



Building Permit Policy & Procedures

APPLICANT SHALL SUBMIT THE FOLLOWING TO THE VILLAGE OFFICE:

- 1) Three (3) sets of plans (1/4" = 1'; Maximum size = 24X36) drawn and stamped by an Illinois registered architect. (Revised if required by #7 below).
- 2) Two (2) Lake County Health Department approved septic and/or well plans and permit.
- 3) Three (3) site/plot plans showing: (1":20' minimum scale).
 - a) existing and proposed building/structures, foundation elevations, sidewalks, driveways, culverts and underground facilities to include structure setbacks from all property lines.
 - b) Existing topography.
 - c) Proposed grading as reasonable as possible.
 - d) Specific quantity in number of trees and general location of all existing trees six inches in diameter or larger, measured twelve inches above ground, all natural features, all existing and proposed public rights-of-way and easements. Such plan shall also indicate those trees that are proposed to be removed, and method of protecting trees which are to remain, and proposed tree replacement plan. (See below for requirements).
 - e) Certification by surveyor/engineer of existing topography.

NOTE: One set of plans and two site plans will be forwarded by the Building Dept. to the Village Engineer. The Village Engineer will contact the submitting engineer, surveyor or applicant if additional or amended information is needed. If re-submission is necessary, the applicant will be responsible for re-submitting three amended site plans directly to the Village Engineer Leo Morand at Gewalt-Hamilton, 850 Forest Edge, Vernon Hills, IL 60061 (Phone 847-478-9700).

- 4) One (1) building permit application, fully completed. A separate application is required for a deck.
- 5) 8-way panoramic pictures taken from center of site.
- 6) Material samples: roof, siding, trim, front/rear/garage colors; close-up digital photo of brick and/or stone
- 7) Approval of subdivision Architecture Review Committee of house plans (if applicable)
- 8) Building Permit deposit of \$1,000.00
- 9) *Wooded Lots Only:*
Five (5) Tree Preservation Plans for Tall Oaks - Lots 34 - 56 (see details in rear of packet)

Note: A separate permit application and \$70 deposit is required for decks, pools, patios, etc.

Upon receipt of application and all related materials, the Village Office will schedule a review before the Architecture Committee. The Architecture Committee agenda closes one week prior to their meeting; meetings are held on alternating Thursdays evenings. Applicant will be informed of date and time of meeting and is encouraged to attend.

Following recommendation of the Architecture Committee, the Village Office will forward the materials to the Building Commissioner for review and approval.

The Building Commissioner may require additional review by the Village Engineer or other expert consultants. The applicant will be responsible for the payment of said consultant's review fees.

The Village Office will inform the applicant when the approved Building Permit is ready for issuance.

Upon completion of footing/foundation, the Builder shall forward a spotted survey, including foundation elevation, to the Village Office. Failure to do so may result in red-tag stop work order and fine.

A copy of the Lake County Health Department installation approval/testing of the septic and/or well and the well driller's invoice must be submitted to the Village Office prior to the issuance of a Certificate of Occupancy.

Ordinances/Codes - Building and Zoning Ordinance may be inspected on line @ villageofkildeer.com, at the Ela Area Library on Mohawk Trail, or purchased at the Village Office. They are \$20 each. Kildeer's Building Ordinance references the following codes, with exceptions including but not limited to those listed below: The Building Commissioner may be contacted regarding specific questions.

2000 International (Non-residential) Building Code

2000 International Residential Code

- Foundations:
- a) footings-frame – 10” thick x 1’6” wide; brick – 10” thick x 1’8” wide
 - b) foundations – frame 8” thick; brick 10”thick
 - c) Top of Foundation (TOF) to be within 1/5’ of existing grade at all points
 - d) no cantilevering
 - e) additions, porches, etc. less than 150 sq. ft. frame – 8” thick trench
brick – 10” thick trench; greater than 150sq ft, same as (b) above
 - f) decks – piers 3’6” deep, 8-10” diameter; beam & post anchors

Chimney: masonry required; pre-fab prohibited

Insulation: walls – minimum R-19; roofs – minimum R-38; foundation systems – minimum R-10 to be placed on interior walls

2000 International Mechanical Code

Forced Air Systems – all supply and returns must be ducted.

2000 International Fuel Gas Code

2000 International Fire Code

2002 National Electric Code

only rigid thin wall conduit is permitted; recessed light fixtures in every closet.

2004 Illinois Plumbing Code

water – type L copper; sanitary, cast iron below grade; PVE above grade

1997 Illinois Accessibility Code

Tree Replacement - in the event that the submitted plans indicate there are existing trees that shall be removed for the development of the site, such trees shall be replaced in accordance with the following:

<u>Diameter of Existing</u>	<u># Replacement</u>	<u>Trunk Caliper</u>
30" or greater	3	3" to 5"
20-29 inches	2	3" to 5"
11-19 inches	2	2.5"
6 - 10 inches	1	2.5:

Trunk caliper in inches is measured DBH (diameter at breast height). All replacement shall comply with regulations as per Section 6-8-7 of the Village Code, and shall be guaranteed for one full year from planting.

Inspections Required: (\$60 re-inspection fee)

- Site (after stakeout - before excavation)
- Footings (before pouring)
- Foundation & damproofing, draitile and insulation (prior to backfill)
- Foundation wall (in specific instances)
- Rough: plumbing, electrical, HVAC, framing
- Concrete flatwork, piers
- Underground plumbing and electric
- Insulation (prior to drywall)
- Septic, Sanitary, Storm Sewer
- Final inspection for Occupancy Certificate

Permit Fees - for residential construction, in addition to the fees directly related to the cubic feet and specifics of the construction of the house, the following fees will be assessed:

Completion Bond (below) - \$5,000

School Contribution - \$2764 – \$6623 (dependent upon district)

In addition, depending upon location/subdivision, you may also pay:

Annexation Fees - \$440

Sewer Bond or Permit Fees - \$1,650 - \$4,949

Completion Bond - included with the permit fee is a \$5,000 completion bond. The completion bond shall be refunded to the applicant, upon written request, and upon recommended approval by a majority of the Architecture Committee. A percentage, of the complete bond shall be withheld if the builder/owner has not completed the construction per plan, including all Architecture Review Committee recommendations accepted and agreed to by the applicant.

Completion bond will double in instances where a specific builder is consistently non-compliant with agreed upon Architecture Committee approval of plans.

Architectural Building Controls

Ordinance 97-O-738

Chapter 9

Policy

The Policy is to promote and maintain the character of the Village, to preserve and protect the public welfare by enhancing the value of real estate within the Village and by maintaining and protecting real estate within the Village from impairment or depreciation of value.

Application of provisions and standards

No single-family residence ("subject residence") shall be built in the Village which is of the same or similar design as the single-family residences located on the same side of the street on the first or second platted lots on both sides of the subject residence (regardless of intervening streets), directly across the street from the subject residence or immediately to the rear of the subject residence fronting on the first street to the rear of the subject residence. The words "directly across the street" include any lot (covered lot) or portion thereof that falls within the lot lines, as extended, of the subject residence and the first or second lots on both sides of the covered lot. The words "immediately to the rear" include any lot (covered lot) or portion thereof that falls within the lot lines, as extended, of the subject residence and the first or second lots on both sides of the covered lot.

Any elevation of the subject residence shall be deemed to be of the same or similar design to a residence to which it is compared (the "compared residence") unless the subject residence has at least four (4) of the following features different from the compared residence:

- A. Basic arrangement of the building and its front elevation elements, such as right- or left-handed orientation, (garage, entry, bays, etc.)
- B. Arrangement and design of windows, shutters, doors, entryways and porches.
- C. Predominant building color.
- D. Major exterior building materials, such as vertical siding, horizontal siding, brick/masonry, stone, dryvit, etc.
- E. Roof style (hip, gable, mansard, etc.)
- F. Roofing materials such as wood shingles/shakes, asphalt and terra cotta.
- G. Site orientation (different elevation facing the street).
- H. Type of housing (ranch, raised ranch, split level, two story).

The Building Commissioner of the Village of Kildeer shall not issue building permit approval unless the plans submitted for approval comply with this Chapter. Plans for the subject residence may be resubmitted after they have been modified to meet or exceed the standards for dissimilar design.

Appeals from decisions of the Building Commissioner in regard to this paragraph may be taken by aggrieved persons to the Village Board of Trustees.

Village of Kildeer

Individual Grading Plan Requirements

The following guidelines are provided for individual builders for submittal of site plans for individual sites in the Village of Kildeer. These guidelines are provided to help facilitate the review process, and to ensure that the proposed homes blend as much as possible with the existing topography.

The top of foundation (TF) shown on the subdivision engineering plans are a guideline. Proposed TF's may be modified to accommodate special existing conditions and proposed house placement. Each proposed grading plan should minimize the amount of cutting and filling that occurs on each individual lot. Each plan should conform as much as possible to the existing contours. Special measures such as stepping foundations, garages etc. may be required to accomplish this.

Each individual site plan needs to follow the criteria listed below and contain the required information and be approved by the Village Engineer prior to the issuance of a building permit.

1. The design engineer will certify as to the source of the existing condition topography and that it has been field checked and verified. Existing spot grades will be shown at the following:
 - a. Each lot corner
 - b. The curb at the proposed driveway location
 - c. High and low points on the driveway
2. A minimum 1.5% slope shall be provided in all areas of the yard.
3. Side yard grading will be such as to not adversely affect the adjacent parcels or to raise any overflow routes.
4. Maximum driveway slopes from the garage to the street will be a maximum of 8%. A maximum 4% slope will be allowed from the street towards the garage in a situation where the garage is lower than the TF. The first 12' of the driveway from the back of the curb will have a maximum slope of 3.5%. Show spot grades and *slopes* on the driveway. All driveways will be a minimum 5' from the edge of the property line. In areas where an easement exists, the driveway will not encroach into the easement.
5. Basement low openings will be a minimum 2.0' above emergency overflow elevation.
6. Show storm and sanitary services. Include location and invert of existing stubs. Show proposed alignment, invert, material and slope.
7. Show TF, finished floor (FF), and garage floor (GF) elevations. Include exterior steps and walkway grades and locations.
8. Silt fence will be maintained on the downstream side of all disturbed areas. Prior to beginning any excavation for foundations, silt fence will be installed.
9. Maximum 4:1 slopes will be used in all transitional areas. 3:1 slopes may be considered in special situations.
10. All lot grading plans to be prepared at 1"=20'.
11. Prior to certificate of occupancy, an as-built will be required.

Adherence to the above criteria will greatly facilitate the review process. Plans conforming to the above criteria will be reviewed within 10 days of submittal to the Village. Any questions regarding the above criteria, please contact the Village office (847) 438-6000.

The Village Engineer is:

Mike Shrake
Gewalt Hamilton
850 Forest Edge
Vernon Hills, IL 60061 (847) 478-9700 - fax (847) 478-9701



Memorandum

Date: August 29, 2000

To: Architecture Committee

From: Lauri Schreiber, Village Administrator

Re: Committee Guidelines

ARCHITECTURE COMMITTEE GUIDELINES

Any architectural element (material) that is a part of the front elevation of a structure should be included on all other elevations (sides & rear) at a ratio of 2:1.

For example, if a structure is 100 % brick on front elevation, then sides and rear should be 50% brick each. If a front elevation is 33% brick, 33% cedar and 33% dryvit, then each element should be included on all other elevations at a minimum of 15%. Any material used as an accent (less than 15% on front elevation) would not be subject to being included on other elevations. Chimney alone will not satisfy ratio.

Details such as shutters, window muntins, dentals, etc. when used on front elevation should be carried around all elevations.

ARCHITECTURAL REVIEW CRITERIA

The following "appearance" guidelines are for individual owners and builders to use in preparation of architectural plans.

These architectural criteria are not intended to restrict imagination, innovation, or variety, but rather to assist in focusing on design principles, which can result in creative solutions that will develop a satisfactory visual appearance within the community, preserve taxable values, and generate continuing appeal. In order to achieve those objectives, the Architecture Committee shall only evaluate and approve site-specific plans which exhibit:

1. **Architectural integrity and consistency** - the various elements of the structure should be compatible and have significant appeal. Building components, such as windows, doors, eaves, and parapets, shall have appropriate proportions and relationships to one another. Building materials shall have good architectural character and shall be selected for harmony with adjoining homes.
2. **Distinctiveness** - the architectural style, the detailing of the exterior trim, the appointments, and the building materials shall combine to create a distinctive improvement. Colors shall be harmonious and shall use only compatible accents. Variation of detail, form, and siting shall be used to provide visual interest.
3. **Individuality** - the proposed improvement shall not be a duplicate of an existing home or previously approved home in the subdivision. Monotony of design shall be avoided. The Committee may, in their judgment, approve similar home styles and elevations with changes in architectural elements, materials, and/or colors.

Relationship of Structure to Site:

- The structure shall be positioned for maximum visual enhancement and be compatible with existing (or anticipated) neighboring buildings.

Minimum Square Footage of Living Area: Setbacks, Bulk Regulations

- See Zoning Ordinance Provisions and/or approved planned development plans.

Exterior Materials:

- Brick, stone, cedar or "exterior insulated finishing system (EIFS)" exteriors
- Any architectural element (material) that is a part of the front elevation of a structure should be included on all other elevations (sides & rear) at a ratio of 2:1. For example, if a structure is 100 % brick on front elevation, then sides and rear should be 50% brick each. If a front elevation is 33% brick, 33% cedar and 33% (EIFS), then each element

should be included on all other elevations at a minimum of 15%. Any material used as an accent (less than 15% on front elevation) would not be subject to being included on other elevations. Chimney alone will not satisfy ratio. Details such as shutters, window muntins, dentals, etc. when used on front elevation should be carried around all elevations.

Exterior Materials Continued:

- Masonry may be used as an architectural element, but may not be used to provide only a solid front masonry facade. **Note:** ALL exterior materials and architectural elements SHALL be sensitive and congruent to ALL elevations. Masonry design at the front elevation only must be avoided by continuing the masonry on all elevations, or providing a pleasing termination of the masonry material. In general, masonry materials should terminate at inside corners or at a change in architectural element. All sides of a structure shall be designed with a pleasing balance of architectural elements, features, windows, or doors. A facade unrelated to the rest of the structure is not in keeping with desired design standards.

Roof Pitch:

- 8/12 Minimum

Roofing Material:

- Dimensional shingles, tile or wood shakes

Chimneys:

- Masonry or stone; (EIFS) may wrap masonry--chimney caps shall have flared soldier courses or bans.

Skylights and Roof Windows:

- Not permitted on front elevations of traditional homes.

Garages:

- The plan shall accommodate a side entry garage whenever possible

Windows, Shutters, Etc.

- Consistent on all elevations.

Walkways:

- Minimum 4 feet wide and flared

Driveways:

- Flared

Accessory and other uses including, but not limited to:

Decks

Shed

In-ground pools

Gazebos

Fences

Satellite Antenna

Sprinklers

- All require a separate building permit and Patios & walkways appropriate review and/or public hearing before the Architecture Committee and/or other appropriate body.

* Please check with the Village Ordinance to see if a particular use is allowed in your subdivision.

Please contact the Village Hall at (847) 438-6000, if you have specific questions.



Tree Preservation Plan (where applicable)

1. Submit five (5) copies of the tree preservation plan.
2. The following items must be on the plan that is submitted for review by Village Forester. (The Village may provide that the tree survey exclude those portions of the site that are determined not to be affected by development activity.
 - A. For each tree six inches (6") diameter breast height (DBH) or larger, the Plan shall show:
 - 1) Location
 - 2) Species
 - 3) Trunk diameter DBH (diameter at breast height)
 - 4) Condition
 - B. The plan shall distinguish between:
 - 1) Existing trees that are proposed to be:
 - Preserved at their present location
 - Destroyed
 - Relocated
 - Replaced
 - 2) Trees introduced into the development from an off-site source must be:
 - Identified on the plan, OR
 - Identified in the accompanying landscape plan
 - C. Construction envelope - Identify locations of the required tree protection/construction envelope and erosion control fencing on the plan.
 - 1) The tree protection/construction envelope fencing must run continuously along the frontage from property line to property line to completely separate the construction area and the vegetation that remains close to the construction site.
 - 2) Separate fencing may be required for identifying conservation easements. This fencing must connect to the construction envelope fencing, a property line, or completely enclose the sensitive areas.
 - 3) Limits of construction will be staked and reviewed in the field by the Village Engineer and Village Forester prior to any clearing or site work.

NOTE: All fencing will remain in place until the time of finish grading and landscaping and can only be removed upon review and approval by the village Forester.

- D. An action description indicating the specific pre-construction measures, including but not limited to auguring, root pruning, crown reduction, overhead clearance pruning, and mulching that are to be taken to minimize construction impact on those trees remaining on the site shall be determined by the village Forester.
- E. Indicate areas for the storage of spoil or materials on the plan.

The Village Forester is:

*Chuck Steward or Todd Sinn
Urban Forest Management, Inc.
960 Route 22
Suite 207
Fox River Grove, IL 60021
Phone: (847) 516-9708
Fax: (847) 516-9716*

Plan Notes for Tree Preservation: ***(must be shown on plans)***

1. Prior to commencement of any grading or construction work on this site, the protective fencing shall be reviewed by the Village Forester.
2. All work must be performed according to the approved Tree Preservation Plan.
3. An approved Tree Preservation Plan must be available on the building site.
4. Stay within the designated work access areas shown on the plan.
5. There shall be no grading or filling within the protected critical root zones of protected trees.
6. No equipment shall be driven over or material stored on the critical root zones of protected trees.
7. Tree fence and silt fence for all protected trees must be properly maintained throughout construction.
8. All required tree and silt fencing shall remain in place until the time of finish grading and landscaping and can only be removed upon review and approval by the Village Forester.
9. Attachments (wires, fences, etc.) Other than those approved for guying, bracing or wrapping must not be attached to protected trees.
10. All excess fill material shall be removed from the site or stored in a location approved by the Village Forester.
11. Complete Action Plan Description for each tree impacted or removed.

Wooded Lots

Site Preparation - Pre-Construction

1. Tree Removal - Protection
 - A. Obtain a Building Permit
 - B. Clear the site of trees indicated for removal on the approved Site Development Plan and perform root pruning, crown reduction, auguring and all other measures as required on the approved plan.
 - C. Erect tree protection construction envelope and conservancy area fencing according to the following requirements:
 1. No attachments, fences or wires, other than approved materials for bracing, guying, or wrapping, shall be attached to any vegetation during the construction period.
 2. All fencing must be secured to metal posts driven into the ground spaced no further than ten feet (10') apart.
 3. All fencing must remain in place during the entire construction period.
 4. All fencing must run continuously from property line to property line, completely enclose an area, or adjoin other fencing in order to protect the vegetation that is to remain on site.
 5. Erect erosion control measures per approved plan requirements.
2. Site Visit
 - A. A site visit by the Village Forester is again required after the above items have been completed.