PROCEDURES FOR PERMIT APPLICATIONS

Permits for Northfield Township will be issued after compliance with appropriate ordinances and regulations.

All applicants for a Township Permit must obtain a permit from Cook County Building and Zoning, and if applicable, permits from any of the following: the Village of Glenview, Village of Northbrook, any Sanitary Districts (including the Chicago Metropolitan Water Reclamation District), the Illinois Environmental Protection Agency, and any other agencies of the State of Illinois as may be applicable.

Northfield Township Procedures

1. Permit form must be completed in its entirety (including all pertinent telephone numbers and addresses).

2. The completed permit form must be submitted with a grading plan. Drawings will not be necessary if the applicant is only resurfacing the driveway (see attached Grading Plan Requirements).

3. After the Permit has been approved, a permit fee(s) will be set. The permit fee(s) must be paid upon issuance of permit.

4. No construction may proceed until the appropriate permits have been issued.

Grading Plan Requirements

When applying for a Permit, the Northfield Township Road District requires the lot drainage be addressed through a grading plan. The grading plan shall consist of both existing and any proposed grades (maintaining of existing grades may be acceptable; however those existing grades shall be submitted for review). The existing conditions shall be shown on a separate sheet. The grading plan shall be submitted in USGS (NGVD of 1929) Datum. Grades shall be developed using feet and decimal part of foot only. Spot grades at 20' (ft.) intervals and contour lines at 1' (one foot) spacing shall be shown for preexisting conditions and a combination of spot elevations and contours to clearly show the proposed pattern of drainage. The drawings must also include: Existing elevation of all contiguous property at least 15' into the adjacent lots; proposed foundation elevations; and Direction of surface and down spout runoff. In all cases, positive drainage throughout the lot must be achieved and the plan must reflect **no additional run-off onto adjacent properties** or the diverting or blocking of existing run-off onto the lot. (See additional information under "***Topographic/Plan Checklist***").

The following drainage statement must appear on the grading plan with the appropriate signatures:

> *"To the best of our knowledge and belief, the drainage of the surface waters will not be changed by the construction of these lot improvements or any part thereof, or that if such surface water drainage will be changed, reasonable provisions have been made for the collection and diversion of such surface waters into public areas or drains which the Owner has a right to use, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of these lot improvements."*
>
> *Dated this__ _____day of _____A.D., 20 _____*
>
> _____ _____
> *Owner or Attorney* *Engineer*

Topographic/Plan Checklist

The following information is required for all topographic surveys submitted as part of a grading and drainage plan:

1. Have a Grading and Drainage plan. The plan should show the proposed grading conditions. Proposed contours should be provided, as appropriate. Proposed elevations should be shown for the top foundation, finished floor, adjacent to the foundation, window wells, patios, sidewalks, garage entrance, and swales. The plan should include existing and proposed storm sewers and proposed sanitary and water services.
2. Be prepared by an Illinois registered professional engineer who signs and seals the plans.
3. Include the property address and owners name.
4. Include a legend and north arrow.
5. Be drawn of 24x36" sheets and bound in sets.
6. Spot elevations at 20' intervals along all property lines and at 20' intervals throughout the property. From this information, existing contours of 1' (one foot) intervals should be provided.
7. The topographic survey should be to a scale of 1" = 10' and all existing information should be shown on a separate sheet. A typical submittal would have three sheets as follows. Sheet One-Existing Conditions showing demolition and removal: Sheet Two-showing proposed grading and engineering information: and Sheet Three- showing notes and details (this sheet should include the Northfield Township's notes and the appropriate Township details).
8. The location, elevation, and identification of all visible features on the lot and within 50' of the lot on all sides. This shall include buildings, pavement, sidewalks, manholes, valve vaults, culverts, drainage structures, poles with support wires, signs fences, patios and retaining walls.

9. The location, elevation, water flow direction, material and diameter of storm sewers and sanitary sewers. For connections to the storm sewers and sanitary sewers, the upstream and downstream structures should be located along with the rim and invert elevations. The location of the water mains should also be shown.
10. Drainage information within the right-of-way. This information should extend to the nearest driveway on both sides of the lot. Elevations and diameters should be provided for both the upstream and downstream driveway culverts along with elevations along the edge of pavement and roadway swale.
11. The location of the foundations on both sides of the lot along with the top of foundation, elevation, first floor elevation, and the location and elevation of window wells.
12. The location and top of foundation elevation of the existing house on the lot. If the existing house or portion of the existing house will remain, the following locations and elevations should be shown; first floor elevation, elevations adjacent to the foundation, window well and stairwell elevations, downspouts, steps, sump pumps, driveways and sidewalks.
13. Location, elevation and diameter of all trees 4" in diameter and above. If a dense stand of trees is encountered, then only the limits of the trees will be located.
14. Location and elevation of drainage swales, ditches, culverts and other waterway conveyance channels on the lot or within 50' of the lot.
15. All elevations shall be to USGS datum or an assumed datum. The benchmark should be shown on the plan. If near a flood plain the FEMA benchmark should be used.
16. Where there is tributary area to the lot, the tributary area should be provided from aerial topography, if available or from the USGS Quadrangle maps for Hydrologic Investigations.
17. Several drainage areas within the Township are pocket areas and provide depressional storage. All depressional storage shall be maintained.
18. There are several sensitive drainage areas within the Township. The design engineer shall contact the Township prior to the design of the Grading and Drainage Plan to determine if additional storm water management practices are required.
19. Driveways should be a maximum of 20' (twenty feet) wide at the right-of-way.

Two (2) sets of the plans should be included in the initial submitted to Northfield Township Road District (237 Melvin Drive, Northbrook, Illinois, 60062). Upon review and recommendation for approval by the Township's Engineer, Daniel Creaney Company and approved by the Northfield Road District, Daniel Creaney Company will sign and seal seven (7) sets for the homeowner's submittal to Cook County. The Northfield Township Road District must issue a permit and all Northfield Township Road District fees shall be paid prior to the Township's Engineer signing and sealing the plans for Cook County.