



Steep Slope Permit Submittal Requirements

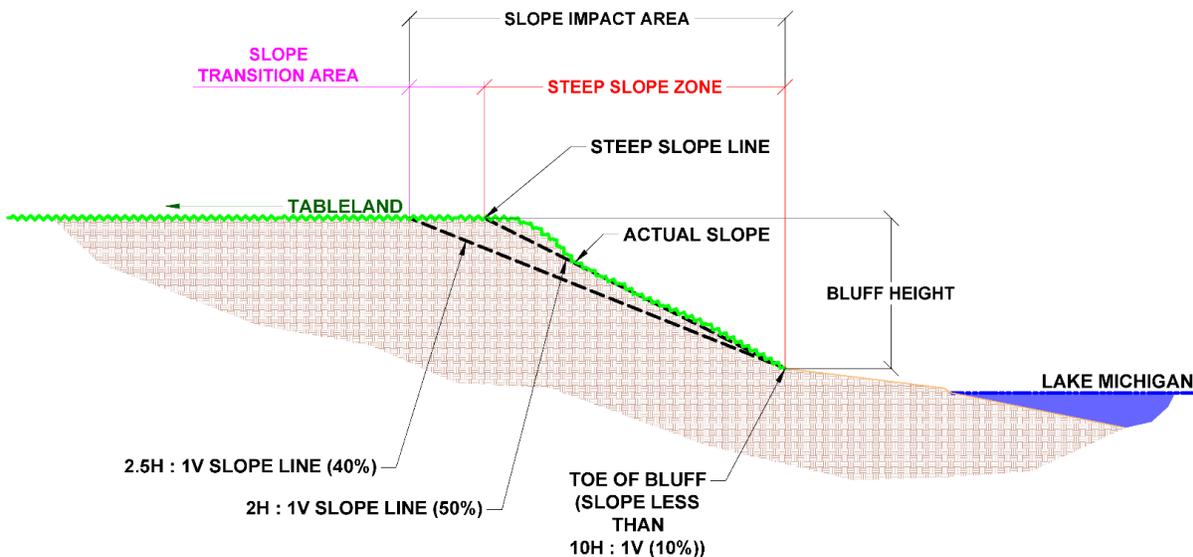
OVERVIEW

On February 6, 2024, the Winnetka Village Council adopted Ordinance No. MC-01-2024, which created Chapter 17.82, titled “Steep Slope Regulations” to the Municipal Code. The Ordinance establishes bluff regulations for development in the steep slope area along Lake Michigan.

To assist with the permit submittal requirements of this Chapter the following identifies submittal requirements for building permits for construction activity within the slope impact area on a property. Permit applicants are strongly encouraged to review Chapter 17.82 to fully understand the purpose of the ordinance, what improvements are allowed within the slope impact area, what permit application materials are required, and the processes for requesting waivers, exceptions, or variations of the Chapter’s provisions.

APPLICABILITY

Any construction within the slope impact area on a lakefront property as defined by Chapter 17.82 must adhere to the requirements of this chapter. The slope impact area is unique to each property, and the Code defines how it as well as the slope transition area and steep slope zone are determined for a property. While any structure allowed by the Zoning Ordinance may be constructed within the slope transition area, only certain structures are allowed within the steep slope zone.



Village of Winnetka Steep Slope Permit Submittal Requirements

Any application for development in the slope impact area will be reviewed by the Director of Engineering (“**Director**”), who will consider such application in light of the standards of Chapter 17.82 relating to landscape planting, soil mechanics engineering, hydrology, geology, environmental design, structural and coastal engineering, and structural architecture. (Section 17.82.050)

The Village recognizes each slope impact area may have different characteristics and features that affect its stability and preservation. Therefore, the Director may determine that certain development standards (Section 17.82.050) do not apply to every application and that certain submittal requirements (Section 17.82.060) will not materially assist in the evaluation of the proposed actions’ impact on slope stability. Whenever the Director waives or alters otherwise applicable requirements, the waiver or alteration will be memorialized in a written decision that provides the rationale for the waiver or alteration. Before the Director finalizes the waiver or alteration, the Director will confer with the Village Manager and the Director of Community Development.

The Director will have the authority to determine if the application in its totality satisfies the purposes of this Chapter to a substantial degree without creating an economic hardship as provided in Section 17.82.090.

PRE-APPLICATION REQUIREMENTS

Prior to the submittal of a formal permit application to the Village applicants should contact James Bernahl, Director of Engineering, via phone at 847-716-3261, or email at jbernahl@winnetka.org, to arrange a pre-application meeting. This meeting will be used to discuss the proposed project scope, anticipated project limits, required regulatory permits, and discussion of the permitting process.

Applicants should plan to bring exhibits showing the conceptual design of the project, a plat of survey of the property, and a current topographical survey of the property.

BUILDING PERMIT REQUIREMENTS

In addition to submitting all other building permit application submittal requirements, an applicant must also submit the following information for any proposed construction within the slope impact area.

Required Plans and Permits (Section 17.82.060).

A. Required plans and documents.

- a. Identification of Slope Impact Area. Plans demarcating the location of the slope impact area, which includes the steep slope zone and the slope transition area, the toe of the bluff, and the ordinary high-water mark, all in plan view as well as in cross sections every 25 feet across the limits of the

Village of Winnetka Steep Slope Permit Submittal Requirements

parcel. Profile views shall be developed using a 1:1 scale when illustrating the slope areas. See **Attachment A** for examples.

- b. Means and Methods. A written description of the proposed means and methods of accomplishing such work (including without limitation the sequencing and timing of work, the equipment to be used, interim protective measures, and activities to monitor potential adverse impacts on the slope impact area), which means and methods will be designed to minimize slope damage.
- c. Professional engineering. All structures within the slope impact area must be designed by a licensed structural engineer or geotechnical engineer, or both, and must bear the engineers' license seal on submitted drawings and specifications satisfying good engineering practices and the standards of this Chapter, unless the Director otherwise waives this requirement in writing.
- d. Subsoil investigation. A report, prepared by a licensed professional civil engineer or structural engineer, or both, trained and experienced in the practice of geotechnical engineering, which report must include the following:
 - i. Soil types and subsurface materials. A description of the soil and subsurface materials found on the subject site (with particular emphasis on the area to be impacted by the proposed development) to a depth extending below any proposed excavation, as well as the engineering properties of the subsurface soil materials.
 - ii. Observations. A description of existing observable slide areas, scarps, tension cracks, eroded areas, leaning trees, etc.
 - iii. History. A historical review of bluff stability considering owner photographs, previous reports and topographic surveys; air photos, U.S. Army Corps of Engineers' studies, Village of Winnetka information, etc.
 - iv. Drainage. A description of surface patterns of water flow and seeps as well as indication of the presence or absence of permeable zones in underlying soils.
 - v. Stability. A geotechnical stability analysis of the slope and structure with factors of safety calculated for the existing and proposed conditions by a method that satisfies both force and moment equilibrium for long-term and short-term soil strength parameters.
 - vi. External influences. A description of any existing or anticipated problems from undercutting at the base of a slope impact area caused by wave action, erosion, or channel changes.
 - vii. Absence of special hazards. An opinion that the soil types, soil stability, subsurface hydrology, and external influences affecting the site will not cause any significant hazards for the proposed use; or if they may cause such hazards, an opinion that such hazards can be

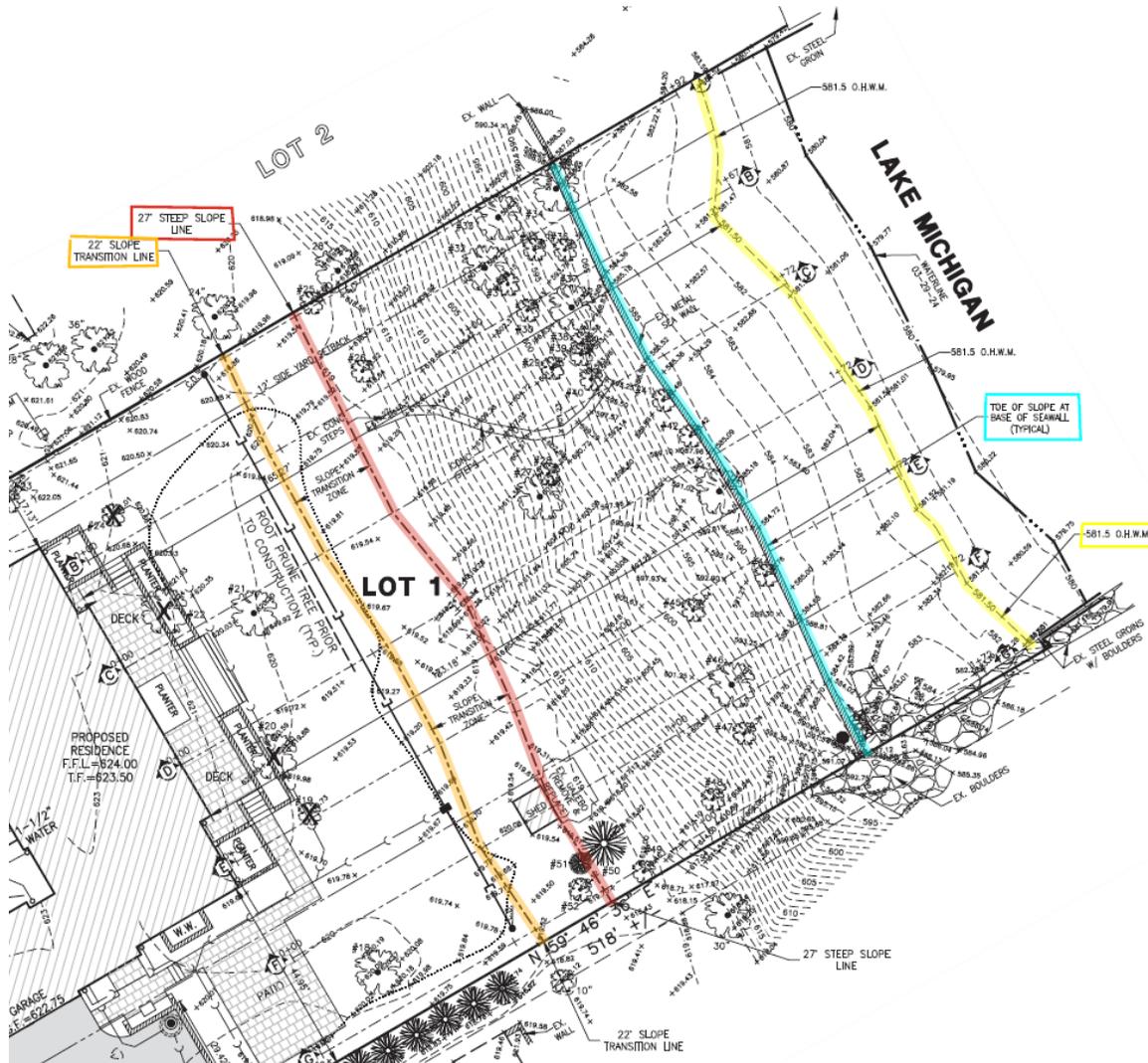
Village of Winnetka Steep Slope Permit Submittal Requirements

overcome, together with a reasonably detailed description of how it is proposed to overcome them.

- e. Grading plan. A grading plan, which plan will include the following:
 - i. A topographic survey, showing property contours at one-foot intervals for table land and five-foot intervals for steep slopes, including special notes and details of the existing terrain;
 - ii. Proposed filling, grading, and earth moving details, including the dimensions, elevations, and contours of any proposed filling, grading, and earth-moving;
 - iii. A schedule of when each stage of the project will be completed, including the estimated starting and completion dates; and
 - iv. A provision requiring the placement of a temporary fence on the table land at the top edge of steep slope zone until construction is completed.
 - f. Hydrological control plan. A plan for managing stormwater on-site. Runoff will not be permitted to sheet drain over the top of the bluff but must be managed by means of a storm water drainage system.
 - g. Vegetation plan. A vegetation plan, including tree removal provisions of the Village Code (Chapter 15.28), which plan will include the following:
 - i. Description of proposed revegetation of disturbed areas, specifying the materials to be used;
 - ii. An inventory describing the existing vegetation and tree cover of the site showing those areas where the vegetation will be removed as part of the proposed development;
 - iii. A maintenance and monitoring plan for native vegetation and soil erosion and sediment controls in the steep slope zone;
 - iv. A written description detailing methods of slope stabilization and revegetation, together with the rationale for selecting the plant materials and planting techniques proposed to be used; and
 - v. A timetable and sequencing program for implementing the vegetative plan.
 - vi. Any information necessary for the Village Forester to determine whether the proposed tree removal within the slope impact area will jeopardize slope stability and ensure removal is consistent with good forestry practices.
 - h. Additional submittals. The Director may require additional plans as needed for review.
- B. Other Regulatory Agency Plans. The Director has the discretion to determine whether review by any other agencies will be required as part of the Director's review.

Village of Winnetka Steep Slope Permit Submittal Requirements

Attachment A Identifying Slope Impact Area, Slope Transition Area, and Steep Slope Zone



SECTION B-B PROFILE

