

Permit Application Requirements and Procedures

Contact Meghan Richardson via email at mrichardson@riverwoods-il.net with any questions.

Before trees are removed, land is cleared, graded, transported or otherwise disturbed, a site development permit shall be obtained. A site development permit shall be required in all cases where the work to be done is included within any one or more of the following provisions:

1. Where grading, filling, or excavation in excess of ten (10) cubic yards in quantity is undertaken on private property.
2. Where live vegetation within a Protected Woodland (Canopy Trees, Subcanopy Trees and Shrubs, and/or ground layer vegetation) is to be removed from any parcel of land as part of site development and/or landscaping.

All Building permit applications for new construction and additions shall be accompanied by:

- A completed Village [Building Permit application form](#).
- A completed [Tree Removal Permit application form](#) with complete tree inventory for all trees and shrubs 1.5” or greater Diameter at Breast Height (DBH) (size, species, condition, percent of critical root zone impacted, tag numbers) within 40 feet of building/construction disturbance limits.
- A completed [Watershed Development Permit application form](#) (if applicable).
- A copy of the [Lake County Wetland Inventory Map](#) annotated to indicate the subject property.
- A copy of the [Special Flood Hazard Area Map](#) annotated to indicate the subject property.
- A copy of the [Zoning Map](#) annotated to indicate the subject property.
- A site development plan (3 copies).
- Architectural drawings (3 copies).
- An electronic copy of the Site Development plan on CD, DVD, flash drive, or emailed to the [Village Engineer](#).
- A dated Digital Video Disc (DVD) clearly showing the existing condition of all portions of the street(s), shoulders, parkways, ditches, and culverts along or within 100 feet of the property to be developed.
- A completed [site development application checklist](#).
- A check for [permit fees](#) made payable to “Village of Riverwoods”

Upon approval of the site development application by the Village Engineer and the Village Ecologist and payment of permit fees, the Building Department may issue a Site Preparation Permit to be posted prominently at the project site. Under the Site Preparation Permit, **only** the following work may be performed:

1. Installation of tree and woodland protection fencing and other critical root zone protection measures.
2. Installation of erosion control measures and construction driveway.
3. Installation of perimeter construction area fencing.

4. Installation of Protected Area markers.
5. Abandonment of existing water well or installation of protective fencing around a well to remain.
6. Shutoff of gas lines or other utilities. Associated paperwork to be submitted to the Building Department.
7. Delivery of sanitary facilities and trash receptacle (Dumpster).

Upon completion of the above activities in accordance with the approved site plan, the Person in Charge shall contact the Building Department to schedule a site inspection by the Village Engineer and the Village Ecologist. If all site preparation items are satisfactory, the Village Engineer and Village Ecologist shall indicate such on the Site Preparation Permit. The Person in Charge must bring the executed Site Preparation Permit form to the Building Department for issuance of a building permit.

Certificate of Occupancy

For any development in a floodplain or requiring compensatory floodwater storage, a detailed as-built topography shall be submitted prior to or concurrent with the application for occupancy, along with volume calculations and certification by the design engineer that the required volumes have been provided, and a completed FEMA Elevation Certificate for the residential structure.

All developments shall provide a Woodland/Tree Protection and Landscaping Plan prior to the application for occupancy.

Bond Refund

Prior to or concurrent with application for bond refund(s), provide detailed locations of all new sewer and water service locations. All pavement repair, landscaping, and tree planting must be complete and approved by the Village Engineer and Village Ecologist prior to bond refund.

All outstanding invoices/fees incurred after the permit was issued must be paid prior to the bond refund process. The bond refund may not be used to pay outstanding invoices. The property owner is responsible for any additional fees.