



DRIVEWAYS & SIDEWALKS

Including Approaches & Service Walks

The Village requires a building permit to install, replace or repair sidewalks, driveways or approaches. Driveways that cross a public sidewalk shall conform to the sidewalk grade.

All driveways must maintain a 2 foot setback from side property lines.

That part of the sidewalk, which also is part of the driveway, shall be constructed as follows:

Public sidewalks at a minimum, must be a six-bag concrete mix no less than six-inches (6") thick at the driveway crossing. Woven wire fabric shall not be installed in the public sidewalk portion.

The approach shall terminate at the curb line and **no material or construction of any kind shall be placed on the street pavement or gutter.** EXCESS FILL OR SPOIL FROM EXCAVATING DRIVEWAY OR DRIVEWAY APPROACH MUST BE REMOVED FROM PROPERTY. IF EXCESS FILL IS USED THEN IT MUST ACCOMPANY A PERMIT ISSUED BY ROSELLE PUBLIC WORKS.

Only one driveway shall be permitted per principal dwelling.

CONCRETE DRIVEWAYS & APPROACHES

- Excavate to ten -inches (10") below grade.
- The base shall be four-inches (4") of compacted crushed stone/gravel or limestone (other aggregate materials may be approved by Village Staff on a compacted sub base).
- Wire mesh reinforcing with six-inch (6") by six-inch (6") 10/10 woven wire fabric must be installed in the horizontal center of the concrete slab or fiber mesh – woven wire fabric is not allowed in approaches.
- The slab shall be 3500-PSI concrete at least six-inches (6") thick with a maximum five-inch (5") slump, except for flowing concrete which shall have a maximum eight- inch (8") slump. Approaches shall be at least six-inches (6") thick.
- The concrete shall be a six-bag concrete mix with no more than six percent (6%) air entrainment.

BITUMINOUS DRIVEWAYS & APPROACHES

- Excavate to ten-inches (10") below grade.
- The base shall be eight-inches (8") of compacted crushed stone/gravel or limestone (other aggregate materials may be approved by Village Staff on a compacted sub base).
- The stone base shall be rolled with a minimum two-ton roller.
- Apply a three-inch (3") hot bituminous surface course of compacted I-11 or equivalent.
- Roll the bituminous surface course with 1½ to two-ton roller.

SERVICE WALKS

- The service walk shall be constructed as follows: Concrete shall be a minimum of four-inches (4") thick poured over four-inches (4") of crushed stone or gravel, with a six-inch (6") by six-inch (6") 10/10 woven wire fabric must be installed in the horizontal center of the concrete slab. A six-bag mix with a five-inch (5") slump, eight-inch (8") for flowing concrete, shall be used. Fiber mesh may be used in lieu of woven wire mesh.
- An expansion joint shall be provided where service walks are adjacent to previously placed concrete.

DRAINAGE

Surface water drainage from a new driveway or service walk cannot flow by curb or depression onto a neighbor's property.

PERMIT FEE & REVIEW

The Building Inspector usually requires up to seven (7) business days to review a building permit application for a driveway, approach or sidewalk, and if approved, the permits are seventy five dollars (\$75). An additional fifty dollar (\$50) engineering review fee may apply.

BUILDING PERMIT APPLICATION

Applicants must submit the following items for a permit to construct or widen a driveway, approach or sidewalk.

1. A Completed Building Permit Application with all contractors listed.
 - A contractor must have a current license before the Village will release a permit.
 - The Village does not require homeowners to have a contractor's license in order to demolish, rehabilitate, alter or repair their own home or property.
2. An accurate, up-to-date plat of survey depicting the proposed location and size of the improvement.

AFTER APPROVAL & DURING CONSTRUCTION

Homeowners or contractors should display the permit card onsite and must schedule inspections at least twenty-four (24) hours in advance by calling (630) 671-2821. The Department is open at the following times:

Monday	8:00 am – 5:00 pm
Tuesday	8:00 am – 5:00 pm
Wednesday	8:00 am – 1:00 pm
Thursday	8:00 am – 5:00 pm
Friday	8:00 am – 5:00 pm

Feel free to ask Community Development Department Staff for help by visiting the Department in Village Hall at 31 S. Prospect Street or by calling (630) 671-2821.

** Community Development Department Staff can help determine whether a homeowner can construct an improvement before they apply for a building permit or hire an architect or contractor. Homeowners should bring an accurate, up-to-date plat of survey to the Community Development Department in Village Hall with the improvement(s) depicted to-scale and Staff will provide feedback – this may require a few days.*

Always Call JULIE Before You Dig at 8-1-1 or (800) 892-0123