



VILLAGE OF RIVER FOREST
400 Park Avenue, River Forest, Illinois 60305
Phone: 708-366-8500 Fax: 708-366-3702
Email: building@vrf.us

GRADING PERMIT REQUIREMENTS & FORMS

Any proposed grade change is required to be designed by a Licensed Professional Engineer and any change in grade must not negatively affect any adjacent property. Accordingly, most land disturbing activities require a grading permit with the following essential components:

- \$50 permit fee + pass through costs for Village-hired engineer to review the grading plan
- Notification of project to neighbors
- Signed affidavit confirming notification to neighbors
- Topographic survey (as necessary)
- Site grading plan completed by a professional engineer (as necessary)
- Storm water management plan to control run-off while the project is ongoing (as necessary)
- Inspections during construction (as necessary)
- As-built survey upon completion of the project (as necessary)

Note: There is not a separate application for a grading permit. The permit requirement and approval will be marked on the general permitting application.

Projects that require a grading permit include but are not limited to:

- Construction of new homes or buildings;
- Addition to an existing structure that changes 10% or more of the existing structure's footprint;
- Garages or auxiliary structures that change 10% or more of the existing structure's footprint;
- In ground swimming pools;
- Patios or other impervious surfaces (surfaces constructed with pervious materials are exempt);
- Landscaping that changes the grade of the site such that existing drainage flows will be altered;
- Any project that includes the creation of a foundation;
- Land disturbing activity proposed in a floodplain established by FEMA;
- Any land disturbing activity that equals 25% of the lot or one acre in area, whichever is less;
- Demolition of any building or structure.

Possible Waivers and Exemptions:

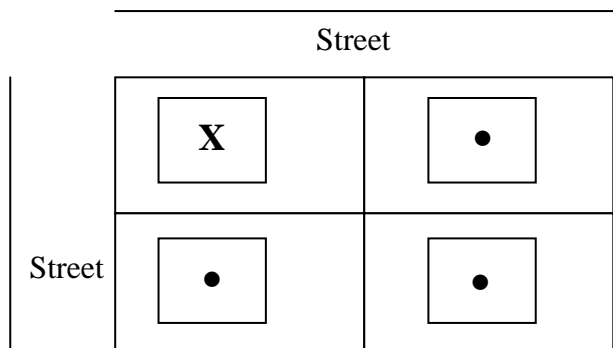
Each project will be reviewed on a case-by-case basis to determine whether a grading permit will be required. Projects may be exempt from the grading requirements if:

- The applicant can prove the project is not in a drainage sensitive area and will not adversely impact neighboring properties
- There is sand present in the soil that allows storm water to effectively percolate into the ground (a soil boring test to confirm may be required)
- Other- Applicants may request a general exemption that does not meet the areas listed above, however, the Village's engineer will review the request and may require additional documentation to approve said exemption

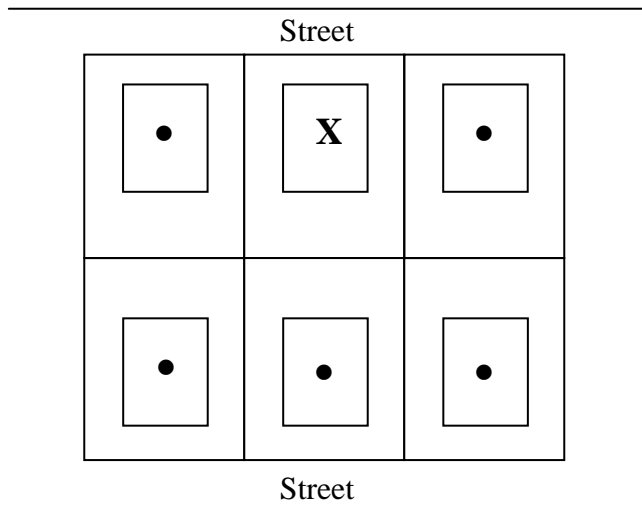
Adjacent Property Notification

- Property owners of all adjacent property are to be notified of the land disturbing activity. The notice form is on page 4 of this booklet.
- No grading permit will be issued until five (5) days after the notice of construction has been received by adjacent property owners.
- The applicant must submit an affidavit attesting that he/she has provided proper notice to the adjacent property owner(s), indicating who was notified and when on the affidavit. The affidavit form is on page 5 of this booklet.

Example of notice area for corner lot
Notify 3 adjacent properties, regardless of presence of alley in between



Example of notice area for mid-block lot
Notify 5 (or more) adjacent properties, regardless of presence of alley in between



Grading Plan Requirements

When a grading plan is required, the following information should be provided on the plan:

- Name, address and phone number of the civil engineer responsible for preparing the plan
- Legend
- Scaled drawings and scale of drawing
- Site address
- Identification of nearest intersection and/or adjacent streets
- Existing and proposed topography of the entire site taken at one foot (1') intervals
- Contour intervals that extend a minimum of twenty-five feet (25') off-site or sufficient enough to show on- and off-site drainage
- Site property lines and all drainage and utility easements on, under or across thereto
- Location and representation of all existing natural drainage and run-off patterns, swales and flows, as well as manmade drainage facilities, and all proposed natural and manmade drainage facilities, including all surface and subsurface drainage devices, walls, cribbing and dams on or within 50 feet of the site
- Delineation of the drainage area which may include the area served by all existing and proposed downspouts, footing drains and sump pump discharges, and the disposition of discharge therefrom
- Location of the proposed areas of excavation, fill, storage and disposal of earth materials, including the method of soil protection such as seeding, burlap, or hay bales
- Location and identification of existing vegetation, proposed vegetation to be placed on the site, and vegetation to be removed from the site
- Location of any existing and proposed buildings and structures, including top of foundation, garage slab, and elevations of proposed finished grade at all significant points around the proposed building or structure, including window wells, patios and swimming pools
- Impervious surface area calculation
- Delineation of the measures that will be used to control surface erosion and run-off from the site after all buildings, structures and permanent improvements have been erected on the site
- Elevation and descriptions of the benchmark utilized for the site grading plan. The FEMA datum should be used for all properties
- Certification that the proposed project will not result in drainage, erosion or run-off which adversely impacts adjacent properties or the public rights-of-way. Site plan to be stamped as such.
- Three to five representative cross-sections for each side yard between another residence. Cross-sections shall extend between the top of foundation (T/F) of the proposed residence to the T/F of the existing residence
- Locations of all manholes, utility structures, fire hydrants, street lights, curbs, sidewalks, transformers, junction boxes and pads/pedestals located in the public right-of-way, or in any easements on the subject property
- To the extent the site grading plan includes a connection to a Village storm sewer, provide the size and location of all sanitary and storm sewers, water mains, and open ditches located in the public right-of-way or in any easement. The rim and invert elevation shall be provided for all storm and sanitary structures within or near the vicinity of the subject property. The direction of flow for all storm and sanitary sewers and open ditches must also be provided, as well as the methods to be used to protect them

For more information on the grading permit process, please contact the Building Department at (708) 366-8500 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday or email building@vrf.us

**NOTIFICATION TO ADJACENT PROPERTY OWNERS
REGARDING LAND DISTURBING ACTIVITY
AS REQUIRED BY THE VILLAGE OF RIVER FOREST**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property

Name of Property Owner

Phone No. or Email of Property Owner

Name of Contact Person

Phone No. or Email of Contact Person

PLEASE BE ADVISED that land disturbing activity is proposed that may cause disruption to or change the grade of the property mentioned above. Any proposed grade change is required to be designed by a Licensed Professional Engineer and any change in grade must not negatively affect any adjacent property. Alterations caused by the construction activities on the property must be returned to the original grade as required by the Village Code. In accordance with Section 4-17-6(C)2 of the Village Code the property owner(s) is/are required to notify adjacent property owners prior to a grading permit being issued for work that will include any land disturbing activity.

Type of work this grading permit covers:

- ☐ New Home
- ☐ Addition w/foundation
- ☐ Porch w/foundation
- ☐ Garage
- ☐ Patio/Impervious Surface
- ☐ In-Ground Swimming Pool
- ☐ Grading/Drainage
- ☐ Other (specify) _____

For questions or concerns about the grading associated with the above mentioned property, please contact the Building Department at (708) 366-8500 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday or email building@vrf.us.

**Village of River Forest
Notice of Land Disturbing Activity
Affidavit of Compliance**

INSTRUCTIONS:

1. Identify all properties adjacent to subject property.
2. For properties identified in #1, serve written notice on the form provided by the Village, upon all persons to whom current real estate tax bills are sent, as shown on record of local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be registered or certified mail, return receipt requested; or by hand delivery.
3. Complete this Affidavit with the information requested below and submit to the Village.

ADDRESS OF SUBJECT PROPERTY: _____

Type of work this grading permit covers:

- ☐ New Home
- ☐ Addition w/foundation
- ☐ Porch w/foundation
- ☐ Garage
- ☐ Patio/Impervious Surface
- ☐ In-Ground Swimming Pool
- ☐ Grading/Drainage
- ☐ Other (specify) _____

I, _____, state upon oath that I have

(Print name of person completing Affidavit)

complied with the applicable notice requirements of Section 4-17-6(C)2 of the River Forest Village Code.

Address of Adjacent Property	Name of Property Owner(s)	Service Hand Delivery Mail		Date Received	Neighbor Initials
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Subscribed and sworn before me
this ____ day of _____, 201__.

NOTARY PUBLIC

(SEAL)

(Signature of Person completing Affidavit)

Date: _____