



# IMPERMEABLE – RESIDENTIAL

## CHECKLIST

### Required Application Forms:

- Building Permit Application
- Zoning Calculation Worksheet for Lot Coverage (new or reconfiguration)

### Required Additional Documents:

- Written description of scope and specifications of work (or copy of signed contract)
- One (1) copy of current Plat of Survey (to scale) not more than 5 years old, without markings or notes;
- Six (6) copies of proposed Plan Drawings, detailing all proposed work (Plat of Survey may be marked up to depict proposed work). Plans should include:
  - Dimensions and surface areas of proposed pavements;
  - Distance of improvements to adjacent property lines;
  - Notation of any proposed grade changes, retaining walls or similar modification to site terrain;
- Two (2) copies tree protection plan (if applicable)

### Driveway Compliance Items:

- *No runoff into neighboring properties*
- *Maintain natural (existing) drainage patterns. No damming of water on adjoining properties*
- *Maximum width of driveway where it meets public sidewalk or property line is 16 feet. Do **NOT** pave over public sidewalks*
- *Where driveway will be placed along property line, slope ¼" per feet away from property line (away from neighboring property & toward own property) to avoid runoff into adjoining property*
- *No metal edging (edging of any material) within 18 inches of sidewalk. Edging on parkway is allowed but Village is **NOT** responsible for damage or replacement of edging on public right of way*
- *Brick, stone & other decorative paving material may be used on public right of way. However, if damaged (due to utility work, road work or snow removal) by the Village, repairs will be made only in bituminous concrete (asphalt) or Portland cement concrete*



Village of Winnetka  
Community Development  
510 Green Bay Rd.  
Winnetka IL 60093  
(847) 716-3520

## Building Permit Application

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Address \_\_\_\_\_ Winnetka, IL 60093

Description of Work \_\_\_\_\_

**Estimated Construction Cost \$** \_\_\_\_\_

**CONSTRUCTION COST** includes cost of all materials and labor. The applicant hereby certifies that the total value of construction as stated above is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same. **The Village may request submittal of sign contract(s) to verify construction cost estimate.**

### Square Footage of Building/Structure Work Area (complete applicable sections)

- a. Newly constructed building areas (new principal or accessory structures, additions) \_\_\_\_\_ sq. ft.  
b. Remodeled building areas (kitchens, baths, etc.) \_\_\_\_\_ sq. ft.  
c. Total (a+b) \_\_\_\_\_ sq. ft.

### Property Owner Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### Primary Contact *(Note: all correspondence will be with the primary contact)*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### Architect's Information Not Applicable

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### General Contractor's Information

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_



**Submittal Requirements:**

Please refer to the appropriate checklist for your particular type of permit work for application submittal requirements. All items identified on the checklist(s) must be submitted with this application form in order for the application to be deemed complete.

**Disclosure & Signatures:**

*The information submitted in this Building Permit Application may be used by the Village of Winnetka and/or any of its contractors or consultants. By signing below you certify that:*

- the information and exhibits herewith are true and correct;*
- you are the owner of record of the named property, the proposed work is authorized and that the registered professional or contractor submitting the application is authorized to do so;*
- you agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference; and*
- if the permit sought is approved, the permit work will be completed in accordance with the Village Codes and within the scope of work described in the application and the approved construction documents*

*Application for a permit shall constitute the owner's consent to all inspections of the permit work that may be required pursuant to the Village Codes and to the right of all building officers to enter onto the premises during reasonable hours to conduct such inspections.*

*Signature of Property Owner:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

*Signature of Owner's Authorized Designee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*(Must attach Designee Form)*

*Print Name:* \_\_\_\_\_

*Relationship to Property Owner:* \_\_\_\_\_



## ZONING CALCULATIONS IMPERMEABLE LOT COVERAGE

**Impermeable surfaces** are limited under the Winnetka Zoning Ordinance, and may not exceed fifty percent (50%) of lot area for residentially zoned parcels. Impermeable surfaces include “any surface that does not allow water to drain, seep, filter or pass through into the ground below”, and include, without limitation, all buildings other structures, as well as driveways, sidewalks, walkways, patios, tennis courts, swimming pools and other similar surfaces. All impermeable surfaces are counted at 100%\*.

*\*The only exception to this rule is a “designed permeable surface”, which is a pavement system designed to allow water to pass through voids in the paving material or between pavers to a designed subsurface storm water storage layer and underdrain system. Such surfaces may be counted at 75% if the engineering department approves the system’s compliance with the standards outlined in the ordinance. If your project includes the required subsurface storm water storage layer and underdrain system, then you must contact the engineering department at (847)716-3530 to find out if your project qualifies for this allowance.*

Of the maximum permitted (50%) impermeable lot coverage, a maximum of 25% of the lot area may be devoted to buildings and roofed areas. Thus, the maximum allowable area for additional impermeable surfaces, other than buildings and roofed areas is flexible. For example, if buildings and roofed surfaces cover 20% of the lot, up to 30% of the lot may be covered by other impermeable surfaces. These percentages are not interchangeable and the maximum allowable lot coverage devoted to buildings and roofed areas cannot exceed 25%.

*In the R-5, R-4, and R-3 zoning districts a maximum of 30 percent of the required front yard may be covered with any material (impermeable surfaces, areas with roofed lot coverage, gravel or crushed stone driveways, etc.). If applicable, provide detailed representation and calculations of such area.*

### MAXIMUM PERMITTED IMPERMEABLE LOT COVERAGE

LOT AREA \_\_\_\_\_ Sq. Ft. x 0.50 = \_\_\_\_\_ Sq. Ft

### EXISTING IMPERMEABLE LOT COVERAGE

Using a current Plat of Survey, calculate the **existing** area covered by impermeable surfaces, other than buildings/roofed areas.

TOTAL EXISTING IMPERMEABLE LOT COVERAGE = \_\_\_\_\_ Sq. Ft.

### PROPOSED (NEW) IMPERMEABLE COVERAGE

Using the proposed Site Plan, calculate the area of all **proposed** impermeable surfaces to be added, other than buildings/roofed areas.

**Totals summarized to left must be detailed on an attached sheet.**

TOTAL PROPOSED IMPERMEABLE LOT COVERAGE = \_\_\_\_\_ Sq. Ft.

### TOTAL (EXISTING + PROPOSED) IMPERMEABLE and BUILDING LOT COVERAGES

<b>Building Area (Existing and Proposed)</b>		_____ <b>Sq. Ft.</b>
<b>Existing Impermeable Area</b>	+	_____ <b>Sq. Ft.</b>
<b>Proposed (New) Impermeable Area</b>	+	_____ <b>Sq. Ft.</b>
<b>TOTAL</b>	=	_____ <b>Sq. Ft.</b>