



Village of Deerfield
Checklist of Submission Requirements for
Permit Applications

Effective Date:
January 1st, 2018

Issued by:
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Driveways

Permit is Required:

Resurfacing a driveway
Removal and replacement of a driveway
Widening or creating a parking pad

Permit is NOT Required:

Seal-coating an asphalt driveway
(Seal-coating contractors MUST be licensed with the Village)

ALL Submissions for a Driveway Permit Application Require:

- A **completed** Building Permit Application with **ALL** of the following information:
 - Homeowner's name, address, phone number and signature
 - Contractor's name, address, phone number and signature
 - Estimated Cost of the Job
 - Brief Description of work to be done

Additional information is required based on the work being performed on the driveway:

- If **Removing and Replacing an Existing Driveway (NO Changes)**, a submission requires:
 - 2 Copies of the **current** Plat of Survey with 2 measured widths: (1) at the end of the drive at its widest point; and (2) at the middle of the drive
- If **Widening or Paving Additional Area**, a submission requires:
 - 3 Copies of the **current** Plat of Survey with measurements reflecting the exact new size and location of the drive area
- For **Concrete Driveways ONLY**:
 - Concrete Contractor's must be licensed by the Village (a \$50 annual fee)
 - Concrete Contractor's must have a \$5000 Concrete/Excavating Surety Bond on file with the Building Department

Please see the back of the page for information on Permit Processing Time, Permit Fees and Driveway Installation.

Permit Processing Time:

Please note that permit processing time varies based on the work being performed on the driveway:

- If you are **Widening, Increasing or Moving your Driveway**, the plans may be required to be reviewed by the Village Engineering Department prior to the Building Department.
- ALL Completed Driveway Permit Applications are to be submitted to the Building Department and, if necessary, forwarded to the Engineering Department for their approval.

Driveway Permit Fee(s):

Please note that driveway permit fees vary based on the work being performed on the driveway:

- A Permit for **Removing and Replacing an Existing Driveway** (with **NO Changes**) is \$100.
- ALL permits also include an **Impact Infrastructure Fee** at 0.5 percent of the estimated cost of the job.
- Driveway Permits that are required to be reviewed by the Engineering Department are subject to **ADDITIONAL Engineering Fees**.

Please note that a deposit **may be required if:**

- The work being performed on the driveway includes **working in the Village Right-of-Way (Parkway)**, which requires a \$200 deposit.
 - Parkway Deposits are **refundable upon passing the final driveway inspection**, in which the Building Department inspects the **completed** project and ensures that the Right-of-Way has been properly restored (i.e. filled in, graded and sodded/seeded as necessary)
 - A driveway project on a private road does **NOT** require a Parkway Deposit; however, a Driveway Permit **IS** required.
- ALL Permit Fees must be paid in the form of **Cash or Check ONLY**.

Driveway Installation:

- Driveways are **NOT** subject to any setback requirements, and **CAN** be placed to the lot line with the Engineering Department's Approval.
- NO wire reinforcement is allowed in the Right-of-Way for **Concrete** Driveways.

Please note that this information is meant to be a basic guideline. Dependent on the individual project, there may be further requirements.