



NEW BUILDING - SINGLE FAMILY HOME CHECKLIST

Required Application Forms:

- Building Permit Application
- Trade Specific Work Form
- Contractors of Record Form (if known)
- Zoning Compliance Worksheets
- Demolition Permit Application if an existing single family home on the property is proposed to be demolished
- Step 1 Demolition/Construction Recycling Plan
- Street Restoration Permit Application

Required Additional Documents:

- Current Plat of Survey (to scale) not more than 5 years old
- Six (6) complete sets of Architectural plans (two sealed & signed)
- Two (2) complete sets of Mechanical duct layout & corresponding Manuals J & S (RESCheck if applicable)
- Five (5) complete sets of Civil Engineering plans
- Two (2) copies tree protection plan (may be part of Engineering plans)

Additional Items May Be Required Depending on Project Scope:

- Tree Removal Application (if applicable)
- Construction site parking plan (applicable for R-1 & R-2 zoning districts) for construction vehicles

Adopted Codes to Note on Cover Page of Plans:

- International Residential Code for One and Two-Family Dwellings, 2021 Edition
- International Swimming Pool and Spa Code, 2021 Edition
- International Mechanical Code, 2021 Edition
- International Fuel Gas Code, 2021 Edition
- State of Illinois Plumbing Code, 2014 or Current Edition
- National Electrical Code, NFPA 70, 2020 Edition
- International Fire Code, 2021 Edition
- NFPA 101 Life Safety Code, 2022 Edition
- NFPA Publication 13, 13R, 13D, 72, 2022 Edition
- Illinois Energy Conservation Code 2024 or Current Edition
- Village of Winnetka Building Code Amendments, September 3, 2024



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093

Items Requiring a Separate Permit Application:

- Generator
- Pool
- Elevator
- Fence
- Irrigation System



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: _____



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093

MECHANICAL/ELECTRIC/PLUMBING PERMIT FEE WORKSHEET

REMODEL, ADDITIONS, & NEW CONSTRUCTION PERMITS

(Must be submitted with the Application for Building permit)

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

WATER SERVICE

*Fee includes—making tap, tapping sleeve, corporation stop, curb stop and box & inspection
(Meter fee additional)*

- Existing Water Service Size _____ inches
- New Meter 1" \$725.00
- New Meter 1 1/2" \$950.00
- New 1 1/2" Tap w/ 8" or less Main \$1,950.00
- New 2" Tap w/ 8" or less Main \$2,050.00
- All other sizes Please Call
- Right-of-Way opening \$200.00

ELECTRIC SERVICE

Existing electric service capacity at main panel _____ amps

UPGRADES

- New 200amp service \$13,200.00
- New 400amp service \$26,000.00 = \$ _____
- New 3-phase Cost of installation to be determined by Village Water/Electric Dept.
- Temporary Electric Service
 - overhead \$450.00
 - underground \$740.00
- Back-up Generator \$190.00

SEWER (SANITARY OR STORM)

- Right-of-Way opening \$200.00



CONTRACTOR(S) OF RECORD

**** IMPORTANT – Must be completed before issuance of permit****

This **completed** form may be submitted anytime during the review process.

Permit Address: _____ Date: _____

Bond Now Required Only for Projects Involving Work in the Public Right-of-Way or on Village Property

For any permit that also includes work within a public right-of-way or on Village property, including public utilities, a permit may not be issued until a License and Permit Bond payable to the Village of Winnetka is filed with the Department of Community Development in the amount of \$25,000. The License and Permit Bond should be filed by the property owner or the property owner's general contractor if there is a general contractor. If there is not a general contractor, the License and Permit Bond may be filed by the person performing the work on Village property or within the public right-of-way. (Winnetka Village Code, Section 15.32.060)

General Contractor	Carpenter
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

Electrician ★ Electric License	Plumber ★ State 055 & 058 or Chicago J Licenses ★ Letter of intent
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

HVAC	Concrete
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

Roofer ★ State License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Sewer	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Demolition/Excavation	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Water Service ★ State 055 & 058 ★ Letter of intent	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Irrigation ★ State 060 License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Landscaper	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

ZONING COMPLIANCE WORKSHEETS LOT COVERAGE AND GROSS FLOOR AREA CALCULATIONS

Completion of these forms is required to allow Village staff to confirm compliance with zoning ordinance limitations on Intensity of Use of Lot and Gross Floor Area limitations. Any permit application which affects the total of such calculated areas must be accompanied by these forms, completed by a licensed architect or other design professional. Table 1 below indicates certain projects which may be exempt from completion of one or more sections of the attached calculations.

Calculation worksheets and the instructions for their completion are based upon the Winnetka Zoning Ordinance, Chapter 17 of the Winnetka Village Code. The zoning ordinance is available for review at the Winnetka Village Hall and at villageofwinnetka.org.

For assistance with technical zoning questions pertaining to completion of these forms, please contact the Village of Winnetka Department of Community Development at 847.716.3525 or 716.3587.

The attached forms incorporate three main components:

- **SECTION ONE:** Roofed building coverage calculations (page 4)
- **SECTION TWO:** Impermeable surface coverage calculations (page 7)
- **SECTION THREE:** Building size - Gross Floor Area calculations (page 8)

Most projects require submittal of all three sections of the attached calculation worksheets, and it should be assumed that all sections are necessary unless noted otherwise. The table below provides guidance for some types of permit work that may omit inapplicable calculation worksheets.

APPLICATIONS WHICH ARE NOT ACCOMPANIED BY THE REQUIRED CALCULATIONS OR WHICH DO NOT CONTAIN SUFFICIENT DETAIL (SEE EXAMPLE OF CALCULATION DETAIL AND DIAGRAMS ON PAGE 3 [Figures 1 and 2]) WILL BE DELAYED OR RETURNED.

TABLE 1 – ARE ZONING CALCULATIONS REQUIRED?

PROJECT TYPE	SECTION ONE Roofed Lot Coverage	SECTION TWO Impermeable Surface	SECTION THREE Gross Floor Area
New Construction	YES	YES	YES
Building Addition	YES	YES	YES
Garage (new or replacement)	YES ⁽¹⁾	YES	YES ⁽²⁾
Interior Remodel, limited to work inside the existing building walls and roof	NO	NO	NO
Bay window or chimney addition	YES	YES	YES ⁽³⁾
“Open” Porch addition	YES ⁽⁴⁾	YES ⁽⁴⁾	YES ⁽⁵⁾
Screen porch or glass porch addition	YES	YES	YES
Shed, playhouse, or similar accessory building	YES	YES	YES ⁽⁶⁾
Dormer addition to existing structure	NO	NO	YES ⁽⁷⁾
Swimming pool or hot tub	YES	YES	NO
Wood deck	NO ⁽⁸⁾	NO ⁽⁸⁾	NO
Driveway, sidewalk or patio (new or replacement)	YES	YES	NO

NOTES: (1) For Pre-FAR buildings (residences built prior to February 7, 1989) and located in the R-5 or R-4 zoning districts a Roofed Lot Coverage allowance of 200 square feet is available for detached garages located in the rear 25 percent of the lot depth.

(2) Detached garages located in the rear 25 percent of the lot depth may be excluded from Gross Floor Area calculations only if they are 400 square feet in total GFA or less (including any calculable attic space). Detached garages greater than 400 square feet, or attached garages of any size must be accompanied by complete Gross Floor Area calculations.

(3) Projects limited to bay windows and/or chimneys may be excluded from detailed Gross Floor Area calculation requirements if *simplified* calculations are submitted which demonstrate that the Gross Floor Area of all bay windows and chimneys (existing and

proposed) do not exceed a total of 64 square feet. Bay window or chimney additions resulting in a total greater than 64 square feet must be accompanied by complete detailed Gross Floor Area calculations.

- (4) A single-story open, but roofed porch facing a front yard or side yard may be excluded from roofed building coverage calculations only if they are less than 275 square feet in total area. Refer to Page 5 of calculation worksheets for detailed explanation. This allowance is only applicable for residences in the R-5 and R-4 zoning districts.
- (5) An open porch may be included toward Gross Floor Area calculations. Refer to Step 7.B on Page 9 of calculation worksheets for detailed explanation.
- (6) A shed, playhouse or similar accessory building located in the rear 25 percent of the lot depth that does not exceed 7 feet in height may be excluded from detailed Gross Floor Area calculation requirements if simplified calculations are submitted which demonstrate that the total Gross Floor Area of all such accessory buildings (existing and proposed) are less than 64 square feet in area.
- (7) Certain qualifying dormers may be excluded from Gross Floor Area calculations. Refer to instructions for Step 11 on Page 16 for detailed explanation.
- (8) Wood decks that are permeable (allow water to run directly into ground below) may be excluded from impermeable surface calculations.

ADDITIONAL DOCUMENTS NECESSARY TO COMPLETE THE WORKSHEETS

1. **Plat of Survey.** A significant number of project and permit delays are attributable to submittal of incomplete surveys. The plat of survey must clearly show all existing improvements on the property. REVIEW SURVEY FOR ACCURACY PRIOR TO PREPARING CALCULATIONS. Surveys must be to scale, fully dimensioned, legible and complete (photocopies are discouraged, faxes are not accepted), and must meet the following requirements:

- The Survey shall not be more than 5 years old;
- Lot area calculation. Any lot which is not rectangular or which has easements for ingress and egress shall have the lot area certified by the surveyor, including a detailed breakdown of square footage of total lot area and area of any easement for ingress and egress. Any such easements shall be dimensioned and described on the plat;
- Existing topography with elevation contours at 1 foot intervals. Must show location and elevation of all existing drainage courses, swales, catch basins, paved surfaces, patios, swimming pools, etc. Topography may not be required where work is confined to the existing building footprint (Contact the Village Engineer at 847.716.3532);
- Trees that are 8 inches or greater in trunk diameter;
- Full exterior dimensions of all existing structures (buildings, storage sheds, garages, gazebos, fences, walls, and all similar structures) on the property;
- Dimension distances between all structures and all property lines (setbacks);
- All existing features must be descriptively identified. For example, porches are to be labeled as “covered” if roofed, “open” if there is no roof, or “enclosed” if screened, etc.

2. **Proposed Site Plan.** The Proposed Site Plan must clearly show all existing and proposed improvements for the property. All work must be identified and located on the site plan, including building additions, accessory buildings, impermeable surfaces, fences, walls, and other accessory structures, paving, walks, patios, etc. The Site Plan must include a scale and be fully dimensioned and contain the following information:

- Dimension the areas of all proposed structures, additions, and/or impermeable surfaces on the property;
- Dimension distances between all proposed structures, additions, and/or impermeable surfaces and all property lines (setbacks);
- All proposed features must be descriptively identified. For example, porches are to be labeled as “covered” if roofed, “open” if there is no roof, or “enclosed;”
- Clear delineation between existing and proposed site improvements.
- Locate all trees 8 inches or greater in trunk diameter to scale from proposed changes and construction. Village Forester may require tree protection fencing prior to issuance of permit. Fences must be maintained in proper condition throughout all phases of construction. Violation will result in stop work orders and fines. (Tree removal permits are required for any tree(s) measuring 8 inches or greater.)

3. **Existing and Proposed Exterior Elevations.** The Elevations must clearly and accurately depict the existing natural grade of the land adjacent to the structure, as well as the elevation of the first floor for purposes of determining basement area inclusion in Gross Floor Area (see Step 9, page 13). In addition, elevations should clearly depict the height of each floor level and the calculable upper floor gross floor area described at Step 8 on Page 12.

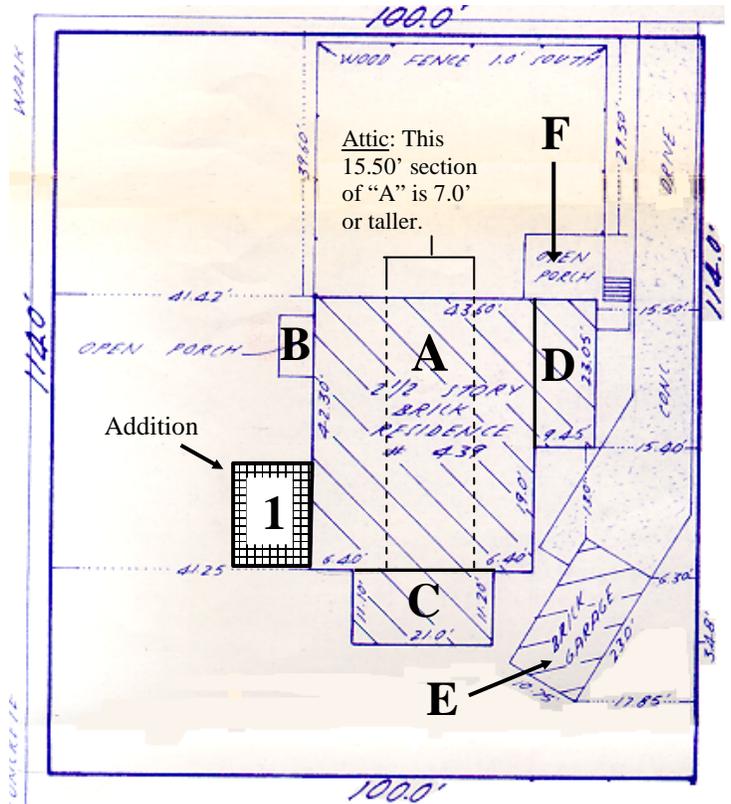
CALCULATION of RLC, GFA and IMPERMEABLE SURFACES

The example below depicts the calculations required for a typical 1-story addition to an existing residence and the replacement of a driveway. Letters and numbers refer to areas created by dividing the surveyed house and impermeable surfaces into rectangles and triangles.

FIRST FLOOR, GFA & RLC – EXISTING (Figure One)

PIECE	DIMENSIONS (FT)	RLC AREA (SF)	GFA AREA (SF)
A.	42.30 x 33.80	1,429.74	1,429.74
B.	9.50 x 5.50	52.25	52.25
			(RLC Only)
C.	21.00 x 11.15	234.15	234.15
D.	9.45 x 23.05	217.82	217.82
E.	23.0 x 10.75	247.25	247.25
F.	10.10 x 12.02	121.40	121.40
			(RLC Only)
TOTALS:		2,302.61	2,128.96

FIGURE ONE



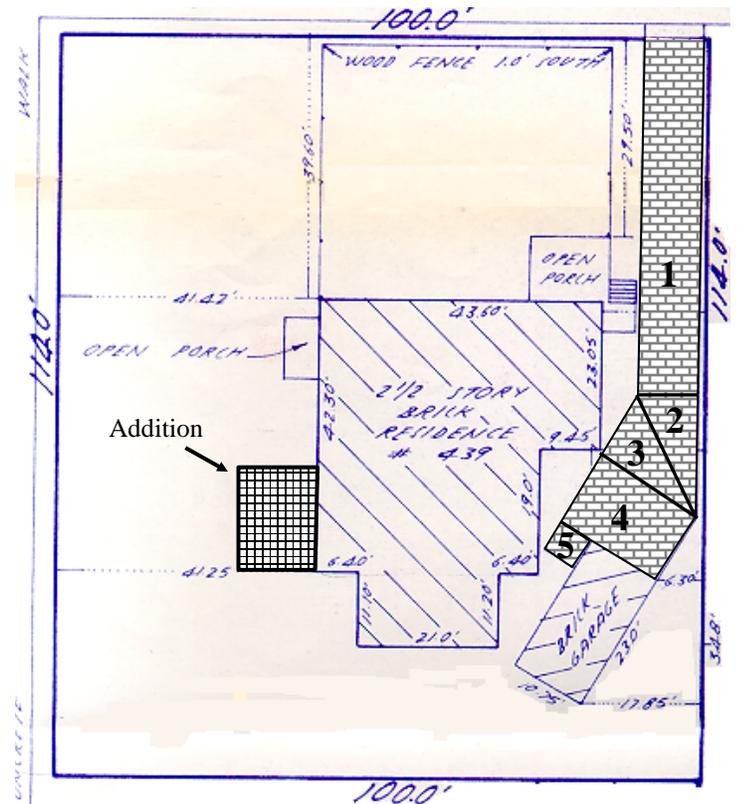
FIRST FLOOR, GFA – PROPOSED (Figure One)

PIECE	DIMENSIONS (FT)	AREA (SF)
1.	14.00 x 10.00	140.00
TOTAL:		140.00
TOTAL EXIST and PROPOSED:		2,268.96

SECOND FLOOR, GFA – EXISTING (Figure One)

PIECE	DIMENSIONS (FT)	AREA (SF)
A.	42.30 x 33.80	1,429.74
C.	21.00 x 11.15	234.15
TOTAL:		1,663.89

FIGURE TWO



ATTIC, GFA – EXISTING (Figure One)

PIECE	DIMENSION (FT)	AREA (SF)
Above A.	42.30 x 15.50	655.65
(7' height)	TOTAL:	655.65

TOTAL GFA – EXISTING and PROPOSED (Figure One)

First Floor	2,268.96
Second Floor	1,663.89
Attic	655.65
TOTAL:	4,588.50

IMPERMEABLE SURFACE (Figure Two)

PIECE	DIMENSION (FT)	AREA (SF)
1.	55.50 x 9.00	499.50
2.	.5 (9.25 x 18.00)	83.25
3.	.5 (17.25 x 10.00)	86.25
4.	11.50 x 17.00	195.50
5.	5.00 x 5.00	25.00
TOTAL:		889.50

SECTION ONE - ROOFED OR BUILDING LOT COVERAGE CALCULATION WORKSHEETS

STEP 1: PROVIDE LOT AREA

(Use either Step 1.A or Step 1.B) For rectangular lots insert the lot dimensions and calculate the lot area in Step 1.A. Do not include the area within a private street easement in lot area in either Step 1.A or 1.B. If a lot is not rectangular the lot area shall be certified on the survey by the land surveyor who prepared the plat and indicated in Step 1.B.

1.A Rectangular Lots ONLY

LOT DIMENSIONS: _____ X _____ = _____ Sq. Ft. [1.A]

1.B Irregular Shape Lots - The lot area shall be provided on Plat of Survey

SURVEYOR'S CERTIFIED LOT AREA: _____ Sq. Ft [1.B]

1.C DETERMINE APPLICABILITY OF "FLAG LOT" AREA DEDUCTION

The maximum building size for flag lots shall be calculated using a modified lot area that excludes the "flagpole" portion of the lot. A flag lot is defined as "an irregularly shaped lot which consists of two sections: the primary mass of the lot which is set back from the street frontage access and is behind one or more other lots, and a narrow access corridor (the "flagpole"), which is less than 50 feet wide and extends for a distance of at least 40 feet from the primary mass of the lot toward the street, or which has street frontage less than 50 feet and extends for a distance of at least 40 feet from the street toward the primary mass of the lot." In addition, the areas within any identified ingress/egress easement (or private road easement) also need to be excluded from the gross lot area for the calculation of GFA.

Gross Lot Area: _____ Sq. Ft.
[1.A or 1.B]

Deduction for "flagpole" of flag lot: _____ Sq. Ft.

Net Lot Area: _____ Sq. Ft. [1.C]

STEP 2: DETERMINE MAXIMUM PERMITTED BUILDING/ROOFED LOT COVERAGE (RLC)

(Use either Step 2.A or 2.B)

2.A Post-FAR buildings (new construction or built since 1989) in the R-5 and R-4 districts and all projects in the R-3, R-2, R-1 districts:

LOT AREA _____ Sq. Ft. x 0.25 = _____ Sq. Ft. [2.A]
(1.A, 1.B or 1.C)

2.B Pre-FAR buildings in the R-5 and R-4 districts (built prior to February 7, 1989) and work does not exceed the scope of "rehabilitation":

LOT AREA _____ Sq. Ft. x 0.27 = _____ Sq. Ft. [2.B]
(1.A, 1.B or 1.C)

STEP 3: CALCULATE BUILDING/ROOFED COVERAGE

3.A CALCULATE BUILDING AREA COVERAGE TO OUTSIDE WALLS

Using the plat of survey (for existing structures) and building plans (for proposed structures), prepare calculations which detail the area and square footage occupied by all buildings (including the garage and all other accessory buildings), as well as all other roofed areas on the lot. Measurement of building area shall be from the outside of exterior walls, and shall include the area of all enclosed porches, screen porches, cantilevered upper or lower floors, bay windows, chimneys and similar building projections.

Existing Building Coverage to outside walls = _____ Sq. Ft. [3.A.1]

Proposed Additional Building Coverage to outside walls = _____ Sq. Ft. [3.A.2]

Totals summarized to left must be detailed on an attached sheet as in the example on page 3.

3.B MEASURE EAVES AND CALCULATE AREA OF EXCESSIVE EAVES IF APPLICABLE

(Use either Pre-FAR Building method or Post-FAR Building method)

Pre-FAR Building: In addition to building area measured to the outside walls of a structure, the surface area of eaves which project more than 24 inches from the exterior walls of a building must be calculated (e.g. with 30-inch eaves, the outer 6 inches shall be included in roofed lot coverage calculations).

If eaves project more than 24 inches from the exterior face of the building(s), that area greater than 24 inches is included in roofed lot coverage. Measure the maximum eave projection and calculate the area of eaves greater than 24 inches for both the existing buildings and proposed additions.

Maximum projection of existing eaves from exterior of house is _____ inches (not including gutters).

Maximum projection of eaves on proposed buildings/additions is _____ inches (not including gutters).

Area of existing eaves greater than 24" = _____ Sq. Ft. [3.B.1]
(If eaves are 24" or less, enter -0-)

Area of proposed eaves greater than 24" = _____ Sq. Ft. [3.B.2]
(If eaves are 24" or less, enter -0-)

Totals summarized to left must be detailed on an attached sheet as in the example on page 3.

Post-FAR Building: In addition to building area measured to the outside walls of a structure, the surface area of eaves which project more than 18 inches from the exterior walls of a building must be calculated (e.g. with 24-inch eaves, the outer 6 inches shall be included in roofed lot coverage calculations).

If eaves project more than 18 inches from the exterior face of the building(s), that area greater than 18 inches is included in roofed lot coverage. Measure the maximum eave projection and calculate the area of eaves greater than 18 inches for both the existing buildings and proposed additions.

Maximum projection of existing eaves from exterior of house is _____ inches (not including gutters).

Maximum projection of eaves on proposed buildings/additions is _____ inches (not including gutters).

Area of existing eaves greater than 18" = _____ Sq. Ft. [3.B.3]
(If eaves are 18" or less, enter -0-)

Area of proposed eaves greater than 18" = _____ Sq. Ft. [3.B.4]
(If eaves are 18" or less, enter -0-)

Totals summarized to left must be detailed on an attached sheet as in the example on page 3.

3.C CALCULATE ALL OTHER ROOFED AREAS

In addition to previously calculated building and eave areas, all other "open" roofed areas (open porches, roofed entry stoops, carports, porte-cocheres, etc.) are to be calculated.

Existing Other Roofed Areas = _____ Sq. Ft. [3.C.1]

Proposed Other Roofed Areas = _____ Sq. Ft. [3.C.2]

3.D DETERMINE APPLICABILITY OF FRONT PORCH LOT COVERAGE ALLOWANCE

IN THE R-5 AND R-4 ZONING DISTRICTS ONLY, the area of a single-story, open porch attached to the main residence and located between the residence and either the front or side lot lines may be excluded from lot coverage calculation (up to a maximum of 275 square feet). NO SCREENED OR ENCLOSED PORCHES MAY BE DEDUCTED.

Area of qualifying porch _____ Sq. Ft. [3.D] (May not exceed 275 Sq. Ft.)

3.E DETERMINE APPLICABILITY OF DETACHED GARAGE LOT COVERAGE ALLOWANCE

FOR PRE-FAR BUILDINGS IN THE R-5 AND R-4 ZONING DISTRICTS ONLY, 200 square feet of a detached garage located in the rear 25 percent of the lot depth may be excluded from the roofed lot coverage calculation (not transferrable to Section Two Impermeable Lot Coverage calculation).

Area of qualifying detached garage _____ Sq. Ft. [3.E] (May not exceed 200 Sq. Ft.)

3.F PROVIDE GRAPHIC DESCRIPTION OF CALCULATION OF BUILDING AREAS CALCULATED (EXAMPLE ON PAGE 3) AND SUMMARIZE ABOVE RESULTS

Transfer results from Steps 3.A through 3.E into the following summary and calculate total roofed lot coverage. Total resulting coverage must not exceed maximum calculated at Step 2.A or 2.B.

Existing Building Areas

- (1) Enclosed Roofed Building Areas [from 3.A.1] _____ Sq. Ft.
- (2) Excessive Eaves [from 3.B.1 or 3.B.3] + _____ Sq. Ft.
- (3) Other Roofed Areas [from 3.C.1] + _____ Sq. Ft.
- Subtotal, existing building area = _____ Sq. Ft.

Plus, Additional Building Areas

- (1) Enclosed Roofed Building Areas [3.A.2] + _____ Sq. Ft.
- (2) Excessive Eaves [from 3.B.2 or 3.B.4] + _____ Sq. Ft.
- (3) Other Roofed Areas [from 3.C.2] + _____ Sq. Ft.
- Less applicable front porch allowance [from 3.D] - _____ Sq. Ft. (not to exceed 275 Sq. Ft.)

Total: = _____ **Sq. Ft. [3.F]**
 (May not exceed [2.A] if Post-FAR building, or if project is in R-3, R-2, or R-1 district)

Less applicable detached garage allowance [from 3.E] - _____ Sq. Ft. (not to exceed 200 Sq. Ft.)

Adjusted total RLC for Pre-FAR buildings in the R-5 and R-4 districts only: = _____ *Sq. Ft. (May not exceed [2.B])*

SECTION TWO - IMPERMEABLE SURFACE LOT COVERAGE CALCULATION WORKSHEETS

Impermeable surfaces, by definition in the Zoning Ordinance, are any surface that does not allow water to drain, seep, filter or pass through into the ground below. Impermeable surfaces include, without limitation, buildings, other structures, 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.

STEP 4: DETERMINE MAXIMUM PERMITTED IMPERMEABLE LOT COVERAGE

A maximum of 50 percent of lot area may be covered by all impermeable surfaces, which includes building area calculated in *Section One*, together with other impermeable surfaces which are not buildings (driveways, patios, etc.). 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 areas.

4.A MAXIMUM PERMITTED IMPERMEABLE LOT COVERAGE

$$\text{LOT AREA } \underline{\hspace{2cm}} \text{ Sq. Ft.} \times 0.50 = \underline{\hspace{2cm}} \text{ Sq. Ft. [4.A]}$$

[1.A, 1.B or 1.C]

STEP 5: CALCULATE IMPERMEABLE LOT COVERAGE

5.A EXISTING IMPERMEABLE LOT COVERAGE

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

TOTAL EXISTING IMPERMEABLE LOT COVERAGE = Sq. Ft. [5.A]

5.B PROPOSED (NEW) CONTINUOUS 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 as in the example on page 3.

TOTAL PROPOSED IMPERMEABLE LOT COVERAGE = Sq. Ft. [5.B]

5.C TOTAL (EXISTING + PROPOSED) IMPERMEABLE and BUILDING LOT COVERAGES

Building Area (Existing and Proposed) [from 3.F] Sq. Ft.

Existing Impermeable Area [from 5.A] + Sq. Ft.

Proposed (New) Impermeable Area [from 5.B] + Sq. Ft.

TOTAL = Sq. Ft. [5.C] (May not exceed 4.A.)

SECTION THREE - BUILDING SIZE (GROSS FLOOR AREA) CALCULATION WORKSHEETS

STEP 6: DETERMINE MAXIMUM PERMITTED AND TOTAL (EXISTING + PROPOSED) BUILDING SIZE

6.A DETERMINE APPROPRIATE FORMULA FOR CALCULATING MAXIMUM PERMITTED GFA:

The formula used for calculating maximum building size is based on lot area as determined above, the original date of construction of the residence, as well as the scope of work proposed.

*Any **new** residence, or alteration to an existing residence constructed after February 7, 1989, or work to a residence built before February 7, 1989 that exceeds the scope of rehabilitation (as defined below) shall be subject to the following formulas for maximum Gross Floor Area:*

<u>Lot Area ("LA") in Square Feet</u>	<u>Formula for Maximum GFA</u>
1) Up to and including 9,075	0.38 x LA
2) Over 9,075, to and including 12,000	3,630 + [(LA - 9,075) x 0.2] - (0.02 x LA)
3) Over 12,000 to and including 16,000	3,630 + [(LA - 9,075) x 0.2] - (0.02 x LA) + ([(LA-12,000)/1,000] x 0.005} x LA)
4) Over 16,000 to and including 22,000	3,630 + [(LA - 9,075) x 0.2] + ([(LA-16,000)/1,000] x 0.005} x LA)
5) Over 22,000	3,630 + [(LA - 9,075) x 0.2] + (0.03 x LA)

Maximum building size/GFA calculator available on the Village of Winnetka website at villageofwinnetka.org

For a residence built prior to February 7, 1989, and for which work does not exceed the scope of "rehabilitation", the following formulas are used for determining maximum Gross Floor Area:

<u>Lot Area ("LA") In Square Feet</u>	<u>Formula for Maximum GFA</u>
6) Up to and including 9,075	0.40 x LA
7) Over 9,075, to and including 16,000	3,630 + [(LA - 9,075) x 0.2]
8) Over 16,000 to and including 22,000	3,630 + [(LA - 9,075) x 0.2] + ([(LA-16,000)/1,000] x 0.005} x LA)
9) Over 22,000	3,630 + [(LA - 9,075) x 0.2] + (0.03 x LA)

Rehabilitation: *The act or process of making possible the efficient contemporary use of a building through repair, alterations or additions, while preserving those portions or features that convey its historical or architectural values and while maintaining the character of the property, its neighborhood and environment.*

6.B DETERMINE MAXIMUM PERMITTED GROSS FLOOR AREA

MAXIMUM PERMITTED BUILDING SIZE (GFA). Using the Lot Area [1.A, 1.B or 1.C] and the appropriate formula from 6.A (or the GFA calculator on the Village website), calculate the maximum permitted GFA below:

Maximum Permitted GFA = _____ Square Feet [6.B]

(Formula Used [#1-#9]) _____ (above)

STEP 7: CALCULATE BUILDING GROSS FLOOR AREA

7.A CALCULATE BUILDING AREA WITHIN EXTERIOR WALLS (for each full story)

Similar to the building/roofed area calculations performed in Step 3, prepare calculations that detail the area of each story of all buildings on the lot contained within the exterior walls of all buildings. Using the plat of survey (for existing structures) and building plans (proposed structures) prepare calculations which detail the dimensions and square footage area occupied by all buildings. The use of exact dimensions allows review staff to identify and quickly verify areas calculated - for this reason do not "round" dimensions up or down.

Prepare a graphic representation of areas calculated (see example on page 3), and enter dimensions and areas in tables as applicable for each story in Step 7.C (first floor) and Step 7.D (second floor).

- Measurement of Gross Floor Area shall be from the outside of exterior walls, and shall include the area of all screened and enclosed porches, bay windows, chimneys and similar building projections.
- No deductions shall be taken for hallways, stairs, closets, unfinished areas, thickness of walls, etc. Screened or enclosed porches shall be included regardless of whether the screens or other enclosure are permanently affixed.
- For purposes of calculating floor area of multi-story structures, the definition of “story” and the principles and rules associated with it shall apply as follows (attic/half-story areas and basement areas are to be calculated in Steps 8 and 9):

Story: That portion of a building included between the surface of any floor and the surface of the floor next above it or, in the case of an upper floor, between the surface of the upper floor and the bottom of the roof deck, provided that the floor area of the upper floor exceeds the floor area for a half-story. For purposes of this definition, the following principles shall apply:

- a) The floor of a story may split levels, provided that there is not more than four feet difference in elevation between the different levels.
- b) Any balcony, mezzanine, partial floor or open-beamed ceiling that does not extend horizontally to fill the perimeter of the building shall be deemed to be a full floor or ceiling at that level.
- c) Any area of a building in which the distance from one floor to the floor or roof rafters above it is more than 14 feet, and which is uninterrupted by a balcony, mezzanine, partial floor or open-beamed ceiling, shall be deemed to consist of one story for each 14 feet of height or fraction thereof.
- d) A basement that has an average height above grade of more than 4 feet, measured to the bottom of the beams of the floor above, shall be deemed to be a full story.

7.B DETERMINE APPLICABILITY OF OTHER CALCULABLE GROSS FLOOR AREA

In addition to areas enclosed by walls or screens, other areas of a building shall be included in the calculation of Gross Floor Area as follows:

- (a) the area of a building or structure that have exterior walls that extend more than 3½ feet above the floor on two or more sides (such as parapet walls, open porches with knee walls, etc);
- (b) the area of any open porch, if located on the first floor of a building and has a ceiling formed by the floor of a porch or any other portion of the building above it;
- (c) the area of each floor level below a roofed porch or other cantilevered structural feature located above the first floor level of a multi-story building or structure;
- (d) the area of each floor below a roof that is supported by columns and is located above the first floor level of a multi-story building or structure.

Include any areas calculated as provided herein on graphic calculations as well as in the following tables.

7.C TABULATE FIRST FLOOR GROSS FLOOR AREA

EXISTING FIRST FLOOR AREA (This section does not apply to new construction)

Section	Description	Dimensions	Area (Square Feet)
A.			
B.			
C.			
D.			
E.			
F.			
G.			
H.			
I.			
J.			
K.			
L.			
M.			
N.			
EXISTING FIRST FLOOR TOTAL AREA:			Square Feet

PROPOSED FIRST FLOOR AREA

Section	Description	Dimensions	Area (Square Feet)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
PROPOSED FIRST FLOOR TOTAL AREA:			Square Feet

TOTAL EXISTING AND PROPOSED FIRST FLOOR AREA: _____ Sq. Ft [7.C]

7.D TABULATE SECOND FLOOR GROSS FLOOR AREA

Refer to instructions at Section 7.A and 7.B. Include all chimney areas at second floor level when attached to a two-story structure.

EXISTING SECOND FLOOR AREA (This section does not apply to new construction)

Section	Description	Dimensions	Area (Square Feet)
A.			
B.			
C.			
D.			
E.			
F.			
G.			
H.			
I.			
J.			
K.			
L.			
M.			
N.			
EXISTING SECOND FLOOR TOTAL AREA:			Square Feet

PROPOSED SECOND FLOOR AREA

Section	Description	Dimensions	Area (Square Feet)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
PROPOSED SECOND FLOOR TOTAL AREA:			Square Feet

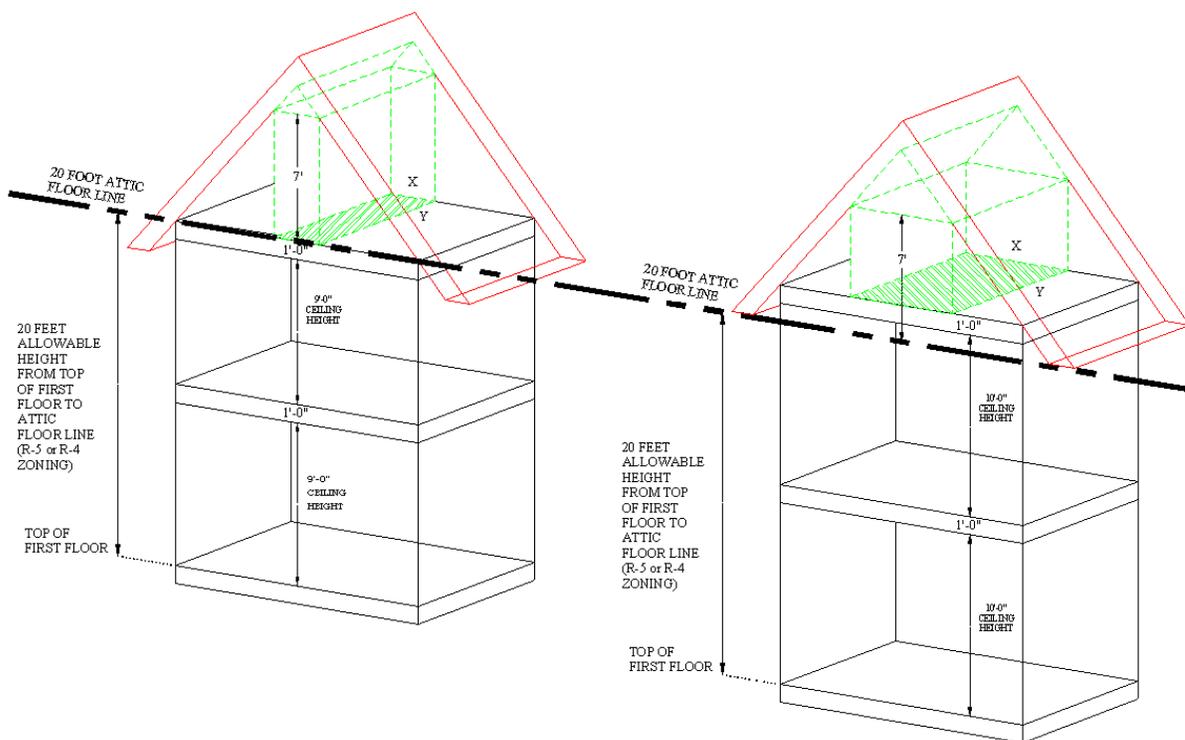
TOTAL EXISTING AND PROPOSED SECOND FLOOR AREA: _____ Sq. Ft [7.D]

STEP 8: CALCULATE TOTAL (EXISTING + PROPOSED) UPPER FLOOR AREA

Effective May 21, 2002, the area calculation for upper floor areas (attics and half-story areas) is a measurement of areas 7 feet tall, measured from *either* the actual attic floor level or a standardized uniform height above the first floor level, *whichever is lower*. The standardized uniform attic floor height varies by zoning district and is indicated in Table 2 below. Attic floor heights may be built at heights greater than the standardized height established for that zoning district, but the calculation of upper floor gross floor area will use the lower standardized point of reference. Accordingly, the amount of attic space that contributes toward the total gross floor area calculation will vary based on proposed ceiling heights on the first and second floor, as depicted in the graphic example below.

ZONING DISTRICT	HEIGHT ABOVE FIRST FLOOR
R-5	20 FT. (depicted below)
R-4	20 FT. (depicted below)
R-3	21 FT.
R-2 (Lot area less than 48,000 sq. ft.)	21 FT.
R-2 (Lot area 48,000 sq. ft. or greater)	23 FT.
R-1	23 FT.

The graphic below illustrates the differing calculation of attic space for a R-5 or R-4 zoned residence, based on a “standard” attic floor height of 20 feet (left example, with 9-foot ceilings at first and second floor) and a raised attic floor height of 22 feet (right example, with 10-foot ceilings).



The calculation of attic space is measured to the bottom of the roof rafters or truss member supporting the outer roof structure. In instances where roof rafters exceed 12 inches in depth, attic calculations are subject to use of a standardized 12” thickness for the point of measurement.

Attic area calculated in Step 8 is subject to an “allowance” or deduction for calculable attic/half-story space, ranging from a minimum of 150 square feet, up to a maximum of 3 percent of the lot area, taken at Step 11.C on Page 16.

All “upper floors” shall be measured for the presence of areas 7 feet in height, including accessory buildings, and shall be identified on graphic calculations as well as in tables below.

Include any areas calculated as provided herein on graphic calculations as well as in the following tables.

IMPORTANT NOTE: Calculations of upper floor attic and half-story areas are also used to verify compliance with the 2½-story height limit. Clear representation of all 7 foot areas on graphic calculations is critical to assuring timely review and approval of plans.

EXISTING UPPER FLOOR AREA (This section does not apply to new construction)

Section	Description	Dimensions	Area (Square Feet)
A.			
B.			
C.			
D.			
E.			
F.			
G.			
H.			
I.			
EXISTING UPPER FLOOR TOTAL AREA:			Square Feet

PROPOSED UPPER/ATTIC FLOOR AREA

Section	Description	Dimensions	Area (Square Feet)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
PROPOSED UPPER FLOOR TOTAL AREA:			Square Feet

TOTAL EXISTING AND PROPOSED UPPER/ATTIC FLOOR AREA: _____ Sq. Ft. [8.A]

STEP 9: DETERMINE THE TOTAL (EXISTING + PROPOSED) BASEMENT FLOOR AREA

A basement that is wholly below grade will not be included in Gross Floor Area. When a basement is exposed above the adjacent grade more than a defined vertical distance (see below), a portion of the basement may be included in Gross Floor Area, dependent on the proportion of the basement so exposed.

For a basement built on or after February 7, 1989, the portion of basement walls exposed more than 2.5 feet above grade shall be included in Gross Floor Area. The proportion of basement area to be included shall be determined by calculating the proportion of basement exposed more than 2.5 feet, measured from existing natural grade to the top of the finished first floor, and including that proportional amount of basement floor area below. See example calculation on the following page for clarification of basement measurement methodology.

For a basement built before February 7, 1989, the portion of basement walls exposed more than 4.0 feet above grade shall be included in Gross Floor Area. The proportion of basement area to be included shall be determined by calculating the proportion of basement walls exposed more than 4.0 feet, measured from existing natural grade to the bottom of the first floor joist, and including that proportional amount of basement floor area below.

9.A DETERMINE EXISTING AND PROPOSED EXPOSED PERIMETER OF BASEMENT

For residences constructed after February 7, 1989, the exposed perimeter is the total linear feet of basement walls that are exposed by 2.5 feet or more above existing natural grade.

TOTAL EXPOSED PERIMETER = _____ Ft. [9.A]

OR

For residences constructed on or before February 7, 1989, the exposed perimeter is the total linear feet of basement walls that are exposed by 4.0 feet or more above existing natural grade.

TOTAL EXPOSED PERIMETER = _____ Ft. [9.A]

If no basement wall is exposed more than the above-prescribed amounts, and the plans clearly and accurately verify such measurements, enter -0- above and skip to Step 10.

9.B DETERMINE FLOOR AREA OF BASEMENT (EXISTING + PROPOSED). Calculate the total floor area of the basement. All measurements are to be calculated using the existing and/or proposed exterior walls of the home.

TOTAL FLOOR AREA OF BASEMENT = _____ Sq. Ft. [9.B]

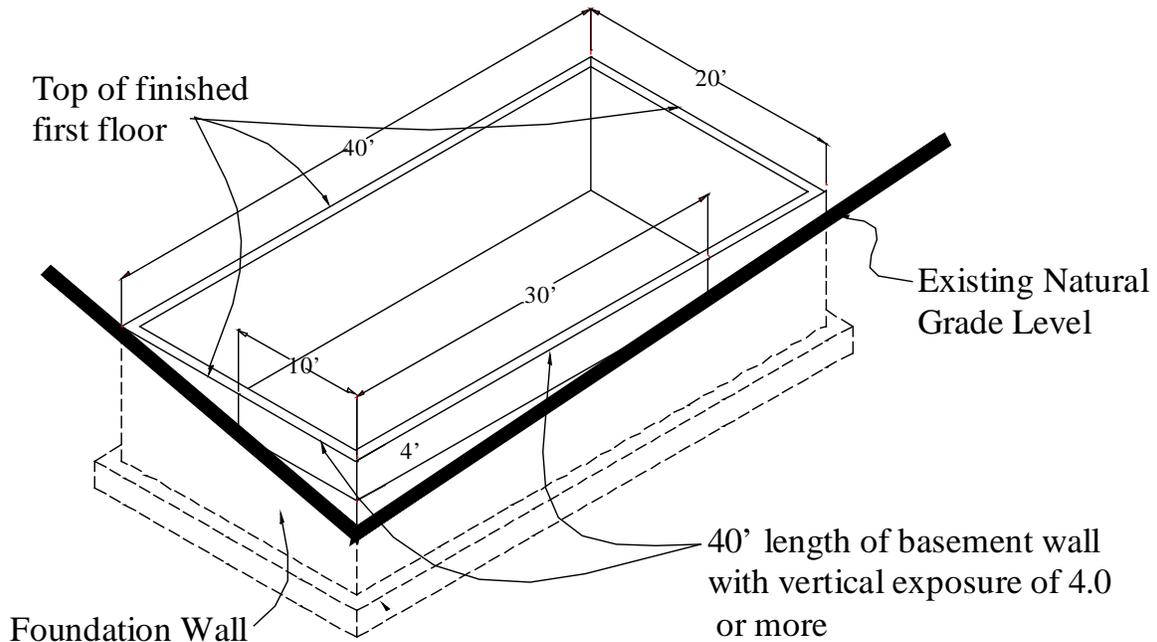
9.C DETERMINE BASEMENT AREA TO BE COUNTED IN GFA

TOTAL FLOOR AREA OF BASEMENT [9.B] x $\frac{\text{EXPOSED BASEMENT PERIMETER [9.A]}}{\text{TOTAL PERIMETER OF BASEMENT}}$

BASEMENT AREA TO BE COUNTED IN GFA = _____ Sq. Ft. [9.C]

SKETCH ILLUSTRATING METHODOLOGY FOR DETERMINING BASEMENT GROSS FLOOR AREA

The extent of basement area included in Gross Floor Area calculations is based on the proportion of basement that is exposed above existing natural grade by more than the prescribed amount, measured from existing natural grade to top of the finished first floor level for "Post-FAR" buildings and to the bottom of the first floor joist for "Pre-FAR" buildings.



11.C ATTIC FLOOR AREA: This allowance is ONLY applicable to attic and half-story areas calculated in Step 8. No allowance may be taken for an upper floor that exceeds a half-story.

The attic allowance is 3% of the lot area or 150 square feet, whichever is greater, but this allowance may not be greater than the Total Attic Gross Floor Area. The allowance may not be greater than the actual calculated attic area [Step 8.A]

Total Attic Floor Area = _____ Sq. Ft.
[from 8.A]

Lot Area _____ sq. ft. x 0.03 = _____ Sq. Ft.
[from Step 1.A, 1.B, or 1.C]

Attic Floor Area Allowance = _____ Sq. Ft. [11.C]

11.D CHIMNEY AND BAY WINDOWS: This allowance is ONLY applicable to the total Gross Floor Area of all chimneys and bay windows that project beyond the exterior of a building wall. Each floor level of a chimney and/or bay window is included in the calculation. This allowance may not exceed the actual calculated area of all bay windows and chimneys or 64 square feet, whichever is less.

Total Chimney/Bay Window Area Allowance = _____ Sq. Ft. [11.D]

11.E DORMERS: This allowance is ONLY applicable to the floor area under a dormer that is no more than 6 feet wide and set in at least 3.5 feet from the gable end wall, provided that the total width of all dormers does not exceed 25% of the length of the roof on which they are located. This allowance may not exceed the actual calculated area of all dormers.

Total Dormer Area Allowance = _____ Sq. Ft. [11.E]

11.F SHED, PLAYHOUSE, and SIMILAR ACCESSORY STRUCTURE: The first 64 square feet of the aggregate floor area of a detached storage shed, playhouse, walled enclosure for refuse containers or swimming pool equipment, or similar enclosed structures are excluded from the calculation of GFA, provided that they are located in the rear quarter of the lot.

Total Shed, etc. Area Allowance = _____ Sq. Ft. [11.F]

11.G DETERMINE TOTAL ALLOWANCE FOR GROSS FLOOR AREA

Total Allowance = _____ Sq. Ft. [11.G]
[from 11. A. or 11.B. + 11.C. + 11.D + 11E. + 11F.]

STEP 12: SUMMARY OF GROSS FLOOR AREA (GFA) DETERMINATIONS

12.A TOTAL EXISTING AND PROPOSED GFA: _____ Sq. Ft.
[from 10.A]

12.B Subtract TOTAL ALLOWANCE FOR GFA: _____ Sq. Ft.
[from 11.G]

12.C FINAL PROPOSED GFA: _____ Sq. Ft. [12.C]
[12.A-12.B]

6.B FINAL PERMITTED GFA: _____ Sq. Ft. [6.B]

NOTE: The FINAL PROPOSED GFA [12.C] may not exceed the MAXIMUM PERMITTED GFA [6.B]

PREPARED BY: (Print or Type)

Place Design Professional SEAL below:

Name: _____

Company Name: _____

Full Address: _____

Phone: _____ Fax: _____

Email: _____ Date: _____

Signature: _____

DEMO



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT
DEMOLITION PERMIT APPLICATION

Applications for demolition of a principal structure on any property are subject to review by the *Historic Preservation Commission* (HPC) to evaluate structures to be demolished for architectural or historic significance. **The attached application form shall be accompanied by all required supporting documentation.**

Upon receipt of a complete application, Village staff will review Village property files and consult with the Winnetka Historical Society to document the property history, including but not limited to date of original construction, alteration permit records, property ownership information, and architects involved. The applicant is encouraged, but is not required, to submit any additional information on the property including interior photographs, floor plans, ownership history or other information which may help to establish the condition and character of the structure as well as any alterations thereto. If you have any questions, you may contact Christopher Marx, Associate Planner, at 847.716.3587 or cmarx@winnetka.org.

The application materials and information gathered by Village staff will be transmitted to the HPC and evaluated at its regular monthly meeting, generally scheduled for the first Monday of each month at 7:00pm. **Applicants are required to attend the HPC meeting** to address issues or questions raised by Commissioners.

The HPC generally meets on the first Monday of each month. Please refer to the following schedule of meetings and submittal deadlines:

MEETING DATE	SUBMITTAL DEADLINE
January 6, 2025	December 6, 2024
February 3, 2025	January 3, 2025
March 3, 2025	February 3, 2025
April 7, 2025	March 7, 2025
May 5, 2025	April 4, 2025
June 2, 2025	May 2, 2025
July 7, 2025	June 6, 2025
August 4, 2025	July 3, 2025
September 15, 2025	August 15, 2025
October 6, 2025	September 5, 2025
November 3, 2025	October 3, 2025
December 1, 2025	October 31, 2025

Scope of initial review – In the event a structure proposed for demolition is found to have possible architectural or historical significance during the Historic Preservation Commission’s preliminary review of the application, the Commission may require that the applicant complete a more detailed *Historical Architectural Impact Study* (HAIS). If an HAIS is required, the HPC will require that applicant consult with an architectural historian to conduct additional detailed research and to prepare an HAIS. Once the HAIS is submitted by the applicant, the HAIS is transmitted to the Historical Society for comment and to the HPC for review and determination regarding the historic or architectural significance of the structure. An HAIS need not be submitted, and will not be accepted, until the HPC makes a determination during its preliminary review of the necessity for an HAIS.

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to cmarx@winnetka.org.)

- Complete application form (attached);
- Application Fee and Deposit
 - Primary Structure \$16,070.00
 - Accessory Structure \$60.00
 - Deposit \$5,000.00
- Current legible plat of survey prepared and sealed by a surveyor licensed by the State of Illinois. The survey shall include the legal description of the property and shall accurately depict lot boundaries, lot area and current improvements.
- Proposed demolition schedule.
- Deed proving ownership (if property is owned by a trust or LLC, additional documentation is required).
- Signed Acknowledgment of Property Maintenance Responsibilities. Signed by owner (and applicant if different individual or entity) acknowledging responsibility to maintain property in accordance with Village Code
- Current photographs of all building elevations.
- Older photographs of the property, if available.
- If applicant is contract purchaser, attach executed copy of purchase agreement

Important Notes Regarding Issuance of Demolition Permits

Demolition permits will not be issued, and no demolition or construction activity may occur until the following items are completed:

- Building permit or site restoration permit is approved;
- Demolition permit from Cook County;
- Written confirmation from Village Water & Electric Department that water and electric meters have been removed and all electric power terminated**;
- Written confirmation from gas company to Community Development Department that gas has been terminated**.

****Electric and gas power service should remain provided to the building until either the Historic Preservation Commission has made its determination that a demolition delay is not warranted, or the demolition delay period imposed by the Commission has expired, whichever time period is greater. The purpose of this is to prevent damage to the building due to non-functioning mechanical systems (furnaces, sump pumps, etc.) that may cause such items as broken frozen water pipes, flooded basements from non-working sump pumps, etc.**

V I L L A G E O F W I N N E T K A, I L L I N O I S
DEPARTMENT OF COMMUNITY DEVELOPMENT

DEMOLITION APPLICATION

Permit No. _____

Property Information

Site Address: _____

Parcel Identification Number(s) (PIN): _____

Description of all structures to be demolished: _____

Current Property Owner Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Date owner acquired property: _____

Applicant Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Applicant's relationship to current property owner: _____

(As previously noted, if contract purchaser, attach copy of executed purchase agreement)

Demolition Contractor Information *(If known, otherwise indicate "not known at this time")*

Legal Name: _____

Address: _____

City, State, ZIP: _____

Phone No: _____

Email: _____

Property Maintenance Requirements

During processing of the demolition permit, the owner and contractor must maintain the property in accordance with the Village Property Maintenance Code to avoid generation of nuisances. Accordingly, the following minimum requirements shall be adhered to:

- Grass shall be mowed and maintained at a height not to exceed 8 inches.
- Garbage, yard waste, miscellaneous rubbish, mail, and debris shall be removed from the property and not allowed to accumulate.
- Building(s) shall be secured (doors and windows in working order, closed and locked).
- No demolition or removal of building components may commence until the demolition permit has been issued. Commencement of demolition prior to issuance of permit will result in a Stop Work Order and double permit fees for all subsequent permits
- Approved tree fencing protections must be installed as directed by Village Forester prior to commencement of demolition. Lack of tree fencing will result in Stop Work Order and fines.

Applicant/Owner Acknowledgments

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Winnetka that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property for purposes of conducting any inspections that may be necessary in connection with this application.
2. I (We) have carefully read this application, the applicable sections of the Winnetka Municipal Code and fully understand the applicable terms and provisions.
3. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
4. I/We hereby agree to demolish the above structure or portion thereof, in accordance with the information submitted herewith and in strict compliance with all provisions of the Building Code and other related ordinances and regulations of the Village of Winnetka, and I/We hereby consent to inspection of the work during demolition and to the responsibility of maintaining the subject site and adjacent public and private properties in a good, safe and clean condition, including but not limited to the "Property Maintenance Requirements" listed in the previous section.
5. I (We), in accordance with the requirements of the Annual Fee Resolution and the Winnetka Village Code agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Signature of Applicant: _____ **Date** _____

Print Name & Title: _____

Signatures of Property Owner(s): _____ **Date** _____

Print Name & Title: _____ **Property Address:** _____

****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

Village of Winnetka
Department of Community Development

**Construction and Demolition Debris Recycling
Waste Reduction and Recycling Plan**

Step 1

This application must be submitted and approved prior to issuance of a building or demolition permit for any "covered" project as defined in Section 15.54.040 of Chapter 15.54 of the Village Code.

Name of Applicant: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone #: _____ Email: _____

Contact Person: _____ Cell Phone #: _____

Company Name: _____

PROJECT ADDRESS: _____

PROJECT DESCRIPTION (Include square footage of project): _____

TYPE OF PROJECT:

- New Structure: ≥ 2,000 square feet of Gross Floor Area
- Renovation: ≥ 10,000 square feet of Gross Floor Area
- Demolition: ≥ 1,500 square feet of Gross Floor Area
- None of the above applies.

Filing Fee of \$325 required at time of submittal.

A deposit of \$2,500 required at the time the building or demolition permit is issued.

Return completed form to the Department of Community Development, Village Hall 510 Green Bay Rd.
For more information/questions contact Anita at 847.716.3520 or alichterman@winnetka.org.

For Office Use Only:

\$325 Filing Fee Paid: _____

Date Plan Approved: _____ Date Plan Denied: _____

Village of Winnetka
Department of Community Development

Waste Reduction and Recycling Plan
Step 1
Project Information

1. **Project Address:** _____

2. **Project Background Information:**

- Square footage of structure to be demolished/constructed/renovated: _____
- Start date: _____

3. **Construction and demolition debris recycling information:**

The following materials are to be diverted from disposal to recycling. Check all that will be diverted:

- | | |
|--|---|
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Clean Wood |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Gypsum Wallboard |
| <input type="checkbox"/> Acoustical Tile | <input type="checkbox"/> Carpet |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Plastic | <input type="checkbox"/> Other |

4. **A minimum of 75% of the construction and demolition debris shall be diverted/recycled for covered projects. Select below how the requirement will be met:**

- Taking mixed construction and demolition debris to one or more certified mixed debris recycling facilities;
- Sorting materials for recycling, reuse, or salvage on the project site;
- A combination of these methods.

5. **Specify how construction and demolition debris will be managed on site:**

- Separated in designated containers
- Co-mingled in storage containers

6. **Estimated weight of construction and demolition debris:**

- Inert Debris _____ (concrete, brick, rock, etc.)
- Non-inert Debris _____

7. **Estimated weight of debris to be recycled:** _____

8. **Estimated weight of debris to be disposed of as solid waste (not recycled):** _____

9. **Identify location of recycling vendors or facilities that will collect or receive the debris:**

10. **Estimated date demolition and/or construction is to begin:** _____

Compliance Report Required—not less than five (5) business days prior to the scheduled date for the final inspection of a covered project, the owner or builder shall file a compliance report on a form provided by the department (Step 2).

Contents of Compliance Report:

Dates of demolition and construction actually commenced

Actual weight of construction and demolition debris, divided between inert debris & other debris

Actual weight of inert and other construction & demolition debris that was diverted

Specification of the method used to determine weight

Original receipts/spreadsheet from all vendors and facilities which collected or received the construction and demolition debris, including actual weights received by each

Certifications from the general contractor and any vendor or facility that handled construction and demolition debris stating the extent to which the project complies with the Village Ordinance

Such other information as the Director of Community Development may require to determine compliance with the construction and demolition recycling plan

As the general contractor for the covered project, I hereby agree to comply with all the terms of the waste reduction and recycling plan and Chapter 15.54 of the Village Code.

General Contractor Signature: _____ Date: _____

Village of Winnetka
Department of Community Development

Waste Reduction and Recycling Plan
Step 1
Construction and Demolition Debris Management Plan Estimate

On the construction and demolition debris calculation table below separately estimate quantities of (1) total construction and demolition debris and (2) construction and demolition debris to be collected or received by a recycling vendor or facility. For each quantity, list the facility collecting or receiving the materials. Use additional sheets if necessary. Weight tickets or receipts for all recycled and landfilled materials must be attached to the Compliance Report as required by Section 15.54.090.

Construction and Demolition Debris Calculation Table				
	Estimated Weight (in tons)			
Material Type	Diverted (Recycled/Reused)	Landfill Disposal	Recycling Vendor/Facility	Vendor/Facility Address
Total construction and demolition debris				
Construction and demolition debris to be collected or received by recycling vendor or facility				
Estimated Total Weights				



**VILLAGE OF WINNETKA
DEPARTMENT OF PUBLIC WORKS
RIGHT-OF-WAY EXCAVATION/RESTORATION PERMIT**

APPLICANT (PROPERTY OWNER) – PLEASE PRINT		
Name:		
Address:		
City:	State:	Zip:
Day Phone:	PM Phone:	Email:

EXCAVATION/UNDERGROUND CONTRACTOR PLEASE PRINT		
Company Name:		Contact Person Name:
Address:		
City:	State:	Zip:
Office Phone:	Office Email:	Contact Person Mobile #.:

WORK LOCATION (Address/Intersection)	WORK SCHEDULE Street Openings Will Be PROHIBITED between November 15 th – March 15 th * * = Unless Otherwise Approved by Public Works Department – Weather Dependent Work within the Public R.O.W. in all Business Districts will require a specific schedule be submitted for review and approval by the Village of Winnetka. Start Date: Completion Date:
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TYPE OF UTILITY/EXCAVATION (Check all that apply) <input type="checkbox"/> Water <input type="checkbox"/> Landscaping <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Driveway Apron <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Sidewalk <input type="checkbox"/> Electrical <input type="checkbox"/> Curb <input type="checkbox"/> Traffic <input type="checkbox"/> Telephone <input type="checkbox"/> Gas <input type="checkbox"/> Cable TV	PURPOSE OF CONSTRUCTION (Check all that apply) <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> Disconnection <input type="checkbox"/> Other _____	TYPE OF CONSTRUCTION (Check all that apply) <input type="checkbox"/> Trench <input type="checkbox"/> Directional Bore <input type="checkbox"/> Hole <input type="checkbox"/> Curb/Sidewalk/Driveway Apron/Parkway Landscaping/Grading
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EXCAVATION SIZE(S) <input type="checkbox"/> Length (Min. 48"): _____; _____; _____ <input type="checkbox"/> Width (Min. 48"): _____; _____; _____ <input type="checkbox"/> Depth: _____; _____; _____ *PAVEMENT CUTS MUST NOT OVERCUT AT CORNERS OF OPENING	RIGHT-OF-WAY EXCAVATION LOCATION(S) <input type="checkbox"/> Driving Lane <input type="checkbox"/> Parking Lane <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parkway
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VILLAGE PARKWAY TREES
(Check all that apply)
<input type="checkbox"/> Excavation Adjacent to Root Zone (Work will need Approval from Village Forester: Contact the Village Forester at 847-716-3535 <input type="checkbox"/> Trees to be Removed (Separate Tree Removal Permit will be Required: Contact the Village Forester at 847-716-3535)

I (the Contractor/Applicant), state that I have read and understand and accept the following conditions:

- Excavations within the Village Right-of-Way are not permitted after 12:00 p.m. on Fridays or on Saturdays and Sundays except under emergency circumstances and as approved by an Authorized Village of Winnetka Representative. In case of after hour emergency related excavations Contractors must immediately contact the Village's 24-hour Emergency Phone Number at 847-501-2531.
- Commencement of the work set forth under this permit application constitutes acceptance of the permit as issued.
- The undersigned agrees to perform the above designated work under his/her license and in accordance with the provisions of the ordinances of the Village of Winnetka and the rules and specifications of the Public Works Department for such work.
- The undersigned agrees to follow and observe all noted and referenced Requirements and Conditions, as set forth on the back of this Right-of-Way Excavation/Restoration Permit in addition to the attached Specifications for Right-of-Way Excavation and Restoration.

APPLICANT/AUTHORIZED AGENT SIGNATURE – If Authorized Agent, I certify that I am acting as Authorized Agent on behalf of named Applicant		
Signature	Printed Name & Title	Date
CONTRACTOR'S SIGNATURE		
Signature	Printed Name & Title	Date

FOR VILLAGE OF WINNETKA OFFICE USE ONLY	
Permit Approved By: _____	Date: _____
Inspected By: _____	Date: _____
Inspection Results: _____	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
Village Forester Approval (if applicable): _____	Date: _____

RIGHT-OF-WAY EXCAVATION/RESTORATION PERMIT REQUIREMENTS AND CONDITIONS

- 1. On Site Permit Possession:** The Contractor/Applicant must have a copy of the approved permit at the work site and available for inspection by any representative of the Village of Winnetka. Failure to have a valid permit on site may constitute immediate work suspension in the Right-of-Way (ROW).
- 2. Specifications:** All work performed under this permit must be done in accordance with the plans, specifications, and all statements filed with and approved by the Village of Winnetka and must comply with the Village's current requirements, specifications and ordinances. The Permittee/Applicant shall be responsible for all material, labor and equipment associated with this permit including: all excavation, proper placement and compaction of required backfill materials and both the temporary and final restoration of the public ROW including all pavement patching, parkway top soil and sod damaged during the execution of this permit to a condition equal to or better than the existing conditions prior to commencement of the described work.
- 3. Notification of Start and Completion of Work and Inspections:** The permittee must notify the Village of Winnetka Community Development Department at least 72 hours prior to starting any work within the public ROW and at least 24 hours to schedule EACH required inspection. Inspections will be required for: **Utility Connection/Disconnection/Repair** - which shall include the observation and approval of the required aggregate bedding in place and the placement of aggregate trench backfill – prior to the placement of flowable fill. **Flowable Fill/Trench Backfill** - flowable fill must cure a minimum of 48 hours prior to the placement of the pavement patch material. **Pavement Patch Placement** - both pre and post placement and **Excavation/Pre-Pour** of all public curb/gutter/sidewalk/driveway apron. All material tickets must be provided at the time of the inspection. All notifications and inspection requests must be made to the Community Development Department at (847)716-3520. Potable Water related connection/repair/disconnection inspections must be confirmed with the Water & Electric Department at (847)716-3551
- 4. Utility Locates (JULIE):** The Permittee/Contractor will be responsible for coordinating all construction excavation activities with JULIE 1-800-892-0123
- 5. Pavement Excavation Restoration (Temporary):** Pavement excavations, trenches and holes must be properly backfilled and plated with steel plate(s) adequately anchored and sealed with asphalt along all edges within 24 hours of the utility excavation work. Advance excavation of trenches/openings **WILL NOT BE PERMITTED.** All excavation openings must be safely covered by the end of each work day. Steel plates are not permitted longer than 72 hours.
- 6. Restriction of Construction During Winter Season:** Without authorization from the Director of Public Works, construction activities located within the Public ROW will be prohibited between November 15th – March 15th. These dates may vary due to current weather conditions and should be verified with the Village of Winnetka Public Works Department prior to commencing any work within the Public ROW at (847)716-3568. **ALL PAVEMENT EXCAVATIONS MUST BE FULLY RESTORED AND APPROVED BY THE VILLAGE OF WINNETKA BY DECEMBER 1ST.**
- 7. Safety:** The Permittee/Contractor agrees to perform all work in the Village of Winnetka ROW in compliance and accordance with the current safety procedures and recommendations of the National Transportation Safety Board (NTSB). Private Contractors and Excavation crews must IMMEDIATELY notify emergency services (Call 911) and the Gas Company (North Shore Gas) should they sever, nick or otherwise damage/impair a gas service and gasses or other hazardous substances are released while excavating in the Village ROW. The North Shore Gas Company's emergency phone number is 1-800-228-6734.

The Permittee/Contractor agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition to both vehicular and pedestrian traffic until all the work has been completed. All work site conditions shall also comply with the Manual of Uniform Traffic Control Devices (MUTCD) with the provision and maintenance of all necessary traffic control including but not limited to signage, barricades and flaggers. All work shall be done during the Village's prescribed work hours unless expressly authorized by the Director of Public Works and in accordance with related Village ordinances.
- 8. Indemnification:** The Permittee/Contractor shall hold harmless and indemnify and keep indemnified the Village of Winnetka, its Officers, Board Members, Agents and Employees from all claims, suits and judgements to which the Village of Winnetka, its Officers, Board Members, Agents or Employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property including property of the Village of Winnetka whether due to the negligence of the Permittee/Contractor or the joint negligence of the Permittee/Contractor and the Village of Winnetka, arising out of the work under this permit or in connection with work not authorized by this permit or resulting from failure to comply with the terms of this permit or arising out of the continued existence of the work product which is the subject of this permit.
- 9. Parkway Trees/Shrubs:** The Permittee/Contractor shall not trim, cut or in any way disturb any landscaping (trees or shrubbery) within the Village ROW without the approval of the Village Forester or a duly authorized representative. Contact the Village Forester prior to the commencement of work at (847)716-3535.
- 10. Restoration and Repair of Pavement/Parkway/ROW:** The Permittee/Contractor will be responsible for the complete restoration of the pavement and ROW to a condition equal to or better than its condition before work began and to repair any damage to the road or ROW which is the result of the work performed whenever it occurs or appears. All restoration must be performed in compliance with the attached Village details and specifications. All street openings and parkway construction must be restored to a safe condition within 72 hours upon completion of the permitted work
- 11. Soil Erosion and Sedimentation Control:** The Permittee/Contractor must comply with the requirements set forth in the Village of Winnetka Engineering Guidelines and implement all applicable measures and Best Management Practices controlling soil erosion and sedimentation including but not limited to Inlet Protection.
- 12. Limitation of Permit:** This permit does not relieve the Permittee/Contractor from meeting other applicable laws and regulations of other agencies. The Permittee/Contractor is solely responsible for obtaining all additional permits or releases which may be required in connection with the proposed work from other governmental agencies, public utilities, private entities and individuals including property owners. Permission may be required from adjoining property owners should the work be performed outside the Village ROW.
- 13. Revocation or Violation of Permit:** This permit may be suspended, revoked at will and/or immediately become null and void if the Permittee/Contractor violates the terms of this permit. The Permittee/Contractor shall surrender the permit and the Village may require alteration, relocation and/or removal of all facilities for which this permit was granted; all at the Permittee's/Contractor's sole expense.
- 14. Non-Compliance Fee:** Non-compliance with any portion of this permit will result in the issuance of a full site "STOP WORK" Order and a fee of **\$5,000** that must be paid to the Village of Winnetka prior to the release of the "STOP WORK" order and resuming any and all work.
- 15. Assignability:** This permit may not be assigned without the prior approval of the Village of Winnetka. If approval is granted the assignor shall remain liable and the assignee shall be bound by all the terms and conditions of this permit.