



Residential / Commercial Demolition Notice Requirements

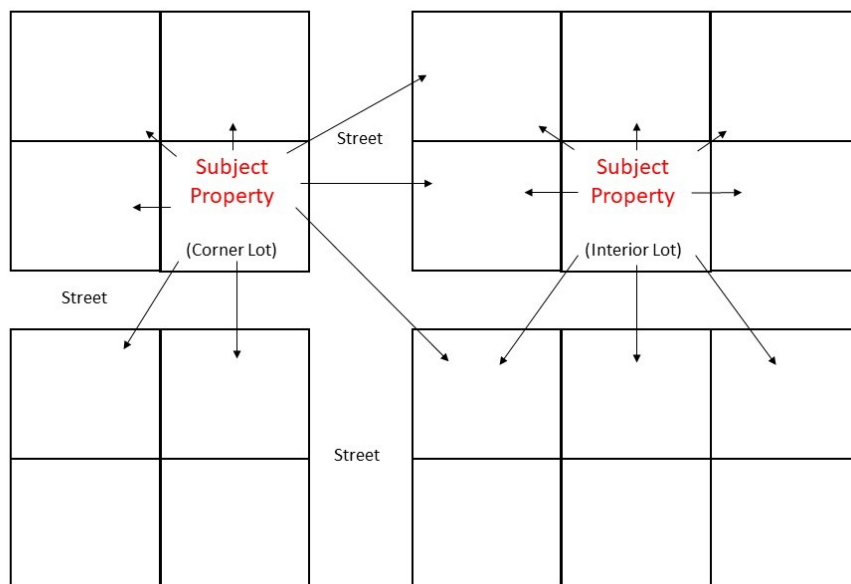
How to properly deliver notices of a demolition in residential areas of Elmhurst.

The City of Elmhurst has seen a great deal of development and redevelopment in residential neighborhoods. In an effort to better communicate with neighbors the City of Elmhurst requires a notice to be hand delivered, left as a door hanger, or sent by first-class mail to all properties adjacent to the demolition site including across the street or alley.

The Notice of Demolition Must Include:

- The week that the demolition will begin
- Contact information for the site manager and the contractor or property owner
- A copy of the city's "Resident's Guide to Neighborhood Construction"
- A sign must be posted on the project site identifying week of demolition at least 7 days prior to demolition.

An affidavit stating that this has been done must be included before a demolition permit is issued. Below is a diagram showing which properties must be notified.





CITY OF ELMHURST
209 NORTH YORK STREET
ELMHURST, ILLINOIS 60126-2759
(630) 530-3000
www.elmhurst.org

SCOTT M. LEVIN
MAYOR
JACKIE HADDAD-TAMER
CITY CLERK
DAN CURRAN
CITY TREASURER
JAMES A. GRABOWSKI
CITY MANAGER

CITY OF ELMHURST
AFFIDAVIT FOR RESIDENTIAL/COMMERCIAL DEMOLITION NOTICE

After having been duly sworn upon oath, your affiant _____,
does hereby depose and swear as follows:

1. That I am over the age of 21 years and I have personal knowledge of the facts alleged herein and could competently testify thereto if called upon to do so.
2. That in accordance with the City of Elmhurst building code requirements related to residential/commercial demolitions, I hereby declare that I have provided a "Residential/Commercial Demolition Notice" to all adjacent property owners as described in the City of Elmhurst building code.
3. That in accordance with the City of Elmhurst building code requirements related to residential/commercial demolitions, I hereby declare that the "Residential/Commercial Demolition Notice" provided to all adjacent property owners provided the following information:
 - A. The week in which demolition will occur;
 - B. The contact information for the project site manager and contractor or property owner;
 - C. A copy of the City of Elmhurst "Resident's Guide to Neighborhood Construction";
 - D. Delivery of the above requirements to all adjacent property owners as described in the City of Elmhurst building code; and
 - E. A sign has been posted at the subject property where the demolition is to occur no less than 7 days prior to demolition identifying the week of demolition.
4. Under penalties as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure, the undersigned certifies that the statements set-forth in this Affidavit are true and correct.

Further, your affiant sayeth naught.

DEMOLITION INFORMATION PACKET

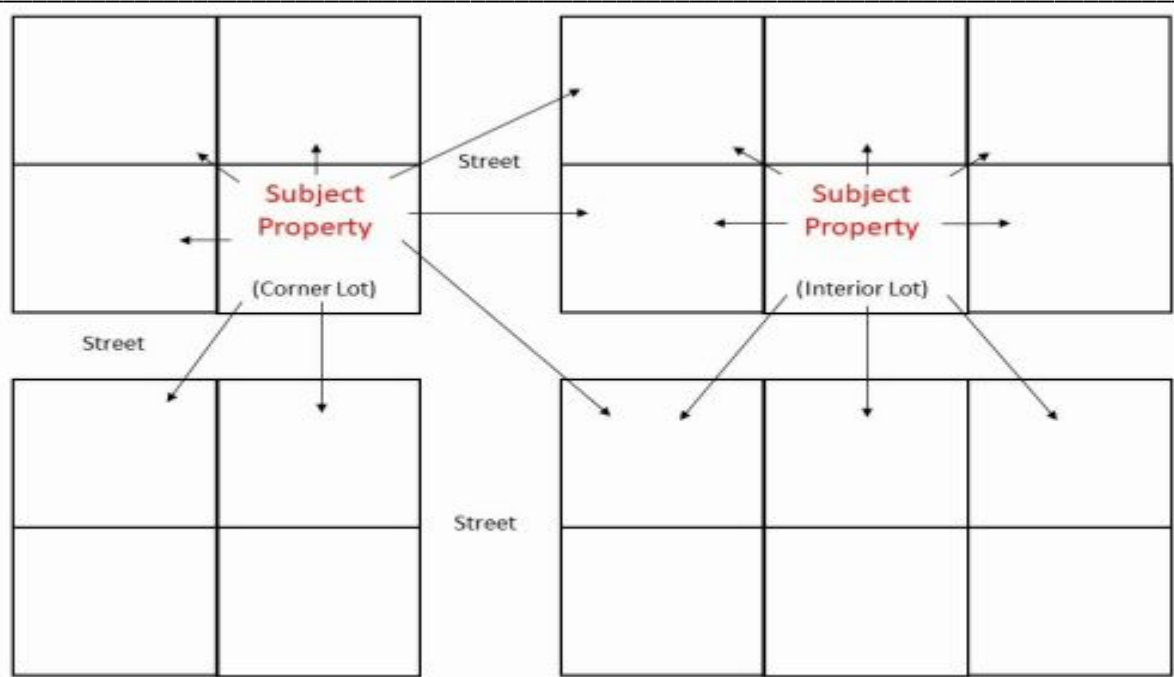
GENERAL CONTRACTOR/PROPERTY OWNER:

COMPANY NAME: CONTACT NAME:

COMPANY ADDRESS: PHONE #:

SUBJECT PROPERTY ADDRESSES:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8



Guide to Neighborhood Construction in Elmhurst

FAQ on Building Permit Process



The City of Elmhurst recognizes that living near a construction site can create inconveniences. Elmhurst has seen an increase in residents, new construction, and redevelopment over the past decade. The city has taken great measures to involve the community in the planning and redevelopment process. City Council has enacted ordinances to regulate construction sites, protect adjacent properties and minimize the impacts of construction activity on neighbors. When builders cooperate with the city and are good neighbors the construction process can run smoothly and benefit the community.

Purpose of this document:

- Advise residents of what to expect when redevelopment activities (demolition and/or construction) occur near them.
- Familiarize residents with the permit and zoning approval processes.
- Provide residents with contact information and resources to obtain more information about a project.

When and how will I be notified of a project in my neighborhood?

If it is built by right, meaning it meets all city codes and does not need any special zoning approvals, it simply needs a building permit. You can see a yellow building permit card on the property typically in the window or on a construction fence. This certifies that the plans meet all city codes including fire, zoning, electrical, plumbing, stormwater and life safety.

Sometimes projects ask for relief from zoning requirements. These requests are reviewed with a critical eye and must meet certain standards. Notifications for these types of requests are sent by mail to properties within 500 feet of the proposed project site, by a sign which is placed on the site, and a notice in the local newspaper. All of these notices include the date for the Zoning and Planning Commission meeting where the request will be reviewed and information on ways residents may participate in the discussion. Residents are encouraged to participate in these specific requests and any planning or zoning topic they have an interest in.



What are the responsibilities of the Builder?

All construction sites in Elmhurst must be kept clean and orderly. Tree protection is required for any tree within the parkway. Sidewalks must be clear at all times. A silt fence (for soil erosion control) must be installed within the property. Work hours are from 7:00 a.m. to 6:00 p.m. Monday through Saturday and 10:00 a.m. to 6:00 p.m. on Sundays and Holidays. New construction sites require a "Code of Conduct" sign on-site. All new construction and large additions require a six-foot-high chain link fence along the property. Builders should deliver a demolition notice and this residential construction flyer for all adjacent properties including across the street or alley.

How can I report a violation at a construction site?

Residents are encouraged to use the "Elmhurst Connect" online and mobile reporting service request system to report all non-emergency code violations. Once reported, the Elmhurst Connect service will update residents on the violation until it is resolved. For emergency reports, residents are encouraged to call the Community Development Department at (630) 530-3030 or the Police Department after 5:00 p.m. on weekdays and on weekends.

How can I get more information about a project or my community?

Contractors and Builders are encouraged to introduce themselves and their project before construction begins. General questions may be directed to the Contractor or Builder and the city encourages cooperation and neighborly behavior between builders and residents. If residents have further questions about the project, city codes, or approval process they may be directed to the Community Development Department at (630) 530-3030. More detailed information may be obtained through a Freedom of Information Act (FOIA) request.

Contact Information and Resources for Elmhurst Residents:

Community Development Department

First Floor of City Hall
209 N. York Street
(630) 530-3030

Elmhurst Connect

An online and mobile reporting and service request system. Search "Elmhurst Connect" in your app store.

Download in APPLE STORE or

Download in the GOOGLE PLAY store

To use the system without downloading the app using this link:

elmhurstil.citysourced.com

Did you know?

FAQ on Building Permit Process

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