



## VILLAGE OF GOLF, ILLINOIS PERMIT CHECKLIST

### DRIVEWAY – CHANGE IN SURFACE AREA OR LOCATION

<b>PERMIT FEE</b>	<b>\$250.00</b>
<b>REFUNDABLE BOND FEE</b>	<b>\$1,000.00</b>
<b>(2-CHECKS REQUIRED: 1 BOND AND 1 PERMIT FEE)</b>	

DATE: \_\_\_\_\_

DRIVEWAY PERMIT CHECKLIST FOR \_\_\_\_\_ :

All Items listed must be completed and all documentation must be submitted at the time of permit application. Application submittals not complete will not be accepted for processing.

- Name, Address and Phone Number Complete on Permit Application
- Permit Application Signed and Dated with checks payable to the Village of Golf
- Project Proposal from Contractor including contact information
- Plat of Survey showing location of the proposed driveway or parking area (drawn to scale). Also, show the size and width of existing driveway.
- Certificate of Liability Insurance with the Village of Golf as an additional named insured. (Village of Golf, 1 Briar Road, Golf, IL 60029)
- J.U.L.I.E. locate service at least 48 hours prior to construction

#### General Information:

- Tree Permit required for any tree removal requests.
- Call Village for Final Inspection when all work is complete.
- It is the contractor's and ultimately the owner's responsibility to know the Village Code provisions. The owner or his agent is responsible for constructing all permitted work in compliance with Village codes. Failure to identify any aspect of the proposed design not in compliance with Village code during plan review does not relieve the owner of the obligation to achieve full Village code compliance.

**Call J.U.L.I.E. 1-800-892-0123 or 811 to locate all underground utilities.  
VILLAGE OF GOLF - 847-998-8852 – [permitadmin@villageofgolf.us](mailto:permitadmin@villageofgolf.us)**