Demolition and Site Management Procedures

Village of Indian Head Park

DEMOLITION PERMIT

1. Submit a signed Demolition Permit Application

2. Submit a signed "Demolition Preparation Form" letter from the General Contractor/Applicant/Agent, indicating that:
   a. Cook County Demolition Permit(s), Site Engineering Plans, and Building Construction Plans have been submitted
   b. All fees, bonds, licensing, and insurance information has been submitted. *(Insurance document should be a CG 20 12 04 13)*
   c. All utilities (electric, gas, water, and sewer) have been properly abandoned
   d. Perimeter Silt Fencing has been installed
   e. Tree Protection/Removal per Village Ordinance #00-15 (and the *tree preservation plan*)
   f. Villages procedures, codes, and ordinances relating to demolition and construction are acknowledged and understood

3. After the site has been prepared for, *but prior to* demolition, the General Contractor shall request the following inspections:
   a. ***Public Way Inspection*** – (Public Works Department) – to verify that any *Village Right-of-Way* issues are satisfied
   b. ***Tree Preservation Plan Inspection*** – (Arborist) – to verify compliance with the Tree Preservation Plan
   c. ***Site Management Inspection*** – (Building Inspector) – to verify that remaining site management procedures and requirements have been met

SITE MANAGEMENT

A. **Accessibility, Parking and Loading Standards:** No pavement or sidewalk within any public right of way shall be unavailable for public use at any time except when such pavement or sidewalk is removed and replaced. No such pavement or sidewalk that is removed and replaced shall be out of service for more than three (3) days. The Village may permit the use of asphalt or slurry concrete as an interim to permit safe pedestrian passage. No parking, loading or storage of demolition debris, spoil or construction

materials shall be permitted within any right of way, on any public property, or within three feet (3') of any right of way or adjacent public or private property unless specifically approved by the village and shown on approved accessibility plans. The village may forbid parking in any particular location if it negatively impacts adjacent properties. All uses of vehicles shall comply with codes related to parking and operation of vehicles.

B. **Tree Protection:** Per Ordinance #00-15, protective fencing is required for any tree to be preserved in place within fifteen feet (15') of any construction or construction material or construction equipment storage and is to be shown on the *tree preservation plan. [Meaning: Each tree shall be surrounded by fencing with a radius of 15' minimum.]* Fencing must remain in place during the entire demolition and construction process. All fencing must be secured to metal posts driven into the ground and spaced no further than ten feet (10') apart.

C. **Street and Sidewalk Cleaning:** The applicant shall cause all dirt, mud, gravel and other debris from the subject property or related to any work conducted on the subject property to be cleaned at least every day, or more often upon notification by village officials, from all public sidewalks and streets adjoining and in the area of the subject property.

D. **Particulate Control:** Airborne particles shall be controlled at the subject property at all times during work by means of a water truck and spraying equipment or other water source capable of spraying and thoroughly saturating all portions of the structure and surrounding property affected by the work. 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.

E. **Gravel Mat:** When determined by the Village to be appropriate and practicable, the applicant shall cause a gravel mat to be installed on the subject property of a size and in a location sufficient to wash down all vehicles used on the subject property and to cause dirt and mud to be removed from the tires of such vehicles. The gravel mat shall be located so as not to interfere with any use by the public of public rights of way and not to cause any nuisance or inconvenience to adjacent public or private property.

F. **Sanitation Facilities:** One such portable toilet shall be provided at every site of construction of a new principal structure, or any other construction where indoor sanitation facilities are not provided, not later than immediately after completion of excavation of the foundation of the new structure. The proposed location of any portable toilet should be depicted on plans submitted at the time of application for the review and approval of the Village and is subject to relocation by Village as deemed necessary.

G. **Litter Control and Cleanup**: Litter and debris at the subject property shall be controlled at all times. The applicant is responsible to assure that no litter or debris leaves the subject property and that all litter and debris is removed from the subject property before the end of every day, including weekends and regardless of whether work was conducted that day on the subject property.

H. **No Trespass:** No permit issued pursuant to this title shall authorize or shall be construed to authorize any entry onto property adjoining the subject property or any work for which entry onto property adjoining the subject property is or may be necessary, unless a proper right of entry has been secured from the owner of such property.

I. **Storm Water Management:** Storm water shall be managed during all phases of demolition and new construction.

J. **Posted Construction Site Sign:** The General Contractor/applicant shall obtain the sign from the Village and post it on the subject property, in a prominent place, one (1) sign containing the notice of the rules and regulations applicable to demolition and construction work. Such sign shall be posted not less than three (3) days nor more than seven (7) days in advance of the commencement of demolition. Such sign shall NOT be affixed to any tree. Such sign shall be maintained on the subject property until all work on the subject property has been completed and approved, but no more than two (2) weeks after the final occupancy permit has been issued or until removal is approved by the Village. The size, shape, color, and content of such sign shall be per section 105.9 of Ordinance 2014-2.

K. **Placement of Permit:** The building permit or copy shall be kept on the site of work and prominently displayed until the completion of the project.

L. **Construction Documents:** Village stamped/approved construction documents (including, but not limited to *architectural plans*) shall be kept on the site of work and available to village inspectors until the completion of the project.

M. **Dumpsters:** Dumpsters utilized during the cleanout, demolition or construction phases of a building project shall not be located in the public right of way. Only one dumpster is permitted on a residential site at any time. Filled dumpsters shall be removed from the site within forty eight (48) hours. In no case shall a dumpster be utilized as a transfer station for construction debris or other materials for multiple construction sites.

Demolition Preparation Form

Village of Indian Head Park

As the General Contractor for the project at:

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I, hereby, certify that:

- All necessary and required documents (including, but not limited to: Cook County Demolition Permits, Site Engineering Plans, and Building Construction Plans) have been submitted to and received by the Village of Indian Head Park

- All necessary fees, bonds, licensing, and insurance information has been submitted to and received by the Village of Indian Head Park

- The following utilities (electric, gas, water, and sewer) have been properly abandoned or capped per local municipal, county, and state codes. Provide J.U.L.I.E. Ticket number.

- Perimeter Silt Fencing, per Village Procedure, has been installed

- Tree Protection/Removal in compliance with Village Ordinance #00-15

- I am aware of all Village procedures, codes, and ordinances relating to demolition and construction (including, but not limited to: hours of construction, site management, and required inspections*) I am also aware that the demolition permit is only valid for a period of 120 days from the date of issuance.*

_____ _____

Name of General Contractor/Applicant/Agent *Date*

_____ _____

Received By (Village of IHP Staff) *Date*