



CITY OF ELMHURST

209 NORTH YORK STREET
ELMHURST, ILLINOIS 60126-2759
(630) 530-3020
www.elmhurst.org

Permit #: _____

Date: _____

Public Works Permit Application

Address of Job: _____

Description of Work: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone: _____

Owner's Email: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone: _____

Contractor's Email: _____

Plans are attached: Yes No

This permit authorizes the operation and presence of specified equipment, material or facilities on the City of Elmhurst Public Right of Way designated, only for the work described and authorized herein, and only in accordance with plans approved as part of this permit. This permit is subject to the requirements of Chapter 5 and 38 of the Elmhurst Municipal Code and Engineering regulations promulgated there under.

Permit expires in 1 year from date of issuance.

Signature of Applicant: _____

Print name: _____

Phone: _____

****Office Use Only****

Row Inspection

Inspector

Date

PERMIT COST: \$

STORM WATER IN- LIEU FEE:

\$125.00 or \$250.00

TOTAL COST: \$

*****COMPLETE SET OF DRAWINGS, CURRENT PLAT OF SURVEY OR TOPOGRAPHICAL SURVEY (AS NEEDED) AND PERMIT APPLICATION MUST BE SUBMITTED; PERMITS CAN BE EMAILED TO:**

PLANREVIEW@ELMHURST.ORG ***



SCOPE OF WORK FORM
(Please check all that apply)

DATE: _____ ADDRESS: _____

NEW WORK REMOVE & REPLACE BOTH

TYPE OF WORK:

PATIO/PAD SIDEWALK GRILL PARKING LOT
 DRIVEWAY FIRE PIT APRON OUTDOOR KITCHEN
 CURB STOOP/STEP OTHER STORM WATER MNGMT

LOCATION OF WORK:

BACK FRONT BOTH OTHER _____

MATERIALS:

BRICK PAVERS PERMEABLE PAVERS CONCRETE ASPHALT
 OTHER _____

PLEASE NOTE SIZES – BOTH NEW AND ORIGINAL (REMOVED) SIZES:
(if not already noted on provided documents/plat)

DESCRIPTION OF JOB:

Please note:

- *Some permits may need to be reviewed by both our City Engineering & Building Departments. As a result, there may need to be additional time for review and processing the permit.*
- *All public works permits require a Plat of Survey. The survey must be marked up; including highlighting where the work will be done, sizes and set backs should be noted on the plat.*
- *You have the option of emailing the permit application along with your plat and any other information related to the project. You can email everything to: planreview@elmhurst.org*



CITY OF ELMHURST

Permit Application Certification

All permit applications should include:

- Brief description of proposed work.
- Site plan or plat of survey with proposed work clearly shown and labeled.
- Topographic survey with existing and proposed grades (if changing grades or adding 500 sf of new impervious area)
- Dimensions of proposed work clearly labeled.
- Impervious area to be removed, impervious area to be added, and net change in impervious area.
- Label type, location, and size of stormwater management system. If increasing the impervious area, the increase in stormwater runoff must be managed. In 2014, City Council adopted several stormwater management policies including one for existing homes adding impervious area. Anytime the impervious area increases on a property, there must be a stormwater management system. The system must collect, store, and promote infiltration of the increase in stormwater runoff. Common stormwater management systems are permeable pavers, drywells, rain barrels, and rain gardens.
 - For increases less than 100 sf, a fee-in-lieu is required rather than providing a small stormwater management system (0-50 sf: \$125 or 51-100 sf: \$250).
 - For relatively small increases in impervious area (less than 500 sf), calculate the required stormwater management size using this formula:
 - $\text{Increase in impervious area (sf)} \times 0.18 = \text{required stormwater storage (cf)}$
 - For larger areas (greater than 500 sf), use the NRCS calculator.
 - Sizing the stormwater management system:
 - Drywell:
 - $\text{Required stormwater storage} \div 0.36 = \text{Drywell size (cf)}$
 - Recommend keeping them less than 4 feet deep
 - Rain Barrels:
 - Each 55 gallon barrel holds 6.7 cf of stormwater
 - Multiple barrels can be linked together
 - Rain Garden:
 - Recommend a maximum of 6" deep. If 6" deep: $\text{required stormwater storage (cf)} \div 0.5 \text{ (ft)} = \text{Rain Garden footprint (sf)}$
 - Must amend soils 12" deep and use native deep rooted plants
 - Permeable Pavers:
 - Does not count as impervious area
 - If stone base is greater than 8" deep, the additional depth can be used as storage similar to drywell

Failure to include this info will result in the permit being rejected. As permit applicant, I hereby certify that the plans include all necessary information and comply with applicable codes.

Applicant

Date