

THE CITY OF  
**SOUTH BELOIT**  
ILLINOIS



**Application for Curb Cut/Driveway Permit/Sidewalk Permit**

Check all that apply:  Curb Cut  Driveway  Driveway Addition  Sidewalk

Date of Application Submission: \_\_\_\_\_

Project Start Date (must be at least 30 days after date of Application Submission): \_\_\_\_\_

Project End Date: \_\_\_\_\_

Applicant/Owner Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

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

Provide the location, address and PIN, where work is being done:

Name of person or contractor doing work: \_\_\_\_\_

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

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

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

Please attached to this application plans and specifications for work to be performed, including detailed drawings, dimensions, description of work to be done, subgrade materials and thicknesses, concrete/asphalt thickness and composition.

**\*\*\*SEE ATTACHED COPIES OF CITY ORDINANCES SPECIFYING REQUIREMENTS FOR DRIVEWAYS, DRIVEWAY ADDITIONS AND SIDEWALKS. ALL WORK PERFORMED MUST BE IN ACCORDANCE WITH CITY ORDINANCES AND APPLICANT AND/OR ITS CONTRACTORS ARE RESPONSIBLE FOR ADHERING TO CITY ORDINANCES.**

Per Section 86-77 and 86-187, before a permit will be issued, a Performance Bond, Letter of Credit or Cash Surety must be provided in an amount equal to 120% of the estimated costs of the improvements within the right of way.

Property Owner and/or its Contractors are responsible for contacting the City for final Inspections.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Permit Fees: \$ \_\_\_\_\_

Bond Posted: \_\_\_\_\_

Staff Comments/Approval:  
Zoning Clearance

\_\_\_\_\_  
City Engineer Clearance

\_\_\_\_\_  
Date of Approval: \_\_\_\_\_

\_\_\_\_\_  
Inspection Date:

"AN EQUAL OPPORTUNITY EMPLOYER"



**ORDINANCE NUMBER: 2521**

**AN ORDINANCE OF THE CITY OF SOUTH BELOIT, ILLINOIS AMENDING  
VARIOUS PROVISIONS OF CHAPTER 86 – STREETS, SIDEWALKS AND OTHER  
PUBLIC PLACES, OF THE CITY CODE OF ORDINANCES**

**“ARTICLE III. - CONSTRUCTION OF SIDEWALKS**

**DIVISION 1. - GENERALLY**

**Sec. 86-76. - Sidewalks to be built upon grade furnished by engineer and commissioner.**

All sidewalks built or constructed within the limits of the city, where no special ordinance has been provided therefor, shall be built and constructed upon a grade to be approved by the city engineer and the commissioner of streets and public improvements or his designee.

**Sec. 86-77. – Permit application.**

Any person desiring to construct, lay, alter or repair/replace any permanent sidewalk on any public street or place in the city shall, not less than thirty days before beginning such work, apply with the city clerk for a sidewalk permit, indicating therein, among other things, the location where the work is to be done, the length of sidewalk to be constructed, the estimated costs of the work and the approximate timeframe of when the work is to be started and completed. The fee for a sidewalk permit shall be \$85.00. No permit shall be issued unless a performance bond, letter of credit or other form of surety, acceptable to the City Engineer, is posted with the City. The amount of such performance bond, letter of credit or other form of surety shall be an amount equal to at least 120% of the estimated costs of the work.

No sidewalk permit shall be required for driveway repair/replacements that does not require any repair, replacement or alteration of any existing sidewalk that crosses through the driveway.

**Sec. 86-78. - Fees for subsequent inspections.**

(a) The fee for sidewalk permits shall cover the administrative costs associated with issuing the permit and one inspection to ensure that the sidewalks will be and have been constructed in accordance with approved grade. The expense of any subsequent inspections other than those provided for in this section, necessitated through the fault or error of the persons laying the sidewalks, shall be borne by such persons, and shall be charged for at the rate of \$32.00 per hour, which sum, when determined, shall be remitted to the city prior the release of any performance bond or surety.

**Sec. 86-79. – Left intentionally blank.**

**Sec. 86-80. – Left intentionally blank.**

**Sec. 86-81. - Supervision.**

All construction of sidewalks shall be subject to the supervision of the city engineer and commissioner of streets and public improvements or his designee.

**Sec. 86-82. - Authority of engineer and commissioner to stop construction or order reconstruction.**

If any person builds, lays or relays, or attempts to build, lay or relay, or knowingly assists in so doing, any public sidewalk, or portion of such sidewalk, without first obtaining a permit from the city clerk, or upon a grade contrary to that approved by the city engineer and commissioner of streets and public improvements or his designee, or any manner contrary to any of the provisions of the general ordinances of the city, or the particular ordinances relating to such sidewalk, the city engineer and commissioner of streets and public improvements or his designee are hereby authorized to stop any further work on such sidewalk and to cause such portion of the sidewalk as shall have been constructed to be reconstructed in accordance with the provisions of this article or any other city ordinance.

**Sec. 86-83. - Obedience to engineer and commissioner.**

It shall be unlawful for any person to refuse to stop construction of any sidewalk or refuse to reconstruct such sidewalk when ordered to do so by the city engineer or the commissioner of streets and public improvements or his designee.

**Sec. 86-84. - Commissioner to notify abutting property owner when sidewalk built contrary to article; failure or neglect to comply to be reported to city attorney.**

Whenever any sidewalk shall be constructed within the city in violation of or contrary to any of the provisions of this article, it shall be the duty of the commissioner of streets and public improvements or his designee to forthwith notify in writing the owner of property abutting upon such sidewalk or his duly authorized agent or lessee to change or rebuild any such sidewalk so that the sidewalk shall conform to the terms of this article. If such owner or his agents or lessees shall fail or neglect to comply with the requirements of such notice, the commissioner of streets and public improvements or his designee shall promptly report such failure or neglect to the city attorney, who shall seek any and all recourse which the City Council may instruct the city attorney to pursue, including but not limited, to citing the responsible party for code violations and

utilizing any performance bond, letter of credit or other surety to have the sidewalk properly installed.

**Sec. 86-85. - Commissioner to notify abutting property owner when sidewalk needs repair; failure or neglect to comply to be reported to city attorney.**

Whenever any sidewalk in the city, from breakage, natural wear or age, becomes insufficient for ordinary travel thereon, it shall be the duty of the commissioner of streets and public improvements or his designee to forthwith notify in writing the owner of the property abutting upon such sidewalk or his duly authorized agents to repair or rebuild such sidewalk as public safety may require. If such owner or his agents shall fail or neglect to comply with the requirements of such notice, the commissioner shall promptly report such failure or neglect to the city attorney, who shall seek any and all recourse which the City Council may instruct the city attorney to pursue, including but not limited, to citing the responsible party for code violations and taking any steps necessary to have the sidewalk repaired or replaced and assessing the costs thereof to the property owner.

**Sec. 86-86. - Removal of materials and equipment; placement of barricades.**

Any person who builds or repairs or has charge of the building, rebuilding or repairing of any sidewalk in or along any street within the city shall remove all materials, tools, appliances or other articles used in or about such building or repairing or taken from the walk torn out or removed from the street within 24 hours from and after completion of the building or repairing of such walk. In addition, such person shall keep barricades at each end of the place of construction and along the sides of the construction each night while such work is progressing from the time of commencement of the work until its completion, and the walk is ready for public use.

**Secs. 86-87—86-100. - Reserved.**

**DIVISION 2. - SPECIFICATIONS**

**Sec. 86-101. - Compliance with division.**

All concrete sidewalks built or constructed within the city limits shall conform with the provisions of this division.

**Sec. 86-102. - Width of concrete sidewalks.**

All concrete sidewalks in 1) new developments (i.e. greenfield developments), or 2) redevelopments where all existing sidewalks are being replaced, shall be 5 feet in width.

Any continuation/extension of an existing sidewalk or replacement of a portion of an existing sidewalk may match the width of the existing sidewalks (subject to approval by the City or its authorized designee), but in no event be less than 4 feet in width so as to remain ADA compliant. In the event the existing sidewalk is less than 4 feet in width, then any continuation/extension or replacement of a portion of an existing sidewalk shall be at least 4 feet in width and transition squares shall be utilized to tie into those portions of the sidewalk that are less than 4 feet in width. It is the goal of the City that in these situations, that over time, sidewalks that are less than 4 feet in width shall eventually be replaced with sidewalks that are at least 4 feet wide and ADA compliant.

**Sec. 86-103. - Subgrade requirements.**

(a) Aggregate base course Type C, in accordance with IDOT standard specifications, shall be installed at a depth of 6" and compacted.

(b) Should unsuitable soils be identified, 12" undercutting shall be completed with installation of aggregate base course.

**Sec. 86-104. - Deep fill.**

When a fill exceeding one foot in thickness is required to bring the work to grade, the top of all fills shall extend beyond the walk on each side at least one foot, and the sides shall have a slope not greater than one vertical foot to 2 horizontal feet.

**Sec. 86-105. – Concrete Thickness and Composition.**

Concrete sidewalks shall consist of a single course four inches thick. IDOT approved class SI Portland cement concrete shall be installed. Concrete shall be 6" thick for the full width of driveway crossings.

**Sec. 86-106. – Left intentionally blank.**

**Sec. 86-107. – Left intentionally blank.**

**Sec. 86-108. - Expansion joints and grooves.**

(a) Grooves. After the laying of the surface course of concrete is completed, grooves at right angles to the sidewalk and not more than 5 feet apart shall be constructed in the sidewalk, as follows: These grooves shall be located by a line drawn on the surface of the sidewalk, shall extend no more than ¼" and no less than 1/8", shall be no more than ¼" in width, and shall be edged with an edging tool with ¼" radius.

(b) Expansion Joints. ½” expansion joints shall be placed: at maximum intervals of 50’; between sidewalk and all structures that extend through sidewalk; where sidewalks abut existing sidewalks; concrete driveways; ADA ramps and where ADA ramp abuts curbs. Expansion joints shall be of material that is acceptable per IDOT Standard Specifications.

**Sec. 86-109. - Protection of concrete.**

After completing laying of the concrete, it shall be protected from use or injury and kept continuously damp until the concrete is set hard enough to withstand travel.

**Sec. 86-110. – Left Intentionally Blank.**

**Sec. 86-111. - Sidewalk ADA Ramps.**

All curb ramps shall be constructed per PROWAG and current IDOT Highway standards. Detectable warnings shall be installed on each ramp.

**Sec. 86-112. - Maintenance of sidewalks.**

All sidewalks laid under city contract and by city ordinance shall be kept and maintained in good condition, without serious cracks or defects due to poor material or workmanship, for a period of one year from the date of completion of such contract.

**Sec. 86-113. – Left Intentionally Blank.**

**Sec. 86-114. – Left Intentionally Blank.**

**Sec. 86-115. – Left Intentionally Blank.**

**Sec. 86-116. - Freezing.**

If at any time during the progress of the work the temperature is or will, within 24 hours, drop to 32 degrees Fahrenheit, concrete and aggregate base course shall be protected per IDOT standards. In no case shall concrete be installed upon a frozen subgrade or subbase.

**Secs. 86-117—86-135. - Reserved.”**

## **“ARTICLE V. - DRIVEWAYS**

### **Sec. 86-186. - Permit required; application.**

No person shall hereafter construct, build, establish, re-surface or repair any driveway without first having obtained a written permit to do so from the city clerk. This includes, but is not limited to, any portion of the driveway over, across or upon any portion of the public right-of-way, public sidewalk or public parkway. The permit shall be obtained from the city council where it is necessary to elevate or depress the established grade of public sidewalks or driveways. No such permit shall be issued for construction or establishment of any such driveway except in accordance with the provisions contained in this article. Application for a permit must be made in writing upon forms furnished by the city. Such application shall contain the name and address of the person making the application, the name of the contractor or person who is to construct the driveway and the proposed location and dimensions of such driveway. Complete plans and specifications shall be submitted to the city clerk and the commissioner of streets and public improvements at least 48 hours before the permit shall be issued.

No driveway permit will be required if only the sidewalk that crosses through an existing driveway is being repaired/replaced. In such a situation, only a sidewalk permit will be required.

### **Sec. 86-187. - Bond.**

Before issuance of any such permit, the contractor or person proposing to construct, re-surface or repair such driveway shall file with the city clerk, on a form approved by the City Attorney, either a performance bond, letter of credit or cash surety in an amount equal to 120% of the estimated costs of construction, re-surfacing or repair of those portions of the driveway in the right-of-way or affecting sidewalk or public parkway (as reviewed and approved by the City Engineer) conditioned that the makers shall save harmless, defend and indemnify the city against or on account of accidents, damages or claims arising out of or during the construction of any driveway laid by the contractor. All such bonds, letter of credit or cash surety shall be continuing and shall not be terminated until the driveway has been installed, re-surfaced or repaired by the contractor or person proposing to construct, re-surface or repair the driveway and inspected and approved by the City. To the extent the construction, re-surfacing or repair does not involve any work within the right-of-way or does not affect any sidewalk or public parkway, no bond shall be required.

### **Sec. 86-188. - Fees.**

Before any work is started, the contractor or property owner shall pay to the city clerk permit and inspection fees as follows:

(1) \$75.00 for permit application review. To the extent city staff review time exceeds one hour, an additional \$50.00 shall be assessed for each hour after the first hour, on a pro-rated basis.

(2) \$32.00 per hour (on a pro-rated basis) for inspection/reinspection of portions of driveway work in the right-of-way or affecting sidewalks of public parkways. To the extent the construction, re-surfacing or repair does not involve any work within the right-of-way or does not affect any sidewalk or public parkway, no inspection fee shall be applicable.

#### **Sec. 86-189. - Supervision.**

All such work shall be done under the jurisdiction of the commissioner of streets and public improvements or his designee and in accordance with the ordinances of the city; and shall be inspected upon completion by the city engineer or his designee.

#### **Sec. 86-190. - Specifications.**

All plans and specifications for construction, re-surfacing or repair must conform to the following minimum requirements before a permit for construction or reconstruction shall be issued:

(1) Driveways for residential or dwelling house use shall be constructed of Portland cement concrete at least six inches in thickness with at least 6" of compacted IDOT Type C aggregate base course. Concrete shall be an approved IDOT PV mix. HMA driveways are also permitted when installed with 3" of asphalt and 8" of compacted IDOT Type C base course. IDOT N50 hot mix asphalt shall be utilized.

(2) Driveways for other than residential or dwelling house use shall be constructed of either concrete with compacted IDOT Type C aggregate base course or hot mix asphalt with compacted IDOT Type C aggregate base course. The minimum section for these driveway surfaces shall be at least the same as set forth in Paragraph 1 above, but additional thickness may be required by the City based on anticipated traffic loading.

(3) Where a driveway of any kind of material is constructed across the sidewalk space, it shall conform to the sidewalk grade as approved by the city engineer.

(4) Where a driveway of any kind of material is constructed across an existing sidewalk, such sidewalk shall be removed and replaced with Portland cement



concrete for the full width of the driveway. This portion shall be not less than six inches in thickness and constructed in accordance with PROWAG ADA requirements.

(5) Except for the types of driveways referenced in Paragraphs 1 and 2 above, all other types of driveways, including, but not limited to, Macadam, gravel, cinder and any other types of driveways are prohibited.

(6) Where concrete curb and gutter is in place or where paving of public streets is of concrete, a ½” expansion joint shall be placed along the full width of the driveway.

(7) For the portions of any driveway that is in the right-of-way, the curb cut width and all geometrics of all driveways within the right-of-way shall be in accordance with the current IDOT bureau of local roads and streets standards for driveway and entrance geometrics, on file in the office of the city clerk.

(8) The following driveway standards shall apply to all residential driveways:

- A. Driveway curb cuts (or if there is no curb, then the width of the driveway where it meets the public roadway) shall not exceed 24 feet in width or such width as set forth in the then current IDOT bureau of local roads and streets standards for driveway and entrance geometrics on file with the city clerk.
- B. The width of a driveway shall not be less than the width of the curb cut (or if there is no curb, then the width of the driveway where it meets the public roadway).
- C. The width of a driveway shall be the same width as the driveway curb cut (or if there is no curb, then the width of the driveway where it meets the public roadway) for all portions of the driveway within the right-of-way. Notwithstanding the foregoing, for any driveway in existence prior to the effective date of this Ordinance that has a portion of the driveway within the right-of-way that is wider than the width at the curb cut (or if there is no curb, then the width of the driveway where it meets the public roadway), and the driveway is being repaired or replaced with the same footprint, then the width of the driveway shall be allowed to remain the same as previously existed.
- D. For the portions of the driveway on private property (i.e. outside of the right-of-way) the width of the driveway shall not exceed the width of the garage, except as provided in Paragraph 9 below.
- E. For three car garages, the driveway width shall flare out to provide access to the third car garage. The start of such flare shall not be permitted within the right-of-way.
- F. Conformance with the principles set forth in Drawing #1 below.

(9) Driveway additions shall mean any expansion of a driveway beyond the width of the garage (whether 1, 2 or 3 car garage) and expanding into the side yard of the property adjacent to and along the garage. To constitute a driveway addition, the portions in the side yard must be connected to the rest of the driveway. The following driveway addition standards shall apply to all residential driveway additions:

- A. Driveway additions shall be made of the same material as the rest of the driveway and shall conform to all applicable driveway construction specifications.
- B. Driveway additions shall not exceed 12 feet in width.
- C. Driveway additions must meet all applicable side yard setback requirements (i.e. 5 feet from the property line).
- D. Conformance with the principles set forth in Drawing #1 above and Drawing #2 below.

(10) The centerline of all driveways must be approximately at right angles to the curblines of the pavement in the public street for a distance of at least ten feet from such curblines, unless otherwise approved by the City Engineer.

(11) All driveways shall be so graded between the gutter and the sidewalk that it will not be necessary to change the established grade of either and will not elevate or depress any portion of either. No part of the driveway shall extend beyond the curblines in such a manner as to change the grade of the gutter or obstruct the free flow of water in the gutter. Where elevations or depressions are necessary in the parkway strip between the curb and the walk, such parkway shall be graded on both sides of the driveway to a distance sufficient to create a gradual ascent or descent. At no time shall the gradient exceed IDOT Bureau of Local Roads requirements.

(12) Curb and gutter shall be sawcut and entirely removed for the full width of the driveway opening at the curblines. If an existing joint in such curb is within five feet of the end of the driveway opening, remove the existing curbing, etc. to such joint, otherwise cut the combined curb and gutter or separate curbing, making a neat edge truly at right angles to the edge of the pavement and truly vertical. Integral curbing, which is that type placed with the pavement and molded as an integral part of it, must be removed for the full depth from the top of curb to the bottom of the pavement. The edge must be cut as described in this subsection. No combined curb and gutter, straight curb or integral curb shall be removed within five feet of a public crosswalk.

(13) Where driveways cross open ditches in the parkways, culverts shall be installed. The culverts shall be of such size and shall be constructed of corrugated metal pipe or reinforced concrete pipe in accordance with IDOT standard specification. In no instance shall the size of the opening be less than that obtained by a 12-inch diameter pipe and the City reserves the right to require a larger diameter pipe. A minimum of 6" of cover (between the bottom of the pavement structure and the top of pipe) shall be maintained over the top of the pipe. The length of the culvert shall be determined by the following method: For ditch depth of two feet or less, the culvert shall extend not less than six feet beyond both edges of the driveway where it crosses the ditch. For each additional foot depth of ditch add three feet to such figure.

(14) Where existing manholes and structures are in the area of a proposed driveway, the existing casting shall be removed and adjusted as required by the City and/or Illinois American Water (or its successors or assigns). Should the casting be damaged, it will be repaired or replaced by the property owner and at the property owner's expense.

(15) Left Intentionally Blank.

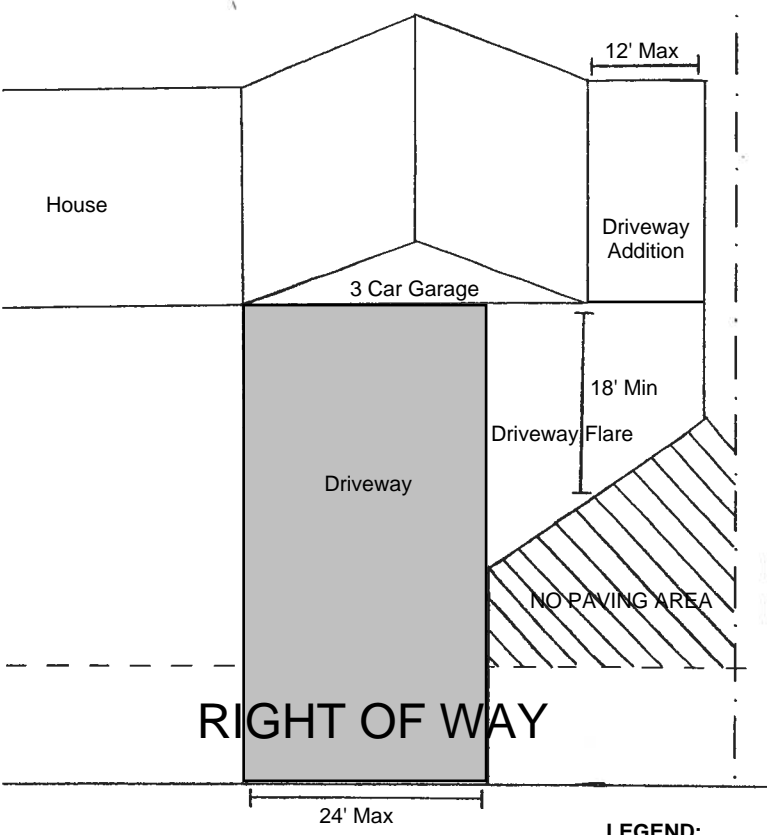
(16) All driveways constructed or reconstructed over, across or upon any public street or public parkway in the city shall be kept and maintained at all times in accordance with the provisions of this Division by the persons so constructing, reconstructing or using the driveway as an adjunct or appurtenance to lands or properties immediately adjacent thereto.

**Sec. 86-191. - Penalty for violation of article.**

Any person violating the provisions of this article shall be subject to punishment as provided in [section 1-8](#).

**Secs. 86-192—86-210. - Reserved.”**

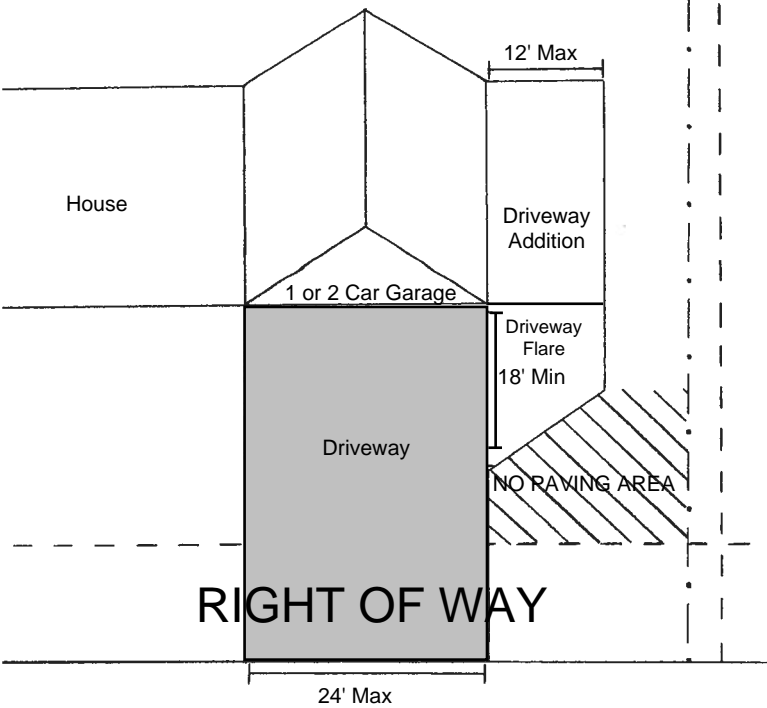
DRAWING 1



**LEGEND:**

- ..... : 5' Setback line
- : Property Line

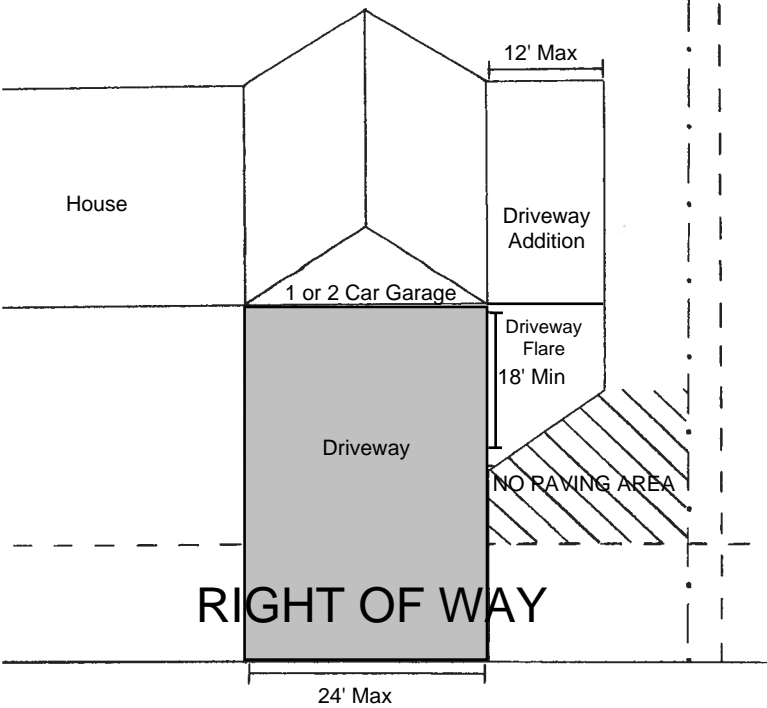
DRAWING 2



LEGEND:

- - - - - : 5' Setback line
- - - - - : Property Line

DRAWING 2



LEGEND:

- - - - - : 5' Setback line
- - - - - : Property Line