



**Village of Morton Grove**  
**Department of Buildings**  
 6101 Capulina Avenue, Morton Grove, IL 60053  
 Phone: 847-470-5214 | Fax: 847-663-6185  
 Bldg-permits@mortongroveil.org

# FLAT WORK APPLICATION

**All information below must be filled in prior to submission (please print):**

Date Filed: \_\_\_ / \_\_\_ / \_\_\_

Project Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Area (sq. ft.): \_\_\_\_\_ Value of Work: \_\_\_\_\_

<i>Office Use Only</i>
Permit #: _____
Date Issued: _____

<b>(Please Circle all that Apply)</b>				
DRIVEWAY	PARKING PAD	STAIRS	SIDEWALK	PATIO
OTHER _____				
<b>Property Owner:</b>		<b>Contractor:</b>		
Address:		Address: <b>(No P.O. Box)</b>		
City / State / Zip Code:		City / State / Zip Code:		
Phone #: Email:		Phone #: Email:		License No.:

<p><b><u>Requirements:</u></b></p> <p><b><u>Required Submissions -</u></b> This application must be accompanied by the following:</p> <ul style="list-style-type: none"> <li>○ Plat of Survey (3)</li> <li>○ Construction Plans (3 sets)</li> </ul> <p><b><u>Required Approvals -</u></b></p> <p>Before a Permit is granted, approval is required for the following:</p> <ul style="list-style-type: none"> <li>• Building                  Zoning</li> </ul> <p><b><u>Required Inspections -</u></b> When this permit is approved, the following inspections will be made.          The applicant is required to request these inspections at least (24) twenty four hours in advance, and their Authorized agent must be present.</p> <ul style="list-style-type: none"> <li>○ Concrete Pre-Pour</li> <li>○ Final – Building</li> </ul>
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**J.U.L.I.E.**

Arrangements shall be made for adequate protection against interference with underground utilities by calling J.U.L.I.E. 1-800-892-0123 or 811 and MORTON GROVE PUBLIC WORKS 847/ 470-5235 AT LEAST 48 HOURS BEFORE EXCAVATING OR DIGGING.

## Village of Morton Grove Code Section 10-1-2G

### • Residential Garages and Driveways:

1. Detached Frame Garages: Floors shall be at least four inches (4") of wire reinforced concrete on five-inch (5") sand or gravel fill; all sod and vegetation shall be removed.
2. Roof Overhang: Roof overhang shall not exceed twenty percent (20%) of the side yard width. For required side yard widths see title 12, "Unified Development Code", of this code.

### • Driveways:

1. Driveways inside lot lines shall be constructed using concrete with a minimum five-inch (5") thickness and one layer of six inch by six inch (6" x 6") 10-10 woven wire mesh. Driveway aprons and public sidewalks used as part of the driveway shall be constructed with a minimum six-inch (6") thickness; reinforcing is not allowed in the apron. Driveways shall be pitched to prevent water runoff onto adjacent property.
2. Concrete shall be placed over well compacted undisturbed soil with all topsoil, vegetation, large rocks, and other non-compactable debris removed. A minimum four-inch (4") thickness of well compacted granular fill (CA-6 or better) shall be used where adequate undisturbed soil is not found.
3. Concrete shall have a minimum compressive strength of four thousand (4,000) psi at twenty-eight (28) days (6-bag mix). Control joints shall be tooled or saw cut into the concrete.
4. Expansion joints, equal in depth to the new concrete, shall be placed between new concrete and any existing concrete or masonry. Driveway entrances from a street shall be over a depressed curb and gutter for the entire driveway width. When required, the existing curb and gutter shall be completely removed and replaced with a depressed curb and gutter.
5. In lieu of concrete, asphalt with a minimum two and one-half inch (2 1/2") thickness (2 inch compressed) laid over a minimum six inch (6") thick crushed stone base may be used

## PATIO, SIDEWALK, AND STAIR REQUIREMENTS

### Village of Morton Grove Code Sections 12-2-5, 12-2-6

- Patios that adjoin a dwelling must comply with the side yard setbacks of the zoning district.
- Sidewalks shall have a maximum width of 4 feet in front and street side yards, and must be setback a minimum of 3 feet from side and rear lot lines (a 3 feet setback may be reduced to allow a width of 3 feet if yard is less than 6 feet).
- All other impervious areas must comply with the setback requirements for detached accessory structures.
- Unroofed stairs and steps may encroach a maximum of 5 feet into a yard; a maximum 4 feet encroachment in interior side yard is allowed to provide access to below-grade floors, otherwise a maximum 3 feet encroachment
- Patios that adjoin a dwelling may not exceed 30% of the rear yard, detached garages and sheds may not exceed 30% of the rear yard.
- All impervious areas combined shall not exceed 50% of the rear yard.
- Other zoning restrictions may apply.
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## 12-2-5: ACCESSORY USES AND STRUCTURES

- Driveways:
- a. Driveways serving non-residential uses, attached dwellings, and multi-family dwellings:

i. All driveways shall conform to a minimum width of twenty-four feet (24'), consisting of two (2) twelve-foot (12') driving lanes, one lane in each direction. One-way driveways, a minimum of eighteen feet (18') wide may be allowed, provided all the requirements of subsection 12-9-1:B, "Lot Access", are met. Should alternate driveway configurations and dimensions be proposed, they will be subject to the review and approval of the Village Administrator or his/her designee.

ii. Shared driveways may be allowed, and in some cases encouraged, between adjacent property owners, provided that an easement document, meeting Village standards,

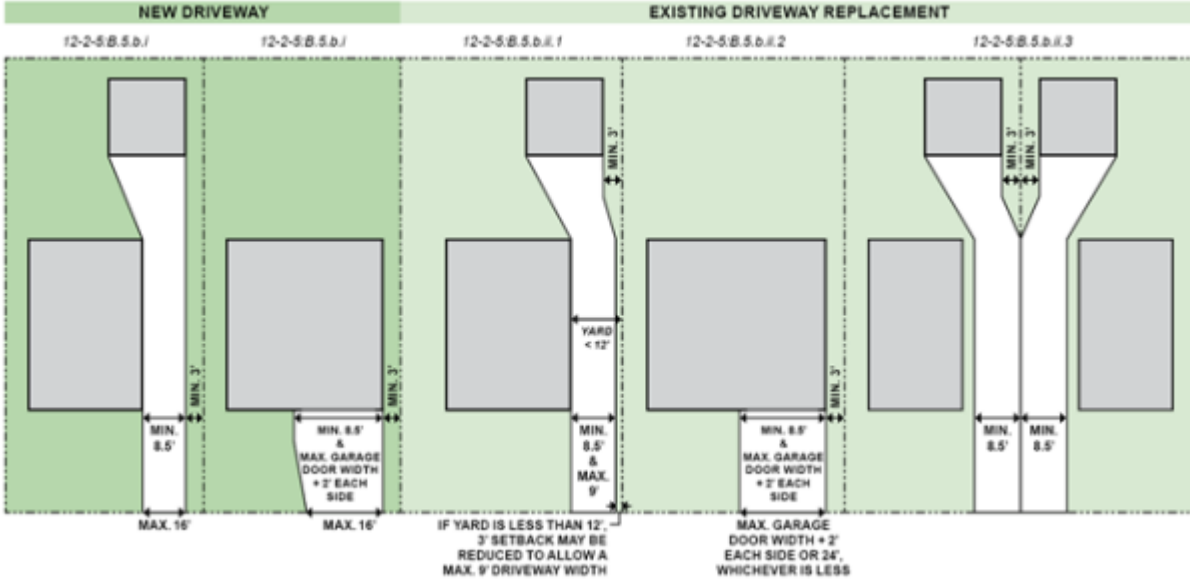
Which addresses access, maintenance, and liabilities of both parties is recorded with Cook County and is maintained on file with the Village.

b. Driveways serving single-family detached dwellings and two-family dwellings:

i. Driveways shall be a minimum width of eight and one-half feet (8.5'), shall be set back a minimum of three feet (3') from any non-driveway approach lot line, and shall be limited to a maximum width of sixteen feet (16') at any front or street side lot line. Maximum interior driveway width shall be determined by the exterior width of the garage, as measured from no more than two feet (2') outside the garage door edges, or alternative conforming parking area. Each lot line shall be limited to (1) driveway approach.

ii. Exceptions for replacement of existing nonconforming driveways:

1. For a driveway within a yard less than twelve feet (12') in width, the minimum setback of three feet (3') from any non-driveway approach lot line may be reduced to allow a driveway width no greater than nine feet (9').
2. For a driveway that leads to an attached garage and is greater than sixteen feet (16') in width at the front or street side lot line, the maximum driveway width at the front or street side lot line shall be determined by the exterior width of the garage, as measured from no more than two feet (2') outside the garage door edges, or twenty-four feet (24'), whichever is less.
3. For a driveway that abuts an existing driveway on adjacent private property, no setback shall be required from the non-driveway approach lot line. However, the driveway width shall not be increased within the interior side yard.



The undersigned hereby makes application for a permit to erect a building / structure, etc. In the Village of Morton Grove and in accordance with the ordinances of the Village of Morton Grove and in accordance with the plans and specifications herewith submitted and filed in consideration of the issuance of this permit, and other good and valuable considerations the receipt of which is hereby acknowledged, we/I do hereby agree and covenant to forever hold harmless the Village of Morton Grove, Its agents and employees, and to save them from all costs, claims, suits, demands, and actions arising from or through or because Of or in any way connected with any work performed or being done in the excavation, construction, building, or finishing of the premises for which this permit is issued.

Date: \_\_\_ / \_\_\_ / \_\_\_      General Contractor Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_      Property Owner Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_      Building Official: \_\_\_\_\_

**Applications will not be accepted for review without a signature from the property owner and contractor.**

**All contractors must register with Village of Morton Grove prior to issuance of any permits.**