



CITY OF PARK RIDGE
Department of Community Preservation and Development
Building Safety Division

505 Butler Place, Park Ridge, IL 60068 | Tel 847-318-5291 Fax 847-318-6411
www.parkridge.us

Driveway, Apron, Curb Cut and Sidewalk Guidelines

This handout provides information regarding the application of building permits for driveways, aprons, curb cuts for one and two-family detached residences. This handout is for general information purposes only, and is not a substitute for the actual text of codes. If discrepancies arise, the codes shall govern.

PERMIT APPLICATION CHECKLIST

The following documents and information must be provided for driveway, curb cut or sidewalk permits. Failure to submit the appropriate information could result in delay in the issuance of the permit.

_____ **City of Park Ridge Building Permit Application.** Please ensure form is signed by the applicant and has all information filled in, including contractors and their contact information. All contractors must be registered with the City. This permit application can be found on line at: <http://www.parkridge.us/assets/1/Documents/Permit%20Application%202010.pdf>

_____ **Letter Describing Scope of Work.** Clarify whether this project is to replace an existing deck or construct a new one.

_____ **Plat of Survey.** Submit the most recent Plat of Survey prepared for the property. The following information must be indicated and/or annotated on the survey (a separate scaled site plan may also be submitted):

- Clearly distinguish any areas of existing driveway, apron and sidewalk with proposed areas of driveway, apron and sidewalk.
- Label and show with arrows the drainage flow from driveway and apron to adjacent areas.
- Label distances from proposed driveway and apron to nearest lot line.

_____ **Certification of Plat Accuracy.** Along with the Plat of Survey submit one of the two following certifications:

- **Property Owner's Certification of Present Accuracy of Attached Survey.** This certifies that the survey submitted with the application accurately depicts the current conditions on the property. See:

<http://www.parkridge.us/assets/1/Documents/AffidavitSurvey.pdf>

OR

- **Property Owner's Certification Regarding Attached Survey.** This must be submitted if changes to the property, e.g. addition of patio, enlargement of driveway, have been made since the date of the survey. Such additions should be annotated on the survey. Failure to accurately reflect the conditions on the property could result in delay in the permit being issued or stop-work orders being issued after work starts. See: <http://www.parkridge.us/assets/1/Documents/AffidavitSurvey2.pdf>

_____ **Plans.** Indicate placement.

_____ **Zoning Calculations.** A Zoning Calculations worksheet is available from the CP&D Department and can be found on line. For specific submission requirements for various accessory structures, see guidance below. The worksheet can be found online at: http://www.parkridge.us/assets/1/Documents/ZONING_CALCULATIONS_5-07.pdf

GENERAL GUIDELINES

- Driveways, overlays, and approaches shall not be constructed in such a manner as to create ponding, flooding of adjoining properties, or an obstruction to natural drainage.
- Driveway width should be a minimum of eight feet.
- Under no circumstances are new curb cuts and/or new depressed curbs allowed to be installed unless the work has written approval by the City of Park Ridge Public Works Department and Community Preservation and Development Department.
- Zoning regulations require 40% open space in R-2 zoned lots and 45% open space in R-1 zoned lots. Driveways are not considered open space; large driveways could thus impact adherence to the open space requirement.
- Horizontal saw cutting a concrete curb is not allowed. A new concrete curb must be poured.
- Max width of aprons (see diagrams below):
 - Detached garage: max 12ft wide + 3ft flares on each side at street.
 - Attached garage: max 18ft wide + 3ft flares on each side at street.
- No wire mesh allowed in aprons or public sidewalks.

CONSTRUCTION GUIDELINES

Driveways for one and two-family detached dwellings shall be constructed as follows:

Concrete Driveways

- A minimum of four inches of well-compacted crushed stone or C.A. 6 shall be used as a suitable base upon which four inches of concrete, six-bag mix shall be placed.
- Expansion joints are required at the garage apron, between the driveway and the adjacent foundation wall, and, where applicable, at private and public sidewalks. Expansion material shall extend the entire thickness of the slab.
- Contraction joints are required every 10 lineal feet of driveway length, at a minimum of 1/4 the thickness of the slab.
- Proper placement, curing and protection of driveway slabs shall meet the recommendations found in the American Concrete Institute Standards.

Asphalt Driveways

- A minimum of six inches of well-compacted crushed stone, or C.A.-6 shall be used as a suitable base upon which two inches of Class I Bituminous Surface shall be placed.
- A minimum of one inch of Class I bituminous surface is required for required for all driveway resurfacing.

Paver Driveways. Brick pavers shall have a proper base and lateral support. Brick pavers must be installed in accordance with manufacturers' installation instructions.

Other. Any other material used for a driveway shall be approved by the Building Official and shall be installed in accordance with manufacturers' installation instructions. Note that gravel driveways are not allowed.

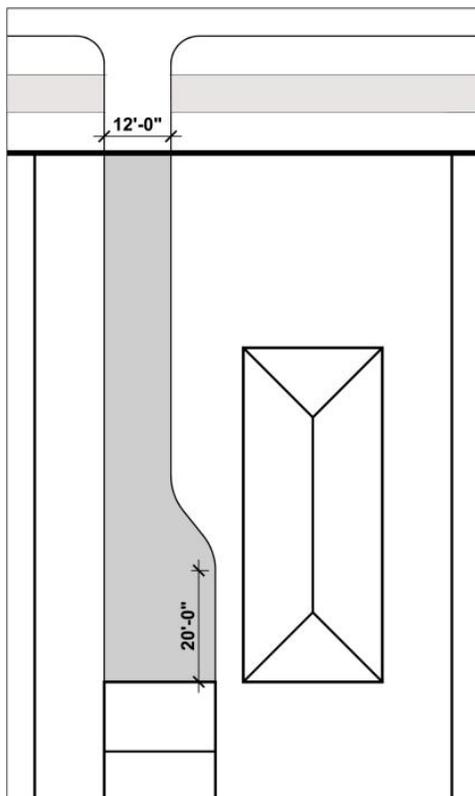


FIGURE 1: DRIVEWAY TO DETACHED GARAGE

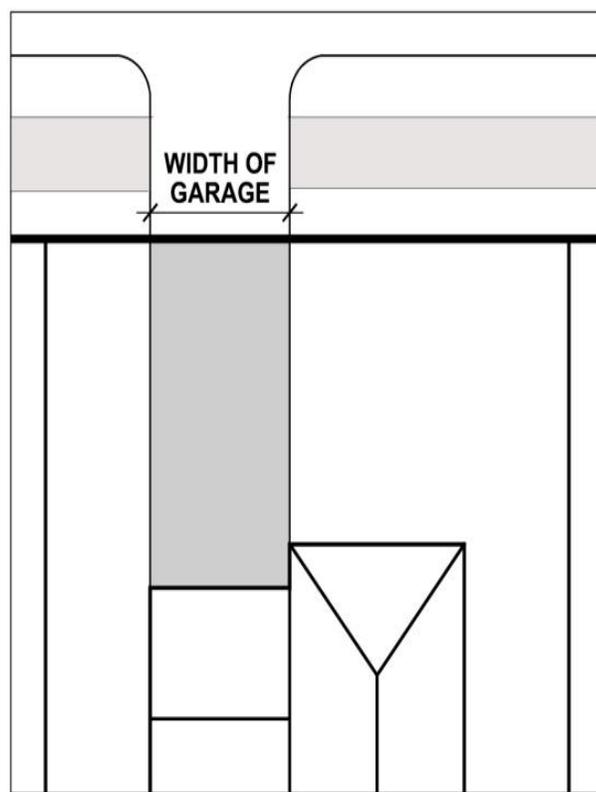
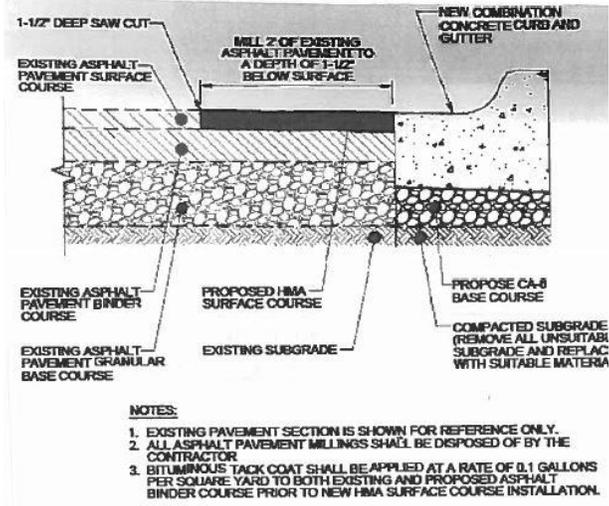


FIGURE 2: DRIVEWAY TO ATTACHED GARAGE

FIGURE 3: CURB CUT ADJACENT TO EXISTING PAVEMENT



PAVEMENT LEGEND	
<u>ASPHALT PAVEMENT PATCH (MATCH EXISTING)</u>	
MINIMUM REQUIREMENTS:	
2" HOT-MIX ASPHALT SURFACE COURSE, MIX D, N50	
6" PORTLAND CEMENT CONCRETE BASE COURSE	
4" CA-6 AGGREGATE SUB-BASE	
<u>DRIVEWAY APPROACH PAVEMENT</u>	
6" PORTLAND CEMENT CONCRETE	
4" CA-6 AGGREGATE BASE COURSE	
<u>SIDEWALK</u>	
5" PORTLAND CEMENT CONCRETE (6" AT DRIVEWAYS)	
4" CA-6 AGGREGATE BASE COURSE	

FIGURE 4: "PAVEMENT LEGEND" FOR PUBLIC DRIVEWAYS, APRONS AND SIDEWALKS

