a minimum of 25' from the edge of the driveway for adequate turnaround distance. Show on plans.
- Retaining walls cannot exceed 3.5 feet height, unless terraced (3 foot face-to-face).
- Retaining walls must be 2 feet clear of lot lines.
- Show height of walls. A table can be used to show top and bottom of wall elevations.
- Manholes and utilities should be located on survey; label elevations.
- Show location and size of trees.
- Show all downspout and sump pump discharge locations, as well as any associated pipe/drainage improvements. Drain discharge must be 10 feet from the property line.
- Show air conditioning units with year-round landscape screening.
- Stamp and signature of a registered Professional Land Surveyor or Professional Engineer.
- The date, license number, and license expiration date shall be indicated.



Village of Burr Ridge, IL
 Engineering Department
 7660 S. County Line Road
 Burr Ridge, IL 60527
 Phone: (630) 654-8181
 Fax: (630) 654-8269

Date:	
Comments:	
Standard Plan Revised	

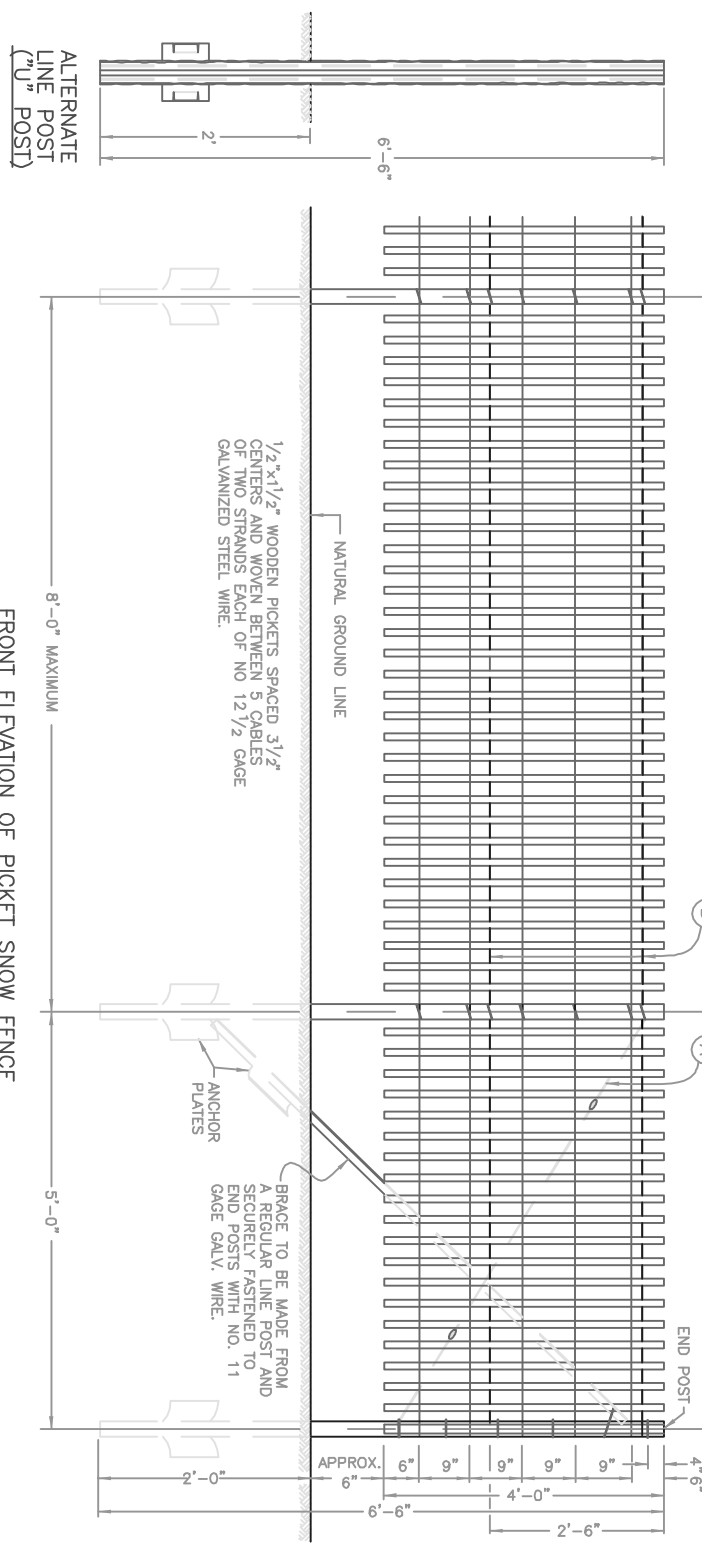
PICKET SNOW FENCE

GENERAL NOTES

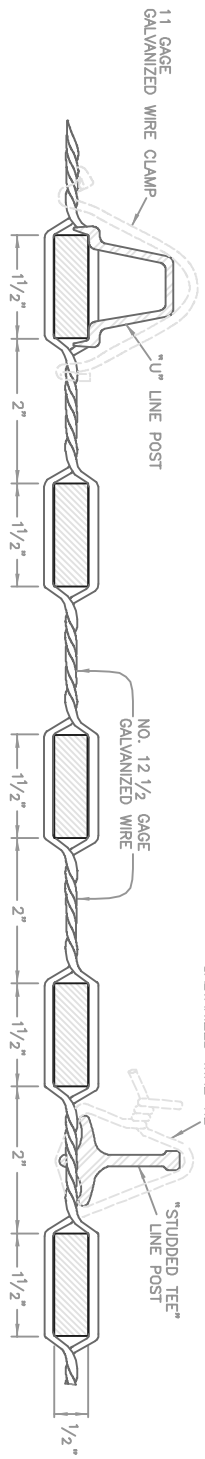
1. WIRE-BOUND PICKET FENCE, CONFORMING TO ASTM F 537, IS TO BE STRETCHED TIGHT AND SECURELY FASTENED TO ALL POSTS WITH 11 GA. GALVANIZED STEEL WIRE CLAMPS OR 12 1/2 GA. GALVANIZED STEEL WIRE TIES.
2. ALL FENCE POSTS, COMPLETE WITH ANCHOR PLATE, SHALL BE HOT-DIPPED GALVANIZED. ALL CONFORMING TO REQUIREMENTS OF AASHTO M 281. LINE POSTS (WITHOUT ANCHOR) SHALL WEIGH NOT LESS THAN 1.33 LBS. PER UN.FT. (RAW). SUITABLE ANCHOR PLATES SHALL BE SECURELY FASTENED TO EACH LINE POST AND SHALL WEIGH 0.67 LB. NOMINAL.

FENCE TO BE SECURELY BRACED AT EACH END PANEL WITH A REGULAR LINE POST AND 1 DIAGONAL CABLE CONSISTING OF 2 STRANDS OF TWISTED WIRE. EACH STRAND TO CONSIST OF TWO 12 1/2 GAGE GALVANIZED WIRES. (A)

TWO HORIZONTAL WIRES (B) SHALL BE STRUNG BEHIND THE PICKETS FOR THE FULL LENGTH OF THE FENCE. EACH HORIZONTAL WIRE TO CONSIST OF TWO 12 1/2 GAGE TWISTED GALVANIZED WIRES. EACH HORIZONTAL WIRE IS TO BE FASTENED SECURELY TO EACH FENCE POST BY MEANS OF 11 GAGE WIRE CLAMPS OR NO 12 1/2 GAGE WIRE TIES.



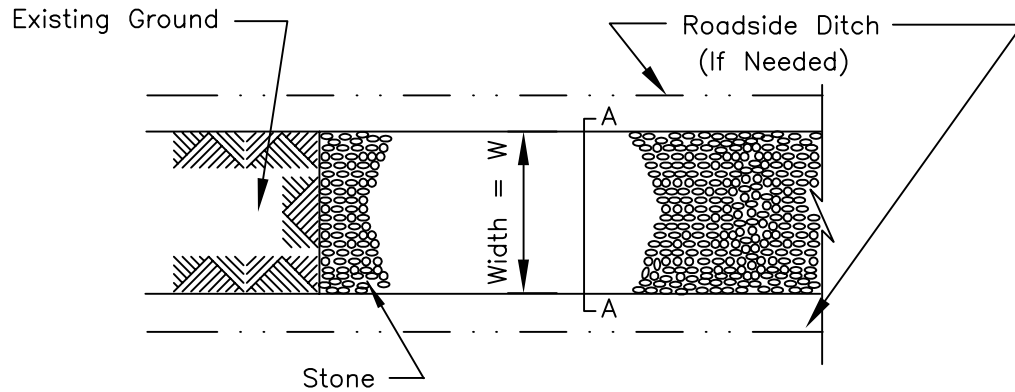
FRONT ELEVATION OF PICKET SNOW FENCE



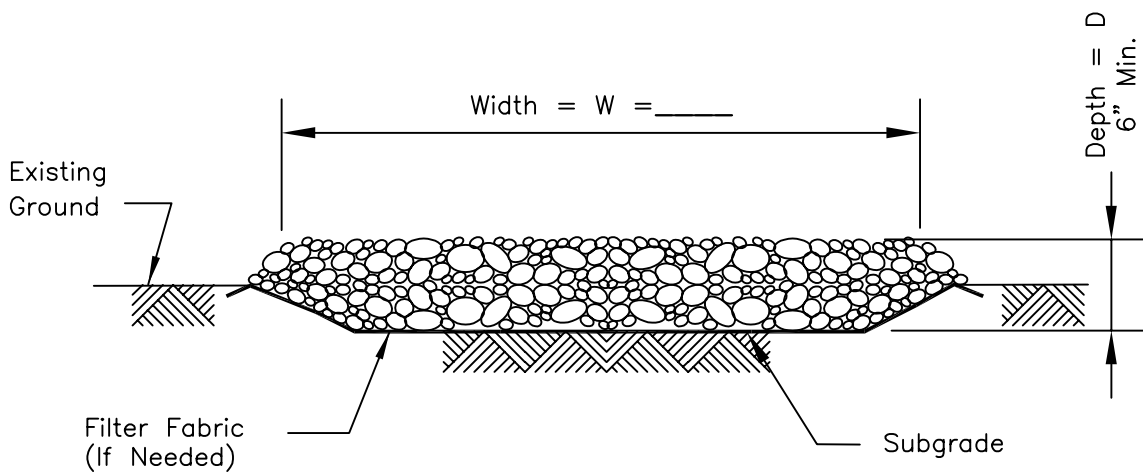
TYPICAL SECTIONS THROUGH SNOW FENCE POST AND PICKETS

NOTE:
 OTHER SECTIONS OF STEEL POSTS HAVING EQUAL WEIGHT AND EQUIVALENT STRENGTH MAY BE USED IN LIEU OF EITHER OF THESE SECTIONS.

CONSTRUCTION ROAD STABILIZATION



PLAN VIEW



SECTION A-A

NOTES:

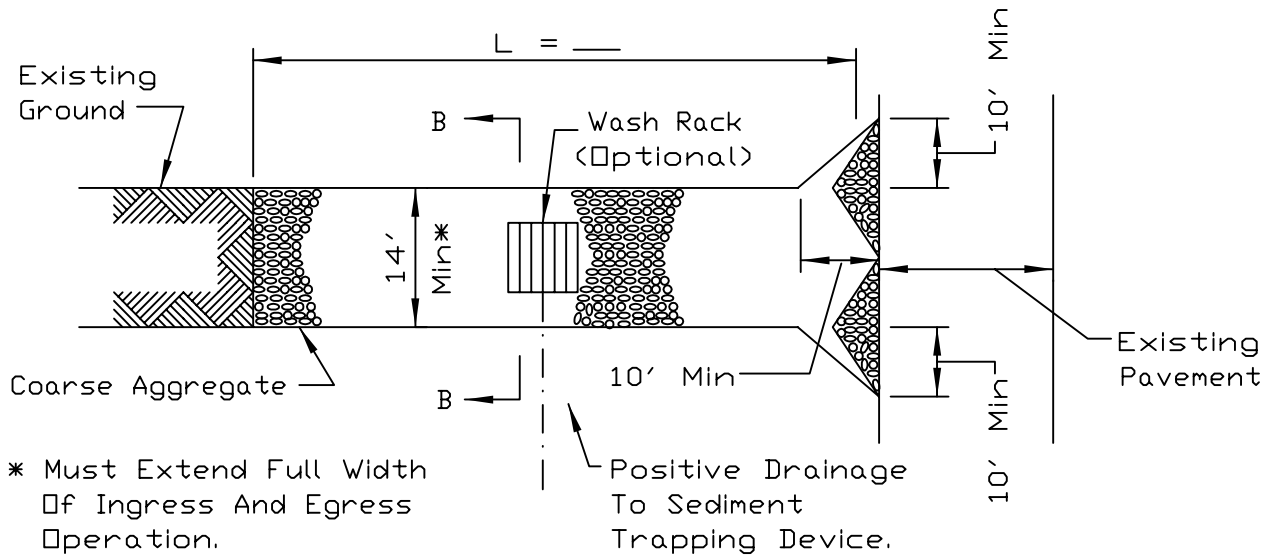
1. Filter fabric shall meet the requirements of material specification 592 GEOTEXTILE, Table 1 or 2, Class I, II or IV and shall be placed over the cleared area prior to the placing of rock.
2. Stone shall meet one of the following IDOT coarse aggregate gradations, CA-1, CA-2, CA-3, or CA-4 and be placed according to construction specification 25 ROCKFILL using placement Method 1 and Class III compaction.
3. See plans for construction road location, D and W dimensions.
4. Minimum width is 14 feet for one-way traffic and 20 feet for two-way traffic. Two-way traffic widths shall be increased a minimum of 4 feet for trailer traffic. Depending on the type of vehicle or equipment, speed, loads, climatic and other conditions under which vehicles and equipment operate an increase in the minimum widths may be required.
5. Roadway shall follow the contour of the natural terrain to the extent possible.

REFERENCE			
Project	_____	Date	_____
Designed	_____	Date	_____
Checked	_____	Date	_____
Approved	_____	Date	_____

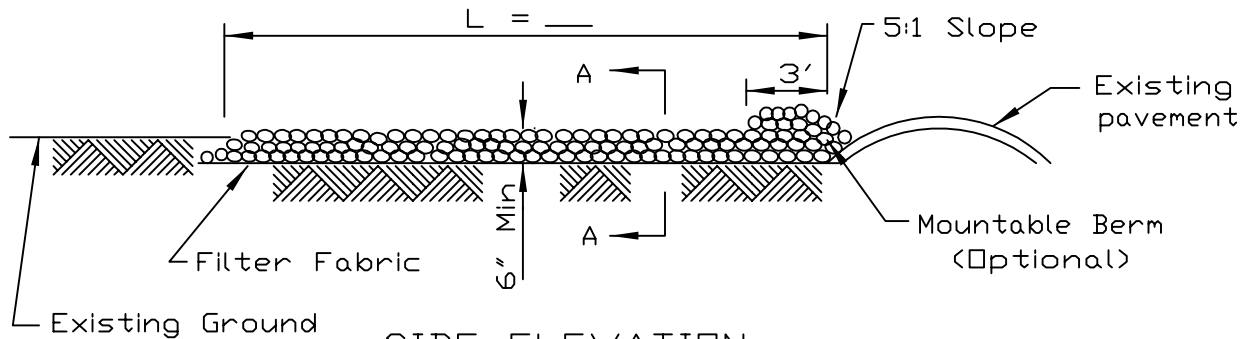


STANDARD DWG. NO.	IL-506
SHEET	1 OF 1
DATE	1-29-99

STABILIZED CONSTRUCTION ENTRANCE PLAN



PLAN VIEW



SIDE ELEVATION

NOTES:

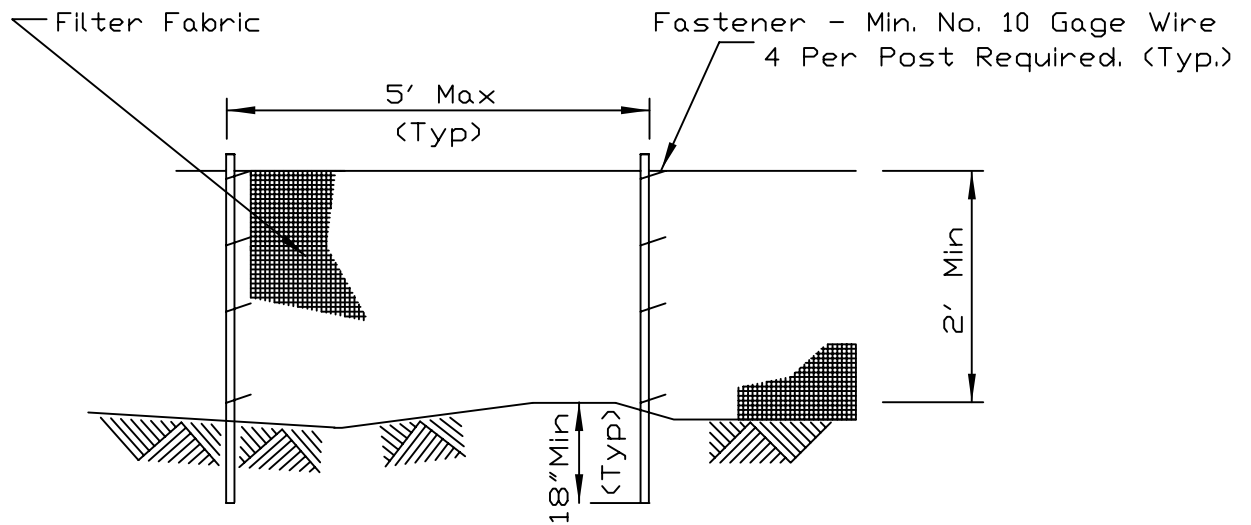
1. Filter fabric shall meet the requirements of material specification 592 GEOTEXTILE, Table I or 2, Class I, II or IV and shall be placed over the cleared area prior to the placing of rock.
2. Rock or reclaimed concrete shall meet one of the following IDOT coarse aggregate gradation, CA-1, CA-2, CA-3 or CA-4 and be placed according to construction specification 25 ROCKFILL using placement Method 1 and Class III compaction.
3. Any drainage facilities required because of washing shall be constructed according to manufacturers specifications.
4. If wash racks are used they shall be installed according to the manufacturer's specifications.

REFERENCE	
Project	_____
Designed	_____ Date _____
Checked	_____ Date _____
Approved	_____ Date _____

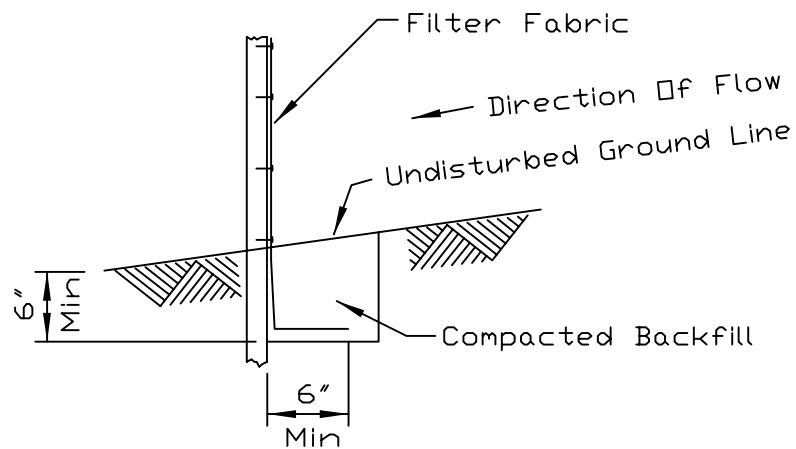


STANDARD DWG. NO.
IL-630
SHEET 1 OF 2
DATE 8-18-94

SILT FENCE PLAN



ELEVATION



FABRIC ANCHOR DETAIL

NOTES:

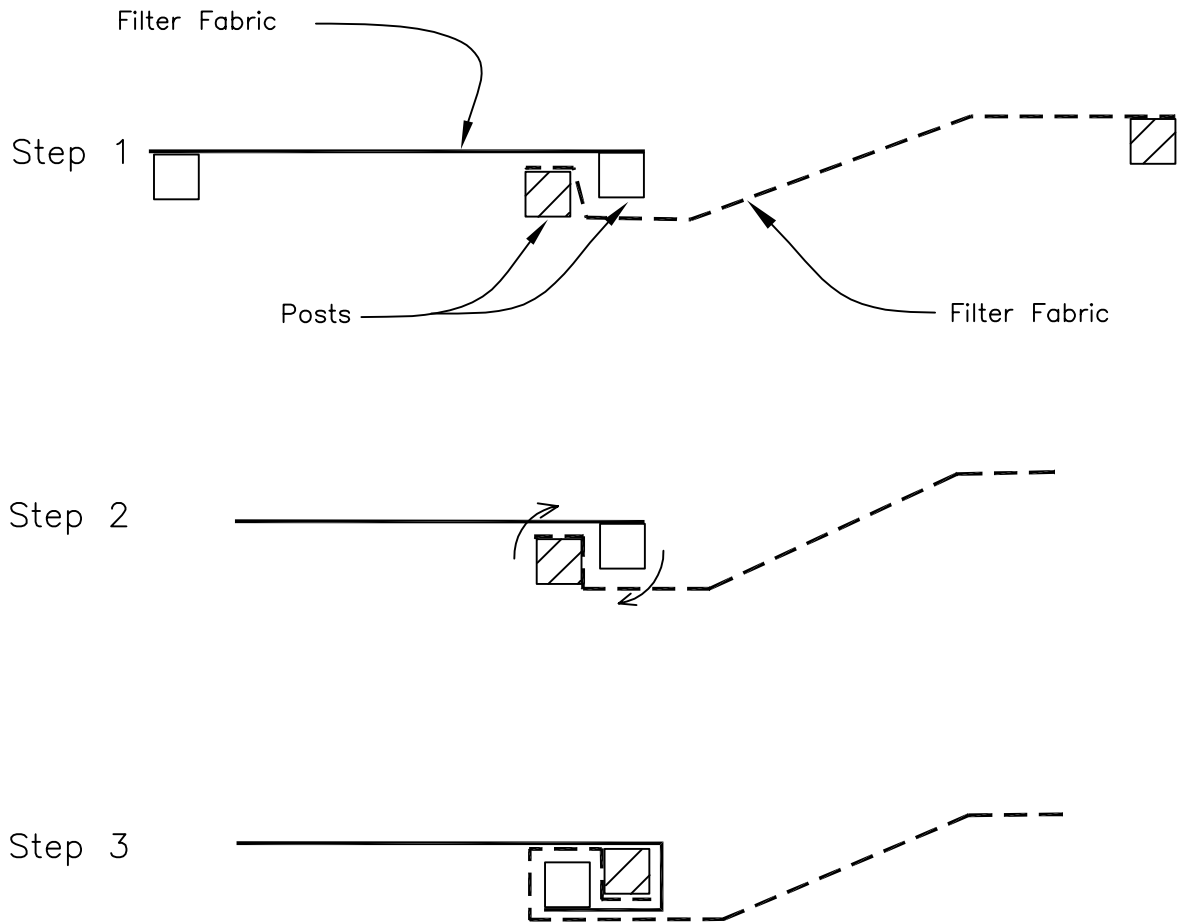
1. Temporary sediment fence shall be installed prior to any grading work in the area to be protected. They shall be maintained throughout the construction period and removed in conjunction with the final grading and site stabilization.
2. Filter fabric shall meet the requirements of material specification 592 Geotextile Table 1 or 2, Class I with equivalent opening size of at least 30 for nonwoven and 50 for woven.
3. Fence posts shall be either standard steel post or wood post with a minimum cross-sectional area of 3.0 sq. in.

REFERENCE
 Project _____
 Designed _____ Date _____
 Checked _____ Date _____
 Approved _____ Date _____



STANDARD DWG. NO.
 IL-620
 SHEET 1 OF 2
 DATE 11-20-01

SILT FENCE



ATTACHING TWO SILT FENCES

NOTES:

1. Place the end post of the second fence inside the end post of the first fence.
2. Rotate both posts at least 180 degrees in a clockwise direction to create a tight seal with the fabric material.
3. Drive both posts a minimum of 18 inches into the ground and bury the flap.

REFERENCE

Project _____
 Designed _____ Date _____
 Checked _____ Date _____
 Approved _____ Date _____



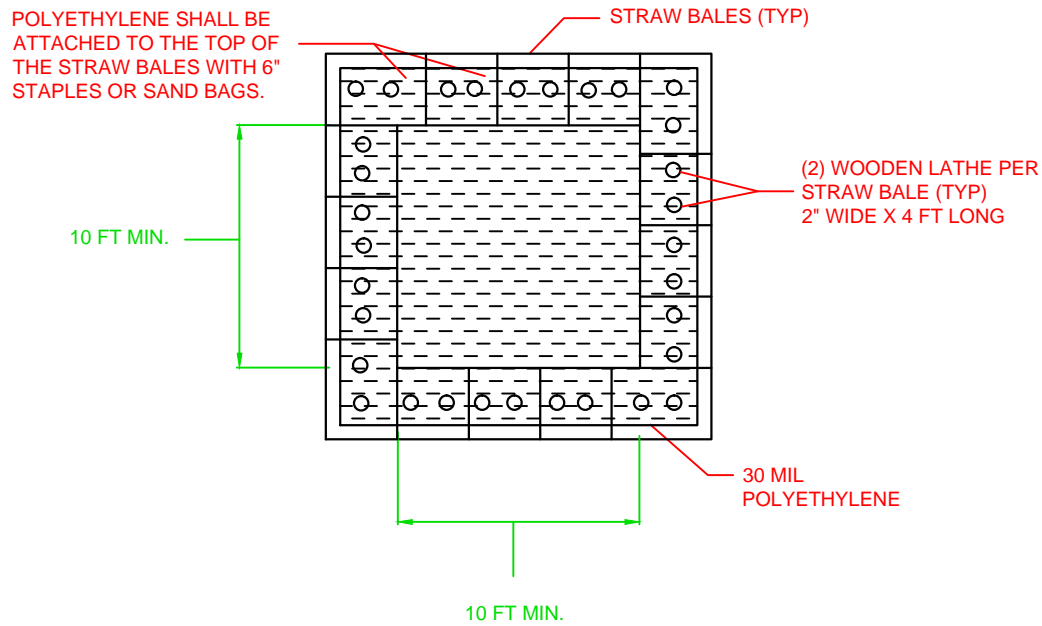
NRCS
 Natural Resources Conservation Service

STANDARD DWG. NO.

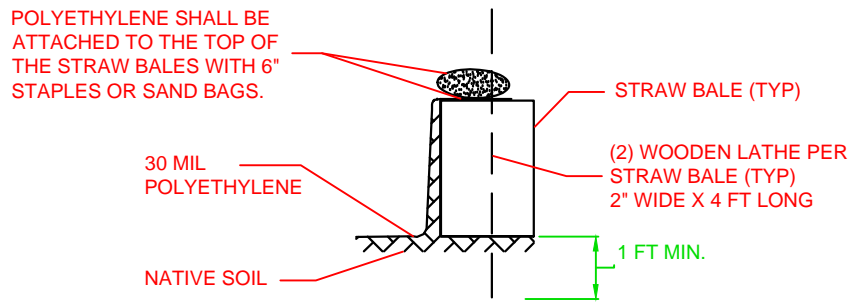
IL-620(W)

SHEET 2 OF 2

DATE 1-29-99



PLAN VIEW



SIDE VIEW

TEMPORARY CONCRETE WASHOUT FACILITY

Project Name

TEMPORARY CONCRETE
WASHOUT FACILITY

General Notes

1. A TEMPORARY SIGN SHALL BE ERECTED ON A POST WITH THE WORDS "CONCRETE WASHOUT AREA".
2. FACILITY SHALL BE CLEANED AND MAINTAINED WHEN IT REACHES 2/3 FULL.
3. MAINTENANCE OF THE FACILITY SHALL INCLUDE REMOVING AND DISPOSING OF HARDENED SLURRY AND RETURNING THE FACILITY TO A NORMAL OPERATIONAL CONDITION.

N.T.S.

Date

11-29-2012

Address

Village of Burr Ridge
Engineering Department
451 Commerce St.
Burr Ridge, IL 60527