



# CITY OF BATAVIA

## RESIDENTIAL DRIVEWAY AND DRIVEWAY APRON- RIGHT-OF-WAY (ROW) PERMIT APPLICATION

The City of Batavia requires a driveway permit to construct, replace, enlarge, or reduce the size of any residential driveway and/or driveway apron.

Please complete the checklist/s below and include the noted items with the submittal package to the address listed below.

CITY OF BATAVIA DRIVEWAY AND DRIVEWAY APRON STANDARDS			
YES	NO	N/A	DESCRIPTION
			Provide Plat of Survey clearly indicating the area in which the work will be conducted.
			Proposed driveway and/or driveway apron must be hard surfaced (asphalt, concrete, masonry.)
			Driveways must be located at least 1 foot from the property line, unless the driveway is shared by agreement between adjoining property owners.
			Driveways that require a retaining wall shall have a minimum five foot (5') setback from side property line to face of wall, unless otherwise approved by city engineer.
			Driveways must be at least 10' in width.
			Single-car garage/driveway. - If the distance from the garage door to the front property lines is LESS THAN 45', a single-car driveway may not exceed 18' in width at both front and back of public sidewalk. - If the distance from the garage door to the front property lines is 45' OR MORE, a single-car driveway may not exceed 14' in width at both front and back of public sidewalk.
			Two (or more) car garage/driveway - Driveway may not exceed 18 feet at the property line and may not exceed the width of the garage door openings by more than 6 feet, measured at the widest point of the driveway.
			Driveway apron shall not exceed twenty 22' in width at edge of pavement (including flares.)
			Asphalt Driveway and/or Apron-Stamped-* - Min. 6" CA-6 Agg Base / Min. 3" Bituminous Asphalt
			Brick Paver Driveway and/or Apron-* - Min. 8" Agg Base / Min. 1" Sand Bed / Min. 3" Brick Paver
			Concrete Driveway - Min. 4" CA-6 Agg Base / 6"x6" #10 WWF / Min. 4" PCC (Concrete), - Min. 4" CA-6 Agg Base / 6"x6" #10 WWF / Min 5" PCC (Stamped Concrete)
			Concrete Apron - Min. 4" CA-6 Agg Base / 6"x6" #10 WWF / Min. 6" PCC (Concrete), - Min. 4" CA-6 Agg Base / 6"x6" #10 WWF / Min 7" PCC (Stamped Concrete)-*
			A Surety Bond must be provided for contractors only for either: - \$10,000 or 1.5 times the estimate of cost of work, whichever is greater, being site specific by indicating the address of the job site <b>OR</b> - \$75,000 to perform & complete work for a period of one calendar year
			Insurance Certificates must be provided: - Contractors need Certificates of Insurance listing the City of Batavia as Additional Insured and Certificate Holder - Homeowners do not need to provide anything
			A copy of a IDOT and/or County ROW Permit, if applicable
			Agreement for Non-Standard Pavement or Sidewalk & \$47 recording fee, if applicable. Only applies where *.



# CITY OF BATAVIA

## RESIDENTIAL DRIVEWAY AND DRIVEWAY APRON- RIGHT-OF-WAY (ROW) PERMIT APPLICATION

Applicant is responsible to call J.U.L.I.E. to obtain locations of underground utilities prior to excavating.

Please allow a minimum of one (1) week for permit review and issuance of either permit or comments from the date of submittal.

When designing and replacing existing materials please use the details that are attached to this permit application to comply with City standards. In addition there are samples of bonds and certificates of insurance filled out to comply with City requirements. If at any time there are questions regarding any of this information please contact the Building Division. Below is a list of available details:

- Driveway
- Curb
- Sidewalk
- Residential Driveway Approach

Please contact the Building Division at least 48 hours in advance to schedule required inspections. Required inspections include:

- **Curb:**
  - Inspect proof roll of sub-base
  - Inspect stone, rebar and curb thickness
  - Inspect grades of the curb to provide positive drainage
  - Final inspection when restoration is completed
- **Driveway & Driveway Apron:**
  - Confirm required setbacks
  - Inspect width at curb, walk and garage
  - Inspect stone and thickness
  - Final inspection when restoration is completed

**NOTE:** Not every application will require each inspection. Please contact the Building Division regarding questions about inspections.

*Please refer to Title 7 of the Batavia Municipal Code, Chapter 1: Streets and Sidewalks, Section 3: Driveways and Title 11 of the Batavia Municipal Code, Chapter 5: Required Improvements, Section 9: Sidewalks and Driveways for more information.*

### **City of Batavia / Building Division**

100 North Island Avenue

Batavia, IL 60510

(630) 454-2700

[www.cityofbatavia.net](http://www.cityofbatavia.net)

Hours M-F 8am – 5pm, closed W 11am -12pm



# CITY OF BATAVIA

## RESIDENTIAL DRIVEWAY AND DRIVEWAY APRON- RIGHT-OF-WAY (ROW) PERMIT APPLICATION

Application Date: \_\_\_\_\_

P.I.N. #: \_\_\_\_\_

I, \_\_\_\_\_, do hereby apply for a permit for the following described work located at \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

<b>CURB &amp; GUTTER:</b>	<input type="checkbox"/>	No Work
	<input type="checkbox"/>	Remove & Replace
	<input type="checkbox"/>	Sawcut

<b>PUBLIC SIDEWALK</b>	<input type="checkbox"/>	No Work
	<input type="checkbox"/>	Through Driveway    6" P.C.C. Concrete
	<input type="checkbox"/>	Outside of Driveway    5" P.C.C. Concrete

**WIDTH OF DRIVEWAY AT SIDEWALK (OR RIGHT OF WAY/FRONT PROPERTY LINE IF NO SIDEWALK):**

\_\_\_\_\_

**WIDTH OF DRIVEWAY AT CURB (INCLUDING SIDE FLARES):** \_\_\_\_\_

Estimated time from commencement of construction until restoration is complete \_\_\_\_\_

**Owner of the Property:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Should you encounter unforeseen problems, please call the Building Division at (630) 454-2700 for assistance.

Please contact the Building Division at least 48 hours in advance to schedule required inspections.



# CITY OF BATAVIA

## RESIDENTIAL DRIVEWAY AND DRIVEWAY APRON- RIGHT-OF-WAY (ROW) PERMIT APPLICATION

The City of Batavia requires concrete or asphalt for all driveway surfaces. For proposed hard surfaces other than concrete or asphalt, the property owner must submit a Non-Standard Driveway Agreement along with an additional \$47 fee, payable to the City of Batavia to cover fees charged by Kane County for recording of this agreement. If an apron is replaced or constructed with a non-standard material and repairs are required, the City will not replace it in kind. It will be the owners expense to put that non-standard material back in place. Failure to follow the guidelines and City of Batavia Details and Specifications could result in being cited or denied approval until improvements meet requirements. By signing below, I agree to comply with the City of Batavia Code governing residential driveway and driveway apron construction. I further agree to indemnify the City of Batavia and its employees for any loss, liability or damage that may result or accrue from or because of the conduct of the applicant, its employees and/or agents relating to the work covered by the permit.

\_\_\_\_\_  
Signature of Property Owner, Applicant or Authorized Agent

\_\_\_\_\_  
Date

\*\*\*\*\*

### **FOR STAFF USE ONLY**

Application Filing Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_

Permit Number Issued: \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Building Official**