

VILLAGE OF HINSDALE  
APPLICATION FOR DEMOLITION

ZONE _____ Date Application Received _____ SITE ADDRESS _____ Is the home older than 50 years? YES NO	PERMIT NO. _____ Date of Permit _____ Is the home located in the Robbins Park Historic District? YES NO
<p style="text-align: center;"><u>APPLICANT</u></p> Name _____ Address _____ _____ State _____ Phone No. _____ Zip _____ FAX No. _____	<p style="text-align: center;"><u>CLEAN-UP DESIGNATE</u></p> Name _____ Phone No. _____
<p style="text-align: center;"><u>DEMOLITION CONTRACTOR</u></p> Name _____ Address _____ _____ State _____ Phone _____ Zip _____ Contact Person _____	<p style="text-align: center;"><u>PROPERTY OWNER</u></p> Name _____ Address _____ _____ State _____ Phone No. _____ Zip _____
Performance Cash Bond: \$ _____ _____ Copy of \$1,000,000 insurance Hinsdale Sanitary District Permit No. _____	Demolition Permit Fees: Building \$ _____ Excavation \$ _____ ( in public right-of-way) Total \$ _____
Date Application Filed _____	Date Notices Mailed _____ 30 DAYS LATER

**UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable ordinances. I realize that the information that I have affirmed heron forms a basis for the issuance of the permit herein applied for an approval of plans in connection therewith shall not be constructed to permit any construction upon said premises or use thereof in violation of any provisions of any applicable ordinance or to excuse the owner of his successors in title form complying therewith.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**Village Right To Enforce:** Every permit authorizing demolition of a dwelling issued pursuant to this Title 9 shall be conditioned on the agreement of the applicant and the owner of the subject property that: If any work pursuant to a permit authorizing demolition of a dwelling is undertaken in violation of any provision of this Title 9 or any permit issued or plan approved pursuant to this Title 9, then the Village shall have the right at all times, but not the obligation, to enter onto the subject property and to cause any and all work to be done and actions to be taken to cure such violation. The applicant and the owner of the subject property shall be jointly and severally responsible for all costs and expenses incurred by the Village, including without limitation attorneys' fees and administrative expenses, in causing such cure. The Village shall have the right, as its option, to draw on the Site Management Bond provided pursuant to Subsection 9-1-7J of this code, or to demand payment directly from the applicant or the owner, for the cost of such Village work, including without limitation legal fees and administrative expenses, based either on costs actually incurred by the Village or on the Village's reasonable estimate of costs to be incurred. Except provided in Paragraph G of this Section, the Village shall give a written or oral 24-hour notice and an opportunity to cure to the applicant before taking such action; provided, however, that no such notice and opportunity to cure shall be required in the event of repeated violation or in the event that a condition on or near the subject property poses, in the determination of the Village, a threat of any kind to the public health or safety. The entire substance of this Subsection shall be printed in bold type on every permit authorizing demolition issued pursuant to this Title 9.

**Village Right To Complete Work:** Every permit authorizing demolition of a dwelling issued pursuant to this Title 9 shall be conditioned on the agreement of the applicant and the owner of the subject property that: If the applicant fails or refuses to complete the work authorized by said permit in accordance with all plans approved in connection with said permit, or if said permit has expired or been cancelled and the applicant has failed to secure a new permit, to complete the work, or if the applicant has violated and provision of this Title 9 or of any permit issued or plan approved pursuant to this Title 9 and fails and refuses to cure such violation, then the Village shall have the right, in addition to all other rights afforded to the Village by law, at the Village's option, to complete such work or to correct any defect or deficiency, using the Village's own forces or contractors hired for that purpose. The Village shall have the right to draw on the Site Management Bond provided pursuant to Subsection 9-1-7J of this Code, or to demand payment directly from the applicant or the owner, for the cost of such Village work, including without limitation legal fees and administrative expenses, based either on costs actually incurred by the Village or on the Village's reasonable estimates of costs to be incurred. Except as provided in Paragraph G of this section, the Village shall give a written or oral 24-hour notice and an opportunity to cure to the applicant before taking such action; provided, however, that no such notice and opportunity to cure shall be required in the event of repeated violations or in the event that a condition or near the subject property poses, in the determination of the Village, a threat of any kind to the public health or safety. The entire substance of this Subsection shall be printed in bold type on every permit authorizing demolition issued pursuant to this Title 9.

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

# **NOTICE TO DEMOLITION CONTRACTORS**

## **PARTICLE CONTROL**

**AIRBORNE PARTICLES SHALL BE CONTROLLED AT THE SUBJECT PROPERTY AT ALL TIMES DURING WORK BY THOROUGHLY SATURATING ALL PORTIONS OF THE STRUCTURE AND SURROUNDING PROPERTY AFFECTED BY THE WORK WITH WATER. SUCH SPRAYING SHALL BE UNDERTAKEN AT ALL TIMES NECESSARY TO THOROUGHLY CONTROL THE CREATION AND MIGRATION OF AIRBORNE PARTICLES, INCLUDING WITHOUT LIMITATION, DUST FROM THE SUBJECT PROPERTY. THE WATER SOURCE FOR CONTROL OF AIRBORNE PARTICLES SHALL BE A WATER TANK TRUCK WITH PUMP CAPACITY OF 100 GALLONS PER MINUTE AT THE NOZZLE. WATER SHALL BE DELIVERED FROM THE WATER SOURCE TO THE SUBJECT PROPERTY BY A HOSE WITH MINIMUM DIAMETER OF 2 ½ INCHES, WHICH DIAMETER MAY BE REDUCED TO 1 ½ INCHES WHEN ON THE SUBJECT PROPERTY.**

Applicant to keep this page

## DEMOLITION TIMETABLE

### VILLAGE OF HINSDALE

<b>TIME</b>	<b>ACTION</b>
	<b>FILE FOR DEMOLITION PERMIT</b>
within 10 days of filing	send notice
within 14 days of filing	send certification
30 days after certification	earliest time for permit issuance
	<b>PERMIT ISSUED</b>
4-7 days before start	post demolition start sign
	post rules and regulations sign
	put up protective fencing
	install stormwater management measures
	removal of water meter with final reading
2-4 days before start	notify Village (789-7030) for site inspection
	<b>START DEMOLITION</b>
after start	remove demolition start sign
	water down entire demolition
	<b>FINISH DEMOLITION</b>
within 60 days of finish	start new structure or complete site restoration

## NOTICE FORM

### DEMOLITION OF BUILDING

We have filed an application to demolish a house at:

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If the application meets Village codes, a permit will be issued to us not sooner than thirty days from the date we certify a notice like this went out to nearby residents.

Site plans for this demolition with restorations or elevations of a proposed replacement house on this site will be available for viewing at the Office of the Building Commissioner, Department of Public Services, 19 East Chicago Avenue between the hours of 8:00 a.m to 4:30 p.m, Monday through Friday. This is an opportunity for you to see the plans and be informed. Following issuance of a demolition permit, protective fencing will be placed around the site four to seven days before the start of demolition.

Included with this notice, for your information, is a sheet that lists the rules and regulations for building construction.

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Applicant

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Address

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Phone No.

**VILLAGE OF HINSDALE  
RULES AND REGULATIONS FOR BUILDING CONSTRUCTION**

DETAILED RULES AVAILABLE AT  
[www.villageofhinsdale.org](http://www.villageofhinsdale.org)

**ALLOWABLE  
WORK HOURS**

**Inside or Outside of a Building or Structure**

1. **A. CONSTRUCTION TOOLS OR POWER EQUIPMENT**
  1. 8:00 a.m. to 8:00 p.m. - Monday through Friday
  2. 8:00 a.m. to 4:00 p.m. - Saturday
  3. **NO WORK ON SUNDAYS OR THE FOLLOWING FEDERAL HOLIDAYS (NEW YEAR'S DAY, MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, THANKSGIVING DAY & CHRISTMAS DAY).**
- B. DELIVERIES OF CONSTRUCTION MATERIALS TO RESIDENTIAL ZONED SITES**
  1. 8:00 a.m. -4:00 p.m. Monday through Saturday
2. Foundation work must have equipment standing by for mud and dirt removal from the street and sidewalks. All streets and sidewalks must be kept clean. Cement trucks are not permitted to wash out into the street or into catch basins.
3. Do not block public sidewalks or streets. Do not allow materials to be placed or dumped in the streets or on the sidewalks. Vehicles are not permitted to park on the parkway areas. Use common sense in parking so vehicles may pass easily.
4. Curb/gutter or sidewalk to be traversed by construction traffic must be protected with planking. All cracked and broken sidewalk and curb will have to be replaced at your expense. Metal - track tractors are not permitted to travel the Village streets unless they are covered with appropriate covering.
5. All parkway trees, including the root system, are to be protected from damage. A fence must be placed around all trees or the entire parkway. **NO STORAGE IN THE PARKWAY!!!** (Vehicles or anything else!)
6. Filling in or removing soil may require Village approval and permits. Check for regulations and requirements before starting.
7. After the foundation of a new home, addition, or other structure has been poured, an "as built" by an Illinois Registered Land Surveyor with the top foundation elevations on a plat of survey, with the exact sizes and dimensions of the new foundations and distances to all lot lines, must be submitted to the Building Department for approval before any framing or building construction can continue. The foundation and its inspections will not be approved until the "as built" plan has been approved. When the foundation is backfilled, rough grading of the site needs to be accomplished, per the approved grading plan. Every effort must be done to avoid water runoff to the adjoining properties.
8. Contractors and subcontractors are to abide by all Village and State regulations. This is a residential community with many children. Drive safely. Watch out for the children. Do not trespass on neighboring properties. Do not litter. Keep noise and other disturbing activities to a minimum. Obey the posted speed limits (or slower) and park per the regulations (right wheel to curb on one side of the street, etc.). The Village expects all contractors to act professionally and courteously. **If your subcontractors must listen to radios, please keep the volume down.** A portable toilet, if required, must be located on private property as far away from public street and sidewalks as possible.
9. **When cutting masonry a "Wet Saw must be used. Airborne dust will not be permitted. Failure to use a wet saw when cutting would result in a citation and mandatory court appearance.**
10. One construction sign, a maximum of four square feet, and one Real Estate "For Sale" sign, maximum of four square feet, are allowed on a zoning lot, not in the parkway and not illuminated.
11. **Prior to digging, please call JULIE (1-800-892-0123) within 48 hours.**
12. No open fires or open burning permitted. If heat is needed, use propane or gas system.
13. Contractor / owner cash bond on file with the Village will be refunded approximately 30 days after the ORIGINAL bond receipt is submitted to the Village Building Department and only after all final inspections have been made and approved. **Please allow 24 hours notice for said final inspections to be performed.**

**NOTE: Violators of these rules will be subject to penalties and fines of up to \$750.00 for each violation and Stop Work Orders.**

**I have read and understood these rules and regulations and agree to abide by these regulations.**

\_\_\_\_\_  
Applicant / as per permit application

\_\_\_\_\_  
Date

For Accountable Mail

Line	Article Number	Name of Addressee, Street, and Post Office Address	Indicate type of mail		Check appropriate block for Registered Mail:		Affix stamp here if issued as certificate of mailing or for additional copies of this bill.							
			Registered	Insured	With Postal Insurance	Without Postal Insurance	Due Sender If COD	R. R. Fee	S. D. Fee	S. M. Fee	Postmark and Date of Receipt	Rest. Del. Fee	Remarks	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
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14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
15			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Total Number of Pieces Listed by Sender		Total Number of Pieces Received at Post Office		POSTMASTER, PER (Name of receiving employee)										

The full declaration of value is required on all domestic and international registered mail. The maximum insurable value for the reconstruction of nonnegotiable documents under Express Mail document reconstruction is \$50,000 per piece subject to a limit of \$500,000 per occurrence. The maximum indemnity payable on Mail merchandise insurance is \$500. The maximum indemnity payable is \$25,000 for registered mail, and \$100,000 for international postal insurance. See Domestic Mail Manual 913 and 914 for limitations of coverage on insured mail. See International Mail Manual for limitations of coverage on international mail. Special handling charge only to third and fourth class parcels.

Name and Address of Sender

Indicate type of mail:  
 Registered  
 Insured  
 COD  
 Certified

Check appropriate block for Registered Mail:  
 With Postal Insurance  
 Without Postal Insurance

Affix stamp here if issued as certificate of mailing or for additional copies of this bill.

POSTMARK AND DATE OF RECEIPT

Line	Article Number	Name of Addressee, Street, and Post Office Address	Postage	Fee	Handling Charge	Act. Value (if Regis.)	Insured Value	Due Sender If COD	R. R. Fee	S. D. Fee	S. H. Fee	Rest. Del. Fee	Remarks
1													
2													
3													
4													
5													
6													
7													
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9													
10													
11													
12													
13													
14													
15													
Total Number of Pieces Listed by Sender		Total Number of Pieces Received at Post Office		POSTMASTER, PER (Name of receiving employee)									

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VILLAGE OF HINSDALE

CERTIFICATION OF PROPER NOTICE  
REGARDING APPLICATION FOR DEMOLITION PERMIT

I, \_\_\_\_\_, being first duly sworn on oath, do hereby certify that I caused written notice of the filing of my application for a permit to demolish a dwelling to be given to all residents of property within 250 feet of any part of the property on which said dwelling is located. I further certify that I gave such notice in the form of *certificate of mailing* \* as required by the Village and that I gave such notice on \_\_\_\_\_, \_\_\_\_\_, which date is not later than 10 days after the filing of my application.

Attached is a list of all of the addresses of property to which I gave such notice.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_  
Notary Public

\* You are required to provide the original (or a copy) of the *certificate of mailing* forms of each notified address.

VILLAGE OF HINSDALE

ORDINANCE NO. 02004-40

AN ORDINANCE AMENDING CHAPTER 9  
OF THE VILLAGE CODE OF HINSDALE  
RELATING TO TREE PRESERVATION PLANS

WHEREAS, the President and Board of Trustees of the Village of Hinsdale have determined that it is appropriate to revise the provisions of the Village Code of Hinsdale governing tree preservation plans in the manner provided in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1. Recital. The foregoing recital is incorporated into this Ordinance as a finding of the President and Board of Trustees.

Section 2. Amendment of Subsection 9-1-7D. Subsection 9-1-7D, titled "Required Plans and Specifications," of the Village Code of Hinsdale shall be, and it is hereby, amended by adding thereto a new Paragraph 7, titled "Tree Preservation Plan," which new Paragraph 9-1-7D7 shall hereafter be and read as follows:

7. Tree Preservation Plan: If the application includes demolition of a principal structure or a detached garage or includes construction that will add 600 square feet or more of gross floor area to a principal structure or a detached garage, then the application shall include a tree preservation plan. The tree preservation plan shall include a site plan of the property of a scale not less than one inch equals 20 feet, which plan shall be graphically and accurately marked with all of the following information:

a. The street address or legal description of the property and all property lines of the property;

b. The location of all buildings, structures, driveways, walkways, and parking areas on the property;

c. The proposed location of all temporary storage areas during construction on the property;

d. The location of utility service lines on the property above and below ground;

e. The location of all trees bigger than eight inches in diameter measured at breast height ("DBH") on the property and within 15 feet of any property line of the property (collectively the "Protected Trees");

f. A legend stating the DBH, genus and species, and general condition of each Protected Tree;

g. The root protection zones within the property of all Protected Trees;

h. A detailed proposal for protection of all Protected Trees and for protection of all trees other than Protected Trees that may be damaged or removed during the proposed construction activity, including without limitation such measures as pruning, root pruning, use of retaining walls or protective fencing, auguring of utility lines (to improve tree survivability), and similar measures;

i. A clear delineation of the perimeters of each construction activity area and each root protection area; and

j. A certification from an arborist that the tree preservation plan incorporates all reasonable steps necessary to minimize damage to trees on property adjacent to the property.

If a tree preservation plan is required, no building permit shall be issued by the Village until 14 days after filing by the applicant of the personal visit completion form required by Subsection 9-1-7-2E of this Code. Further the Village shall not approve a revised tree preservation plan until 14 days after the applicant files the personal visit completion form.

Section 3. Amendment of Section 9-1-7-2. Section 9-1-7-2, titled "Personal

Visits to Neighbors," of the Village Code of Hinsdale shall be, and it is hereby,

amended in its entirety so that said Section 9-1-7-2 shall hereafter be and read as follows:

9-1-7-2. PERSONAL VISITS TO NEIGHBORS BY PERMIT APPLICANTS.

- A. Applicability: Personal visits to abutting neighbors are required by any property owner who seeks a permit pursuant to section 9-1-1 of this chapter authorizing demolition of an existing house or garage or authorizing any construction that will add 600 square feet or more of gross floor area to an existing house or garage (the "Applicant").
- B. Required Visits: A personal visit must be made by the applicant to the owner or adult resident of each property that immediately abuts any property line of the subject property or that is separated from the subject property only by an alley (the "Abutting Owner").
- C. Required Number Of Visits And Attempted Visits: The applicant must undertake to make one personal visit to each abutting owner. The applicant must make at least two attempts to complete each required personal visit. Each attempt must be made at a time when it is reasonable that the abutting owner will be present. All personal visits must be made only after the applicant's application for a building permit has been submitted to the Village for review.

If there is no answer by the abutting owner on the first attempt to make a personal visit, then the applicant must leave a letter, in a standard form provided by the Village, stating that a project is proposed, that the applicant is trying to make personal contact, that the applicant will stop back again, and that the abutting owner may call the applicant to set a time for the visit.

If there is no answer on the second attempt, then the applicant must leave a second standard letter and a standard Village information packet stating that the second attempt was made, that the abutting owner may call the applicant or the Village for information about the proposed work, and that plans related to the work are available for review at the Village Hall.

If a tree preservation plan is required, then the provisions of this Subsection 9-1-7-2C shall not excuse an applicant from the requirement that he or she obtain the signature of an abutting

owner acknowledging that abutting owner's receipt of a tree preservation plan, as set forth in Subsection 9-1-7-2E of this Code.

- D. **Scope of Visit:** During a personal visit, the applicant must show the abutting owner a copy of the proposed site plan and the tree preservation plan for the project. The applicant must explain to the abutting owner, in general terms, the scope of the work, the timetable for the work, any special measures such as those being made to protect property, and other matters that may be relevant to the abutting owner. The applicant also must provide the abutting owner with a Village-prepared packet of information including, among any other things, a summary of construction regulations and procedures.

The purpose of a personal visit is not to secure any form of approval from the abutting owner, but instead to assure that the abutting owner has had an opportunity to learn, in general terms, about the proposed project.

If, after completion of the required personal visit, construction plans are revised in a manner that changes the tree preservation plan, then the applicant shall be required to make another personal visit following the standards established in this Section 9-1-7-2. The applicant also shall submit a new personal visit completion form in accordance with Subsection 9-1-7-2E of this Code.

- E. **Record Of Visit:** The applicant must file with the Village, prior to issuance of any permit for work on the subject property, a standard "personal visit completion form" that states that the applicant successfully completed the required abutting owner personal visits. If one or more of the personal visits could not be completed, then the applicant must state on the personal visit completion form that he or she properly attempted to make the visits, when the attempts were made, why the attempts were unsuccessful, and that he or she properly left the required letters.

Notwithstanding the provisions of Subsection 9-1-7-2C of this Code, if a tree preservation plan is required, then the applicant shall specifically attempt, through personal contact, to obtain the signature of each abutting owner on the "personal visit completion form" acknowledging such abutting owner's receipt of the tree preservation plan. If an abutting owner declines to provide his or her signature, then the applicant shall certify that

fact on the personal visit completion form. For purposes of this Subsection 9-1-7-2E, an "abutting owner" shall be deemed to include any of the following parties:

1. any holder of legal fee title to the abutting property; or
2. any holder of any equitable interest to the abutting property, such as a trust beneficiary, a contract purchaser, an option holder, or a lessee under a lease having an unexpired term of at least 10 years.

F. Condition Precedent To Building Permit: The filing of the personal visit completion form is a condition precedent to issuance by the Village of a permit for work on the subject property.

G. Demolition Notice Requirements Still Applicable: The personal visit provisions of this Section shall be in addition to, and not in lieu of, the demolition notice provisions of Section 9-1-7-1 of this Code.

Section 4. Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

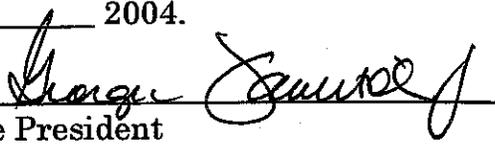
PASSED this 20th day of July 2004.

AYES: TRUSTEES LENNOX, WILLIAMS, BLOMQUIST, WOERNER, JOHNSON AND ELLIS.

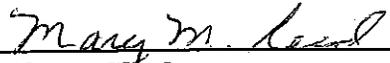
NAYS: NONE

ABSENT: NONE

APPROVED this 20th day of July 2004.

  
Village President

ATTEST:

  
Village Clerk



\_\_\_\_\_ Address

\_\_\_\_\_  
\_\_\_\_\_ Date

Subject: Work to be undertaken at \_\_\_\_\_ Address

Dear Neighbor:

I have an application for a demolition permit and/or a building permit for work on my property next door to you. I tried to contact you personally to discuss this project and to drop off an informational packet. I will stop back again. You may call \_\_\_\_\_ at \_\_\_\_\_ to set a time for this visit or to ask any questions you may have.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_  
Phone number

\_\_\_\_\_ Address

\_\_\_\_\_

\_\_\_\_\_ Date

Subject: Work to be undertaken at \_\_\_\_\_ Address

Dear Neighbor:

I have an application for a demolition permit and/or a building permit for work on my property next door to you. Two attempts to contact you personally to discuss this project have been unsuccessful. Enclosed is an informational packet that includes a site plan of the proposed work and a written description of what you can expect during construction. The description was prepared by the Village and includes the address and phone number of the person at the Village to contact if you have any questions.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_  
Phone number

**THERE HAS BEEN AN APPLICATION FILED TO CONSTRUCT A DETACHED GARAGE, A NEW HOUSE, OR AN ADDITION OF 600 SQUARE FEET OR GREATER AT THE ADDRESS LISTED BELOW. HERE IS WHAT YOU CAN EXPECT:**

ADDRESS OF WORK \_\_\_\_\_

GENERAL CONTRACTOR NAME & ADDRESS \_\_\_\_\_

GENERAL CONTRACTOR PHONE NO. \_\_\_\_\_

**BEFORE CONSTRUCTION**

1. If there is a demolition of an existing building, you will receive separate notice.
2. Site plans and elevations are available for viewing at the office of the Building Commissioner as an informational courtesy.
3. The Village will review the plans for code compliance. The building will be checked for floor area ratio, yards and height, drainage pattern, construction traffic and placement of materials. However, the aesthetics of the proposed building, its relative size to its predecessor, the value, history or condition of the existing building and the existing private trees and landscaping are not factors in review and not subject to code requirements.
4. A fence will enclose the perimeter of the work site and the root zones of parkway trees.
5. Erosion control will be installed. Usually a filter fabric fence that allows water to pass, but stops mud.
6. There will be parking on only one side of the street to ease traffic around construction.

**DURING CONSTRUCTION**

1. The general contractor will have a superintendent who controls the daily work. Do not assume the general contractor's workers on the site can speak to or for the contractor. Ask for the superintendent or call the office.
2. The contractor has been asked to locate larger private trees on neighboring property within ten feet of his lot. The contractor shall identify ways to minimize risk to these trees. These measures could include root pruning, branch trimming, root feeding or the placement of mulch to reduce compaction. The contractor does have the right to work up to the property line and there is no guarantee neighboring trees will not be disturbed by construction.

3. A number of trucks and pieces of equipment will arrive at different times to the site during the project. They must obey traffic rules. Emergency access to driveways and roads must be maintained.
4. Construction tools or power equipment are allowed 8:00 a.m. to 8:00 p.m. Monday through Friday, 8:00 a.m. to 4:00 p.m. Saturday, and No Work on Sundays or Federal Holidays. Construction material deliveries are allowed 8 a.m. to 8 p.m. Monday through Saturday.
5. Workers can use radios at reasonable volumes.
6. The workers should stay on the permitted property and public right-of-way only. You should expect to be asked permission to use your property.
7. Builders often must dig holes in the streets, parkways or sidewalks for new utilities. The excavations must be made passable and be restored.
8. One of the first construction items is the foundation. The contractor will dig a hole larger than the walls to allow workers room to work. The sides of the hole should be stable. Concrete will be poured and be allowed to set for several days to develop strength. The foundation will be surveyed to verify it is located correctly. Only after the Village approves the foundation, can construction start above the foundation.
9. There will be periodic inspections by the Village of the work being completed and of the management of the site.
10. No open fires or open burning are permitted. The public ways should be kept reasonably clean.
11. Changes in design may be requested. These changes will be evaluated with the same standards as the original design.

### **AFTER CONSTRUCTION**

1. Any excavation in the street should be restored within 30 days. Restoration may be delayed in the winter.
2. The construction site will not receive final approval until there is a good stand of grass. In the months when landscaping is not possible, temporary approvals may be given. Any disturbed parkways will be restored with a good stand of grass near the completion of the project.
3. Final approval will not be given until a survey is provided after landscaping to verify compliance with approved plans.

### **IF YOU HAVE ANY QUESTIONS**

1. If you have questions about the project, its design, schedule or method of construction or if you have problems with subcontractors, call the general contractor listed at the top of this form.
2. If you have questions about code enforcements call the Hinsdale Department of Public Services at 789-7030.
3. If you observe a parking violation, call the Police Department at 789-7070.
4. If you observe noise hour violations, call the Police Department at 789-7070. If the police do not observe a violation because the activity has stopped, you may be asked if you wish to make a complaint. They will not take action other than referring the complaint to the Building Commissioner
5. If you have drainage concerns, call the general contractor or Department of Public Services.
6. If you have claims for damage, call the general contractor. Permit holders are required to maintain insurance during construction projects.

**Building Site Address:** \_\_\_\_\_

**VILLAGE OF HINSDALE**

**CERTIFICATION OF PERSONAL CONTACT  
REGARDING APPLICATION FOR PERMIT**

**Personal Contact Certification**

I, \_\_\_\_\_, do hereby certify under oath that I made or attempted to make personal contact to Abutting Owners concerning the filing of my application for a permit to:

- To increase floor area by more than 600 square feet or new house
- To demolish a building

**Addresses Where Personal Visits Attempted**

This is a list of all addresses of property to which I made at least two attempts to complete a personal visit at the days and times indicated:

**Days and Times**

**Addresses of Abutting Owners**

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

I further certify that the Abutting Owners received the informational packet required by the Village and that such delivery was completed by \_\_\_\_\_. All of these matters were undertaken in accordance with applicable Village regulations.

**Addresses Where Face to Face Contact Made**

This is a list of all addresses of property at which I made face to face contact:

**Days and Times**

**Addresses of Abutting Owners**

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

4. \_\_\_\_\_  
 5. \_\_\_\_\_

**Tree Preservation Plan**

I further certify the following:

- No tree preservation plan is required for this project.
- The following signatures are the valid signatures of the Abutting Owners as defined in Subsection 9-1-7-2E of the Village Code, acknowledging their receipt of the tree preservation plan:  
 Abutting Owners' Signatures and Addresses:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- I attempted to obtain the signatures of the Abutting Owners of the following properties acknowledging their receipt of the tree preservation plan, however, they refused to sign this document:

Abutting Owners' addresses:

Date of Refusal:

_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Subscribed and sworn to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20[\_\_\_\_]

By: \_\_\_\_\_  
 Notary Public