

# Village of Glen Ellyn

## Planning and Development Department

### Demolition Procedures

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- Step 1: Applicant completes and submits a building/demolition permit application and supporting documents for a demolition project to the Planning and Development (P&D). This starts the 30-day minimum waiting period.
- Step 2: P&D staff accepts and checks the submittals, forward plans to the appropriate reviewers, create a map & labels of residences within 250 feet of the demolition site (delivery area), and mail notices from the Village within 15 days of the permit submission.
- Step 3: P&D staff contacts the applicant to inform them that the contractor notices (different from the Village notice), maps and labels are available to be picked up by the contractor for mailing to homes within the delivery area. The contractor would pick these items up at the Planning and Development office.
- Step 4: The applicant/contractor schedules all necessary inspections or appointments as listed below, in no particular order.
- A. Contractor calls Public Works (PW) to schedule and confirm date and time of demolition for PW staff to install the hydrant meter.
  - B. Contractor installs tree, silt and security fencing and schedules the required inspection with P&D.
  - C. Contractor disconnects utilities and schedules disconnect inspection with PW. The utilities **must** be disconnected at the main, unless otherwise authorized by the Public Works Director. PW will advise the P&D department when the utility disconnect inspections are approved.
- Step 5: Upon approval of the inspections listed above P&D will determine fees and contact the applicant when the building/demolition permit is ready to be issued.
- Step 6: Contractor mails the Contractor's Notice of Property Demolition indicating the anticipated demolition dates, no more than 10 days or less than 7 days prior to the three-day window of the scheduled demolition. At the same time the contractor mails the same notice to P&D confirming if and when the notices were mailed.
- Step 8: On the scheduled date of the demolition, PW will set up the hydrant meter no later than 8:00 a.m. PW will assist with the connection of any hose and verify the hose size and that the water source is operational. The contractor must be on site between 7:00 a.m. and 8:00 a.m. to accept responsibility for the hydrant meter. This step is required even if the contractor chooses to utilize the minimum prescribed watering truck.
- Step 9: Demolition may begin. P&D will perform random inspection(s) to verify that the structure and debris is being watered consistently and regularly. PW will pick up the meter at 4:00 pm; however, the contractor should contact PW for an earlier pick up. Special arrangements can be made for a later pick up at the contractor's expense. Repeat steps 8 and 9 for multiple day demolition work.

#### **4-1-10: DEMOLITION REQUIREMENTS:**

The following demolition requirements shall apply to all property within Glen Ellyn municipal limits:

- (A) A building permit for demolition work shall be required for the removal of any building, structure or any part thereof, except for the removal of any residential accessory building or for the removal of a principal building, or any part thereof, less than three hundred (300) square feet in area.
- (B) A building permit for the demolition of a building or structure, or part thereof, greater than three hundred (300) and less than one thousand (1,000) square feet in area shall require the following supporting documents:
1. Building permit application.
  2. Plat of survey (except for interior only demolitions).
  3. Written statement or drawings describing the work.
- (C) A building permit for the demolition of a building or structure, or part thereof, greater than one thousand (1,000) and less than four thousand (4,000) square feet in area, and not exceeding forty five feet (45') in height, shall require the following supporting documents and is subject to the following requirements and submittals:
1. A building permit application for the demolition work.
  2. A plat of survey of the property (except for interior only demolitions).
  3. A building permit application for the demolition work and for a new building or structure if construction is to commence within ninety (90) days from the issuance of the building permit for the demolition work.
  4. A site management plan shall be submitted for review and approval if new construction is to commence within ninety (90) days from the issuance of the building permit for the demolition work, and indicate the following items:
    - (a) The property drawn to a scale of not less than one inch equals twenty feet (1" = 20').
    - (b) Existing buildings and structures to be removed or retained.
    - (c) All easements, existing utility lines, well and septic systems on the subject property and all adjacent parkways and property within twenty feet (20').

- (d) Trees on the subject property, adjacent parkway and within fifteen feet (15') on adjacent properties in accordance with the tree preservation ordinance.
  - (e) Silt fencing, protective tree fencing, and perimeter safety fencing in required locations.
  - (f) Means of primary ingress/egress from the public ways to the site and points for emergency access, traffic control devices and measures, and on site and off site parking areas.
  - (g) Temporary areas for the storage or staging of debris, soil, construction materials and construction equipment.
  - (h) Portable toilets, dumpsters and refuse container locations.
5. A site restoration plan shall be submitted for review and approval if new construction will not commence within ninety (90) days from the issuance of the building permit for the demolition work, and indicate the following items:
- (a) The property drawn to a scale of not less than one inch equals twenty feet (1" = 20').
  - (b) Measures to restore the site in accordance with the DuPage County countywide stormwater and floodplain ordinance to the natural grade, establish soil stabilization or groundcover, and an itemized cost estimate to complete the work.
  - (c) Any existing underground structures or utilities to remain or be abandoned including any foundation walls that are required to be removed to a level not less than four feet (4') below the restored grade.
  - (d) A statement indicating that the site restoration work will be completed within a required ninety (90) day period after substantial completion of the demolition work. An extension of time may be granted by the director of planning and development or the building official if unforeseen circumstances are determined to impede the completion of the restoration.
6. A certificate of insurance acceptable to the village attorney. Said certificate shall establish that the applicant or property owner has insurance coverage in a minimum amount of five hundred thousand dollars (\$500,000.00) per occurrence for damages to adjacent private and public property resulting from the work by the applicant, contractor, or subcontractor, owner, or other agent of the applicant or owner.
7. A photograph of the front of the structure and a second photograph of the rear of the structure or part thereof that is to be demolished.
8. The name, address, and cell phone numbers of the primary contact for the developer and for the demolition contractor who will be working on the site and controlling or managing the demolition work.
9. A copy of applications and permits from all applicable agencies including, but not limited to, the federal emergency management agency, Illinois environmental protection agency, state fire marshal, and DuPage County in the event the demolition

work involves lead, asbestos or other hazardous materials, underground fuel tanks, well and septic systems, special flood hazard areas, historic structures or other work under the jurisdiction of other authorities.

10. A written description of how the utility lines will be removed or abandoned, wells sealed and capped, and septic systems abandoned in accordance with all applicable codes, ordinances and regulations of the village and the DuPage County health department.
11. Public notices and a waiting period shall be provided as follows:
  - (a) The village shall provide written notification within fifteen (15) days of receipt of the demolition application to all property owners within two hundred fifty feet (250') of the subject property.
  - (b) The contractor shall provide written notification to the village and surrounding property owners by mail no more than ten (10) days or less than seven (7) days prior to the scheduled demolition. The notice shall state a window of three (3) possible days for the demolition. The first date will be the anticipated date of demolition and the second and third dates are reserved for delays. The notice shall follow the format provided by the village and shall include the developer's contact information. The village will provide the contractor with the sample notice, the map of addresses, and mailing labels. The contractor shall mail the notices to the properties listed and a signed certification statement shall be delivered to the village confirming that the notices were mailed. If the demolition does not occur within the specified window of three (3) possible days, the contractor shall provide another notice of the rescheduled dates as required above.
  - (c) Upon receipt of a complete application and supporting documents, a minimum waiting period of thirty (30) calendar days shall be established prior to issue of a building permit for demolition work to ensure all surrounding property owners have been notified and all departments of the village and fire company have completed a review of the application and plans.
12. Demolition preparation work shall be completed prior to the issuance of the building permit for demolition work as follows:
  - (a) The applicant contacts the public works department to request installation of a hydrant meter in accordance with subsection 7-10-9(B) of this code. A minimum prior notice of forty eight (48) hours is required and the applicant schedules and coordinates the work directly with the public works department.
  - (b) The applicant installs tree protection fencing, silt fencing and security fencing as indicated on the site management plan, restoration plan or tree preservation plan and contacts the public works department to request an inspection of the fencing. A minimum prior notice of forty eight (48) hours is required and the applicant schedules and coordinates the inspection directly with the public works department.
  - (c) The applicant completes a water and sewer disconnect to the property and contacts the public works department to request an inspection of the work. A minimum prior notice of twenty four (24) hours is required and the applicant schedules and

coordinates the inspection directly with the public works department. No water or sewer disconnection work may be completed in the right of way until a work in the parkway application has been approved by the public works director or designee and the building permit for demolition has been issued.

(D) A building permit for the demolition of a building or structure, or part thereof, greater than four thousand (4,000) square feet in area or exceeding forty five feet (45') in height shall require the following supporting documents and is subject to the following requirements:

1. All requirements and submittals identified in subsection (C) of this section shall apply except the minimum insurance amount shall be increased to one million dollars (\$1,000,000.00).
2. The applicant, contractor and all subcontractors shall conduct a predemolition meeting with the appropriate village representatives a minimum of seven (7) days prior to commencement of demolition.

(E) All demolition work shall be completed as follows:

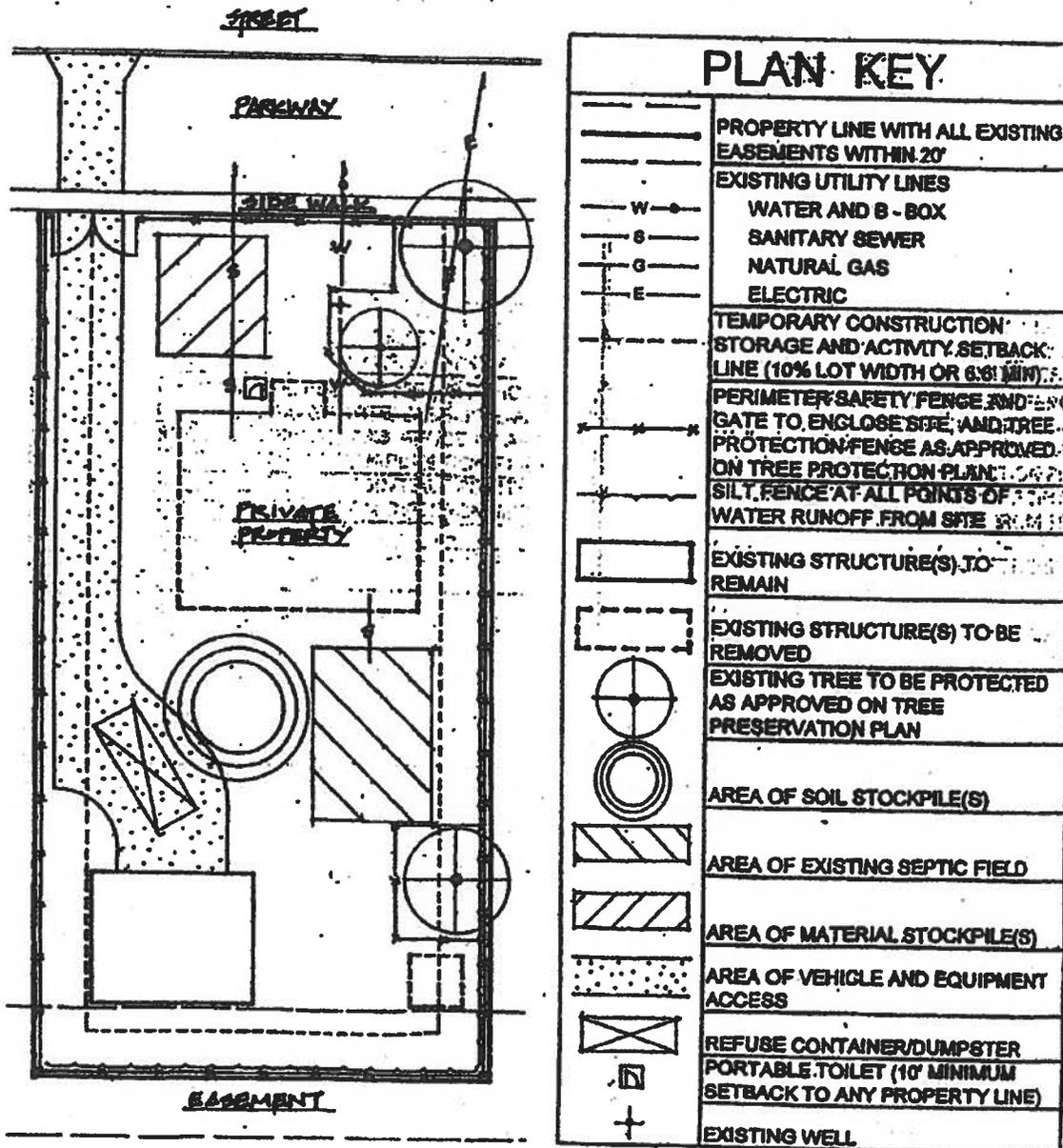
1. All demolition work shall be performed in compliance with the applicable provisions of the 2009 international building code including chapter 33, safeguards during construction.
2. The use of a village water hydrant shall be required per subsection 7-10-9(D) of this code for the purpose of controlling dust and other airborne particles during the demolition, cleaning vehicles prior to leaving the site, and maintaining the public ways free and clear of debris and accumulation of dirt at all times. The public works department shall install the hydrant meter. The contractor shall provide the watering hose. Watering shall be dispensed throughout the demolition process, during the collection and disbursement of debris and during the loading of any hauling vehicle. The use of a watering truck is permissible, but it shall not eliminate the requirement for a hydrant meter, which will provide a backup source of water for use during demolition or for refilling the watering truck, cleaning vehicles prior to leaving the site and maintaining the public ways free and clear of debris and the accumulation of dirt or erosion at all times. When the outdoor temperature is thirty two degrees (32°) or less, a hydrant meter shall not be required for demolition unless authorized by the public works director, and in lieu thereof a watering truck must be provided as a source of water to control dust and airborne particles during the demolition process.
3. Public streets and sidewalks shall be maintained open and free and clear for passage of vehicles and pedestrians at all times unless written approval is granted by the public works director a minimum of forty eight (48) hours in advance of any anticipated closing.
4. The contractor shall perform the demolition work as indicated on the approved site management plan or the site restoration plan in accordance with all directions from the public works director or designee and in compliance with all applicable requirements of this code. The building official, or his duly authorized representative, shall make

**periodic inspections of the demolition work and in the event the contractor fails to comply with the requirements in this code, a stop work order may be issued, a citation may be served to the developer, contractor or property owner, or the building permit may be suspended or revoked. (Ord. 5996, 1-30-2012, eff. 3-1-2012)**

# Village of Glen Ellyn Sample - Site Management Plan for Demolition and Construction



(The sample plan below indicates general guidelines and standards to assist in the preparation of the required Site Management Plan for all demolitions)



PLAN KEY	
	PROPERTY LINE WITH ALL EXISTING EASEMENTS WITHIN 20'
	EXISTING UTILITY LINES
	WATER AND B - BOX
	SANITARY SEWER
	NATURAL GAS
	ELECTRIC
	TEMPORARY CONSTRUCTION STORAGE AND ACTIVITY SETBACK LINE (10% LOT WIDTH OR 6:31 MIN)
	PERIMETER SAFETY FENCE AND GATE TO ENCLOSE SITE AND TREE PROTECTION FENCE AS APPROVED ON TREE PROTECTION PLAN
	SILT FENCE AT ALL POINTS OF WATER RUNOFF FROM SITE
	EXISTING STRUCTURE(S) TO REMAIN
	EXISTING STRUCTURE(S) TO BE REMOVED
	EXISTING TREE TO BE PROTECTED AS APPROVED ON TREE PRESERVATION PLAN
	AREA OF SOIL STOCKPILE(S)
	AREA OF EXISTING SEPTIC FIELD
	AREA OF MATERIAL STOCKPILE(S)
	AREA OF VEHICLE AND EQUIPMENT ACCESS
	REFUSE CONTAINER/DUMPSTER
	PORTABLE TOILET (10' MINIMUM SETBACK TO ANY PROPERTY LINE)
	EXISTING WELL



**Village of Glen Ellyn**  
Planning & Development Department  
535 Duane Street  
Glen Ellyn, IL 60137  
Phone: 630-547-5250; Fax: 630-547-5370  
www.glenellyn.org

## **Demolition Only Site Restoration Plan**

A Site Restoration plan indicating measures to stabilize and restore the site, in accordance with the DuPage County countywide storm water and floodplain ordinance, to the natural grade and establish soil stabilization must be submitted for review and approval of a demolition permit. The Site Restoration plan shall not exceed 24" x 36". The use of an existing Plat of Survey is generally acceptable.

### **The Site Restoration plan must include:**

1. The direction of storm water flow across the property. Using arrows show the existing flow direction with dashed or fine lines and proposed flow direction with solid or bold lines. If a drainage swale or ditch is present please indicate on the plan. If the proposed work will not change the existing grades please specify on the plan.
2. The location of all existing buildings, driveways, walkways, patios, decks, retaining walls, and fences. Specify what will be removed and what will remain.
3. The location, area and depth of any disturbance or change to the existing grade including the removal of existing soil or the addition of any fill, soil, stone or mulch materials.
4. The following:
  - Address and permanent parcel number (P.I.N.)
  - north arrow, scale and legend
  - erosion control practices (see comment 3. below)
  - date of preparation of the survey and any revisions
  - Du Page Countywide Stormwater Management Application/Certification Number, if applicable.
5. Locations of any soil stockpiles and silt fencing.
6. Describe how any foundation hole will be addressed, such as, "site will be raised to grade and all disturbed areas will be seeded and a blanket will be installed to avoid erosion".
7. Floodplain, wetland and stormwater management facilities within 50 feet of the subject parcel shall be shown along with the 100-yr base flood or high water elevation. If located within the property please contact the Building Department to discuss additional permitting requirements at 630.547.5250.
8. Notes regarding the permanent disconnects of water and sewer service to the house. All disconnects must be at the main. Address parkway and/or roadway restoration. The parkway must be restored using sod. If you have questions please contact Public Works at 630.469.6756.
9. Erosion Control Notes (as a minimum) must be added to the plans, in conformance with Article VII of the Du Page Countywide Stormwater and Flood Plain Ordinance:
  - a) Sediment and erosion control devices shall be functional before land is otherwise disturbed on the site.
  - b) Vehicular access to the site shall be restricted to an existing or constructed gravel drive. Said gravel drive shall be installed before any construction begins above the top of the foundation.
  - c) Any soil, mud or debris that is washed, tracked or deposited onto the street shall be removed before the end of each workday.
  - d) The surface of stripped areas shall be permanently or temporarily protected from soil erosion within 15 days after final grade is reached. Stripped areas not at final grade that will remain undisturbed for more than 15 days after initial disturbance shall be protected from erosion.
  - e) If a stockpile is to remain in place for more than three days, then sediment and erosion control shall be provided for such stockpile.
  - f) Storm sewer inlets shall be protected with sediment trapping or filter control devices during construction.
  - g) Water pumped or otherwise discharged from the site during construction dewatering shall be filtered.
10. A cost estimate for all erosion control measures necessary to stabilize the site.
11. A statement indicating that the site restoration work will be completed within 90 days after substantial completion of the demolition work.

## Village of Glen Ellyn

# Demolition Utility Disconnect Information

Prior to a Class III or Class IV demolition of a structure, all utilities shall be properly disconnected and capped in such a manner as not to endanger the health, safety or welfare of the public. Disconnect dates must be confirmed prior to the issuance of a demolition permit.

(Proof of utility notification must be made available to the Building Division upon request.)

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

Utility	Phone Number	Contact Date	Disconnect Date	Confirmation Date
Electricity (Comm Ed)	1-800-334-7661	_____	_____	_____
Gas (Nicor)	1-888-642-6748	_____	_____	_____
Telephone (Ameritech)	1-800-660-3000	_____	_____	_____
Comcast Wide Open West	1-866-594-1234 1-866-496-9669	_____	_____	_____
Water (Public Works)	630-469-6756	_____	_____	_____
Sewer (Public Works)	630-469-6756	_____	_____	_____
J.U.L.I.E.	1-800-892-0123	_____	_____	_____



**CONTRACTOR’S NOTICE OF PROPERTY DEMOLITION**

Dear Neighbor:

Earlier, the Village notified you that the structure located at **123 Street** is being razed. I am the contractor for the project and wanted to inform you that the structure will be physically removed from the property during regular construction hours sometime during the three-day period listed below. The first date of the three dates below is the anticipated date of demolition. The second and third dates are reserved for delays.

**Day 1** \_\_\_\_\_  
**Day 2** \_\_\_\_\_  
**Day 3** \_\_\_\_\_

The specific time is subject to weather and equipment availability. If the demolition does not occur within the specified window of three possible days, I will issue a notice with the rescheduled dates. Inherent in demolitions, are dust, noise, heavy equipment and scattered materials. In an effort to prepare you for several days of demolition activity and potential future construction on the site, the Village of Glen Ellyn staff has prepared for your information a list of requirements that all contractor’s are obligated to follow during construction activities. These requirements are:

- Work hours: (7:00 a.m. - 7:00 p.m.) Monday – Saturday and (8:00 a.m. - 5:00 p.m.) Sunday**
- Maintain properly installed perimeter fencing**
- Maintain properly installed erosion control devices**
- Maintain properly installed tree fencing**
- Locate portable toilets away from public view if possible**
- Stockpile equipment and material away from neighboring property as is feasible**
- Control weeds by trimming unsightly overgrowth regularly**
- Clean streets and sidewalks of any mud, rock and debris regularly and at the end of each day**
- Control dust and airborne particles by watering down the structure during demolition**

In the event that I am not performing the demolition in accordance with the requirements listed above, please contact me or the Village of Glen Ellyn, Planning and Development Department at 630-547-5250. Inquiries regarding the execution of the demolition can be addressed to:

**ABC Builders  
123 Street  
Somewhere, IL 00000  
Phone No. – (630) 000-0000**

Demolition for the property is requested in accordance with Section 4-1-8 of the Glen Ellyn Village Code. Other questions related to the proposed demolition should be directed to Joe Kvapil, Building & Zoning Official at (630) 469-5250, ext. 5244.

X:\Plandev\BUILDING\FORMS\Counter Forms\CURRENT PERMIT PACKET FORMS\Demolition Packet\Contractor Notice of Property Demolition 111809meo.docx

# Village of Glen Ellyn Demolition Certification



<b>Project Address:</b>		
<b>Demolition Scope Statement</b>	<input type="checkbox"/> Demolition and reconstruction of the principal structure to start within 90 days of permit issue date. <input type="checkbox"/> Demolition of all structures and site restoration completed within 90 days from the demolition date. <input type="checkbox"/> Partial demolition of a principal structure or demolition of an accessory structure(s).	
<b>Demolition Contractor:</b>	<b>Owner/General Contractor:</b>	
<b>Contact:</b>	<b>Contact:</b>	
<b>Address:</b>	<b>Address:</b>	
<b>Phone:</b>	<b>Phone:</b>	

**ALL DEMOLITION WORK FOR ANY STRUCTURE, OR PART THEREOF, EXCEEDING 1,000 SQUARE FEET SHALL BE COMPLETED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS OF SECTION OF 4-1-10 IN THE VILLAGE CODE AS SUMMARIZED BELOW:**

**Registration:** All contractors performing demolition or construction work shall comply with the contractor registration requirements. [4-1-11]

**Submittals:** Provide required submittals including a building permit application for demolition, plat of survey, site management plan, either new construction documents or a site restoration plan, certificate of insurance, photographs of the structure, and if required, other government agency approvals or engineered disassembly plans. [4-1-10(C)]

**Tree Preservation Plan:** Submit tree preservation application and plans. [4-1-10(C)4(d)] and [4-1-8-3]

**Public Notices:** Provide written notices to area residents. [4-1-10-(C)11]

**Preparation & Coordination of Work:** Install a hydrant meter and complete temporary water and sewer disconnects and schedule and coordinate this work and inspections directly with the Public Works Department at (630)-469-6756. Install security, silt and tree fencing and any other required facilities on the site management plan and schedule an inspection of this work with the Planning and Development Department at (630)-574-5250. [4-1-10-(C)12]

**Performance of the Work:** Comply with the regulations governing construction and demolition work specified in the Construction Rules of Conduct and Village Code Section 4-1-10(E).

**I hereby certify that the information on the building permit application for demolition is true and correct, and agree that the work will be completed in compliance with the Village Code, and that errors or omissions discovered in the building permit documents shall not be construed to approve any work in violation of the code, and that the issuance of a building permit or approved inspections shall not relieve the Demolition Contractor of any responsibility to complete the work in compliance with the Village Code, and that the required inspections for each stage of the work will be requested and approved prior to proceeding with the next stage of the work.**

\_\_\_\_\_  
Demolition Contractor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date