



## DRIVEWAY REQUIREMENTS

All contractors and subcontractors doing business in the Village of Hawthorn Woods must be registered with the Village. The term “contractor” and “subcontractor” shall include, but not be limited to: any homeowner or company who undertakes to construct, alter, improve, install, repair, remodel, rehabilitate, renovate or move any land, house, building or other structure of any kind or nature, (whether residential or not), or any fixture or any other item that is located on or in the ground and/or attached to something that is located on or in the ground.

The Village of Hawthorn Woods requires that a permit be obtained prior to the improvement of any driveway, which is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

### REQUIREMENTS

- Driveways must be constructed with the following: asphalt, concrete or pavers, and must be placed at least seven (7) feet from the side property line
- Seal coating or equivalent maintenance of a driveway will not require a permit.
- No mailbox return is permitted or allowed in the Village right-of-way.
- Any culvert replacement grading or drainage changes shall be discussed with and reviewed by the Village Engineer
- Failure to obtain required permit shall result in penalties upon the property owner as per the requirements of the Village Code.
- Call J.U.L.I.E. 48 hours prior to digging, excluding Saturday, Sunday and holidays 1-800-892-0123.

### CHECKLIST FOR OBTAINING A BUILDING PERMIT

- Obtain contractor/subcontractor registration through Village
- Completed building permit application, and proposal/scope of work
- (2) sets of plans may be required if alterations are being made (unless submitting digitally)
- Plat of survey with the proposed driveway location shown and street right-of-way.
- Additional information that is required includes culverts diameter, length, location and invert grades, existing and proposed topography of all grading, drainage paving improvements and constructions materials information.
- Driveway entrances shall follow Construction Standard P-1 and **Village Code Section 8-1-2.**

## **INSPECTIONS**

The following inspections are required during the construction of any driveway improvement:

- Base
- Final Site

To schedule an inspection 24 hours in advance, please contact the Building Department by 3:30pm Monday - Friday at either: 847.847.3586 or 847.847.3537. Our walk-in business hours are Monday - Friday 8am - 4pm. Note: There will be a re-inspection fee if the inspector is unable to provide approval and must perform another inspection. Re-inspection fees will be deducted from the refundable bond.

The information in this handout is intended to be general in nature and is not a substitute for applicable Village codes or ordinances. Prior to construction, please visit our website at [www.vhw.org](http://www.vhw.org) to review our **current building regulations located in section 8-1-1**, prior to construction