

Village of Vernon Hills
Community Development – Engineering Division
Phone 847-367-3704 Fax 847-367-2541

PERMIT APPLICATION PROCESS

PARKING LOT AND ROADWAY MAINTENANCE

Removal and replacement, concrete and asphalt
Pavement Patching
Milling and Pavement Overlay
Structure Repair
Curb and Gutter Removal and Replacement
Sidewalk Removal and Replacement
Drainage Improvements

HOW TO APPLY FOR A PERMIT

- Complete and submit the attached permit application for Parking Lot Maintenance. Applications are accepted only in person or via postal mail. Faxes and e-mails will not be accepted.
- Provide four (4) copies of the site plan/plat of survey and the scope of work/proposal indicating the location of the improvements, method of work and the cost breakdown for the work to be performed.
- Submit a Landlord/Property Management approval letter (if applicable).

The Engineering Division will perform a site inspection to determine the repair methods and provide any additional comments and/or recommendations for the permit.

The plan/permit review will be completed within fifteen (15) business days. The applicant will be contacted if the application requires additional information or revisions.

VILLAGE OF VERNON HILLS
Community Development-Engineering Division
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PERMIT APPLICATION
PARKING LOT AND ROADWAY MAINTENANCE

PLEASE PRINT

Vernon Hills Business/Management Name: _____

Site Address: _____

Phone Number: _____ E-mail: _____

Applicant's Name & Business Name: _____
(If different from above)

Phone No.: _____ E-mail: _____

Permit Application Information Required:

- Four (4) sets of plans that clearly identify the proposed improvements: including repair strategy and location of repairs. Include the existing striping and signage within the limits of work.
- Provide four (4) copies of the scope of work/proposal/contract indicating the method of work and the cost breakdown for the work to be performed. The property owner's approval is required.
- Provide a copy of the Association/Property Management approval (*if applicable*).

Cost Estimate of Work: \$ _____

Contractor Information:

Company Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Fax Number: _____

Contact Person: _____

FOR OFFICIAL USE:

ENG FEE: \$ _____

BOND: \$ _____

TOTAL: \$ _____

Section 302.3.1 is created and approved to read as follows:

302.3.1—Parking Lot and Private Roadways: It is the intent of this ordinance to provide a uniform guideline of submittal requirements for permits of maintenance of existing private roadways, parking lot/loading dock resurfacing and reconstruction projects.

1. *Definition of Parking Area:* The parking area is to be defined as the pavement required for the number of parking stalls needed to accommodate the business customers and employees. The parking area covers striping, signage, lighting, drainage, and the ingress/egress areas to the business. The parking area also includes delivery and loading dock pavement.

2. *Application:* The parking area will be evaluated in unison with the property owner. After inspection, if the following items are determined to exist the owner will be notified in writing of the deficiencies.

- a. When the pavement begins to fail (i.e., potholes severe settlement or heaving, tripping hazards, asphalt failure due to sub base failure, severe cracking) as determined by the Village Engineer or the Village Code Enforcement Officer.
- b. When the pavement condition presents a hazard to vehicular and pedestrian traffic.
- c. When curb and gutter, sidewalks, and utility structures have failed.
- d. When the striping and signage become unrecognizable or do not meet the current standards.
- e. When there is a change in use, or additions are being made.
- f. All pavements are to meet the minimum requirements of the Village of Vernon Hills Development Regulations, the IDOT Standard Specifications for Road and Bridge Construction, the International Property Maintenance Code, and the Illinois Accessibility Code, current editions.

3. *Enforcement:* After an inspection of the property deficiencies, a written notice of the deficiencies will be provided to the property owner for response.

4. *Submittal for Permit:*

a. *Plans*

- (i) A copy of the original approved design plan should be used for reference, where practical. The plan submittals are to delineate the proposed improvements including repair strategy, extent of repairs or modifications, and location. Four copies of the repair plans are to be submitted for review and comments, including a cost estimate.

b. *Pavement*

- (i) When pavement removal has been determined to be necessary (i.e.: severe alligating, potholes, etc.), the pavement is to be repaired in accordance to the Village Development Ordinance and the IDOT standard Specifications for Road and Bridge Construction, Section 440 Pavement Rehabilitation, or current editions. The pavement shall be neatly saw cut

before removal. The asphalt is to be removed and replaced with the required pavement cross-section. Should the sub base be determined to be unstable, a proof roll may be required to determine the scope of repairs. If the sub base is determined to be failing after the asphalt has been removed, then the appropriate repairs will be required.

(ii) All patching areas shall be re-graded and compacted. The sawcut asphalt edges shall require bituminous asphalt prime coat before asphalt is placed.

(iii) Asphalt mixtures shall meet the minimum Illinois Department of Transportation mixture requirements for HMA Binder and HMA Surface Course mixtures, current requirements. Minimum surface course overlays shall be 1½ inch in thickness. The use of Illinois Department of Transportation modified mixtures shall require the approval of the Village Engineer.

(iv) Asphalt overlays shall require a ½ inch, minimum, grind/milling of the entire existing asphalt pavement surface. Grind/milling shall provide a "friction" surface to properly receive the new asphalt surface overlay.

(v) Asphalt overlays within curb gutters shall not be allowed.

(vi) Asphalt milling shall be required along all Barrier type curb. The minimum height of the curb above the finished pavement surface shall be no less than four (4) inches, after the overlay.

(vii) A Butt Joint shall be required where existing asphalt meets new pavement surfaces. Butt Joints shall meet the Standard Specifications for Road and Bridge Construction, Illinois Department of Transportation, current edition.

(viii) Asphalt milled areas shall be mechanically swept before the placement of prime coat. Additional hand cleaning may be required to properly prepare the areas along the curb and gutter, sidewalks and utility structures. Prime Coat application shall be applied at the recommend application rates of the Standard Specifications for Road and Bridge Construction, Illinois Department of Transportation, current edition. The use of aggregate (sand) for prime is recommended for high traffic areas. For areas where the entire asphalt surface course has been milled prime coat shall be placed to allow sufficient cure time so that it will not be picked up under traffic.

(ix) All paving shall be placed in accordance with the Standard Specifications for Road and Bridge Construction, Illinois Department of Transportation, current edition, and the Village of Vernon Hills Code of Ordinances, Development Regulations, current edition.

(x) Concrete pavement areas to be replaced shall be patched in accordance to the Standard Specifications for Road and Bridge Construction, Illinois Department of Transportation, current edition, and Village of Vernon Hills

Code of Ordinances Development Regulations, current edition. Pavement thickness shall be eight (8) inches minimum in thickness.

c. *Manhole Structures (storm, sanitary, water)*

(i) All structures in the paved areas shall be reconstructed as necessary to maintain planned drainage and integrity of the structure. All repairs are to conform to the current Village Standards No. 3, 4, 7, 9, and 16.

(ii) Broken or deteriorated adjusting rings are to be replaced. Two (2) adjusting rings totaling eight (8) inches maximum is required.

(iii) All broken castings and lids are to be replaced.

(iv) Adjustments to any valve vaults, valve boxes, b-boxes, and sanitary manholes shall be done in accordance to the requirements of the Lake County Department of Public Works Department. Prior approvals shall be required.

(v) Use of frame insets is permitted

(vi) Structures and manhole lids are to be cleaned after paving.

d. *Curb and Sidewalks*

(i) All failing, broken, non-draining and curbs that create a trip hazard curb and gutter shall be replaced.

(ii) All failing, broken, non-draining and trip hazard sidewalks shall be replaced.

(iii) Stalled or deteriorated sidewalk shall be replaced when it fails to meet the standards of the adopted edition of the International Property Maintenance Code.

(iv) Curb and sidewalk is to be replaced in accordance to the current Village Standards No. 28, 28A, 29, and 30.

e. *Lighting*

(i) Lighting is to be verified after reconstruction of the parking lot to assure that damage has not occurred.

f. *Signage and Striping*

(i) Shall be updated to the current standards.

(ii) The originally approved striping plans, including the exact amount of handicapped parking stalls will be used. Any changes to the plan must be approved by the Building Division.

(iii) Handicap parking spaces and signs shall meet the requirements of the Illinois Accessibility Code and Village of Vernon Hills Code of Ordinances.

(iv) All signs shall be legible and reflectivity shall conform to the current MUTCD manual requirements. Missing damaged or bent signs and posts shall be replaced or restored to meet the requirements of the Village of Vernon Hills Code of Ordinances.

(v) All signposts are to conform to the current Village Standards No. 44 and 45 and will be plumb and securely embedded into the pavement.

(vi) All sign panels missing, not legible or reflective are to be replaced to meet the current Village codes.

g. Grading within the Parking Lot (Islands)

(i) All areas within the parking lot shall be graded to drain, and settled areas filled in.

(ii) Any alterations to the existing parking lot islands are to be submitted for approval.

h. Traffic Control

(i) It is the responsibility of the permit applicant to provide advance warning and safe access to the adjacent businesses during construction.

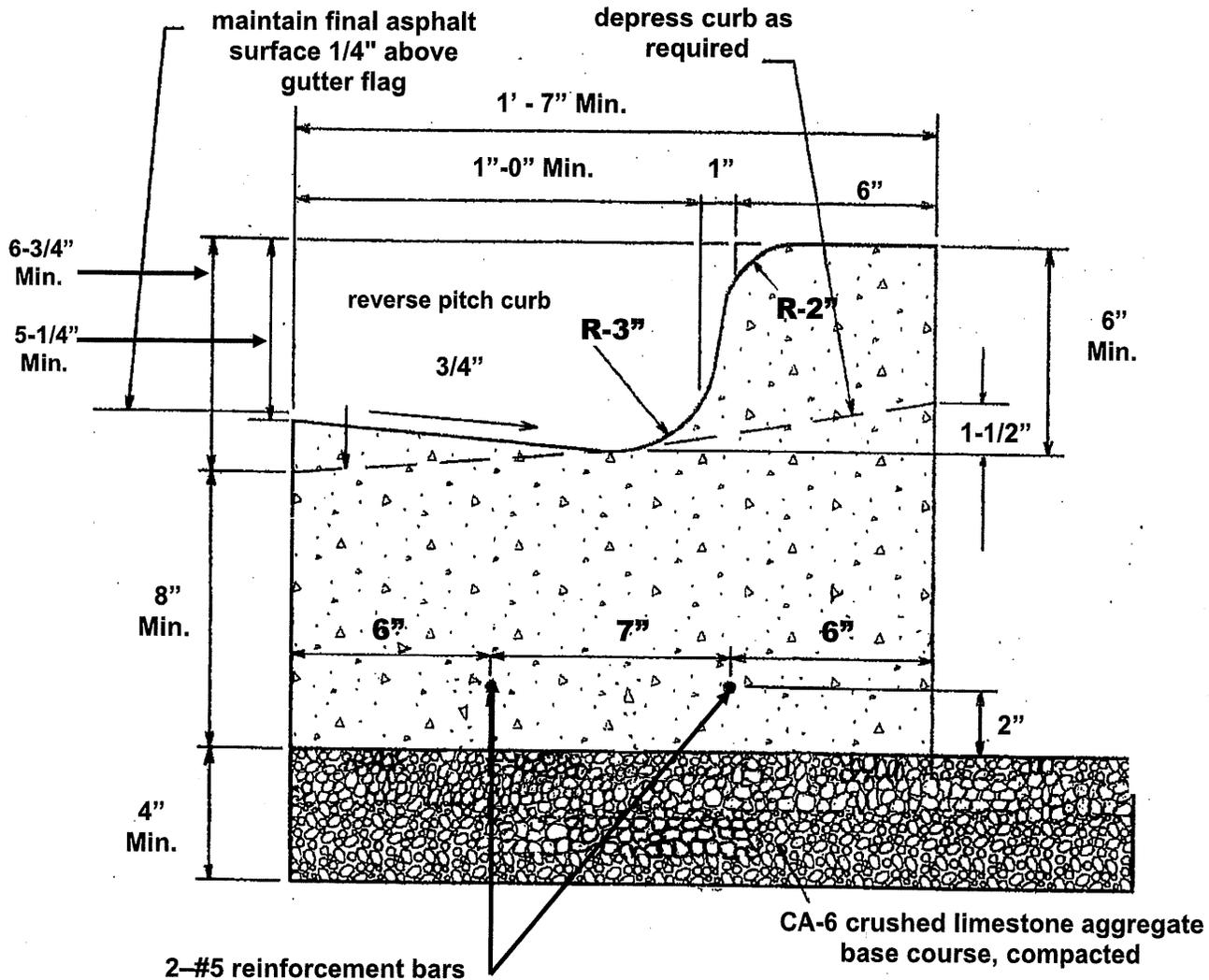
(ii) Proper notification is to be provided prior to the start of construction.

(iii) The construction area will be properly barricaded, and any required informational signs shall be provided and maintained.

(iv) The storage of equipment and construction material will be confined to areas that are well lit and properly barricaded. At no time shall the area block drainage areas, fire hydrants, fire lanes, or entrance/exits.

VILLAGE OF VERNON HILLS
EXHIBIT NO. 28

COMBINATION CURB AND GUTTER



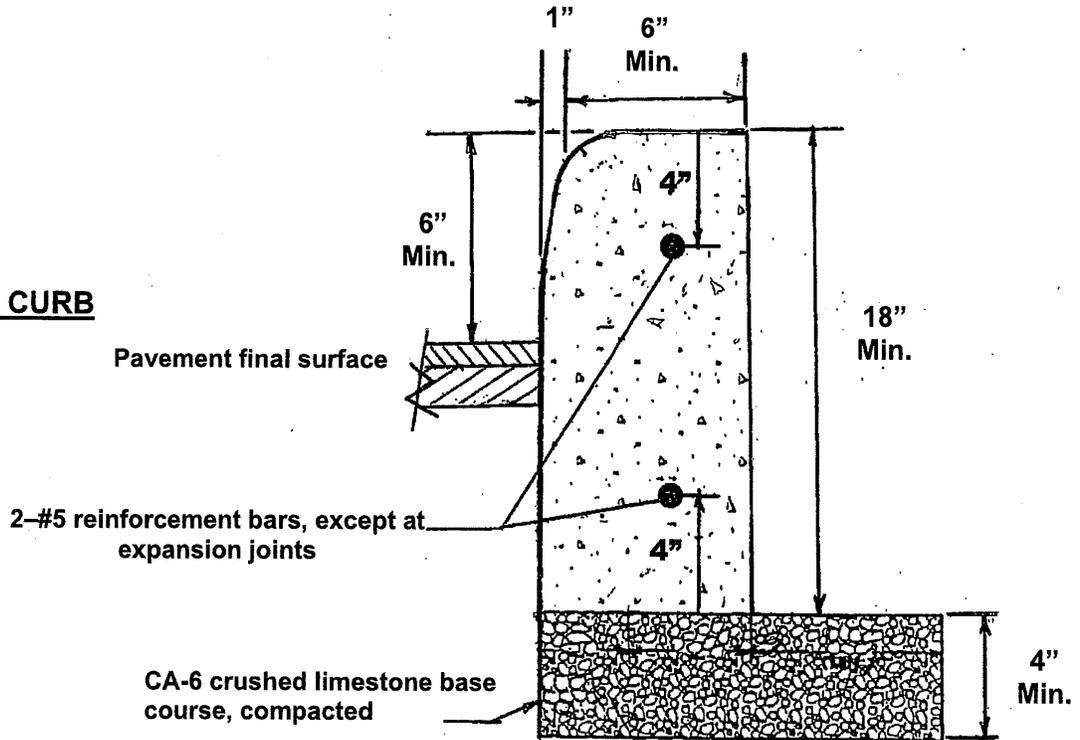
NOTES:

1. Two (2) continuous #5 deformed steel reinforcement bars are required for all curb/gutter within Public Improvements. 2-#5 steel reinforcement bars, 10' in length, shall be centered over all utility trench crossings.
2. Control Joints shall be saw cut within 24 hours at 15' (max) intervals, 1-1/2" in depth.
3. Expansion joints shall be installed at all P.C./P.T.'s, 5' on either side of castings, and at 60' (max) for lineal curb. A 3/4" thick preformed bituminous joint material with 2- 3/4" smooth dowels w/caps shall be used. All expansion joints shall be cleaned and filled with a Village approved poured joint sealer in accordance with IDOT Standard Specifications, Section 452 or current, before applying concrete sealers.
4. Provide a method of curing per IDOT Standards Specifications, Section 1023 or current.
5. Two (2) applications of a Village approved protective coat is required for all curbs within the Public ROW. Applications shall be in accordance with IDOT Standard Specifications, Section 420 or current.
6. Carefully backfill curbs immediately after 72 hours.
7. All honeycombed curb shall be mortared upon removal of the forms and before backfilling.
8. See Village Exhibit 28-A for additional curb details.
9. See Village Exhibit 30 for curb/sidewalk ramp details.

VILLAGE OF VERNON HILLS
EXHIBIT NO. 28-A

BARRIER CURB AND GUTTER

PCC BARRIER CURB



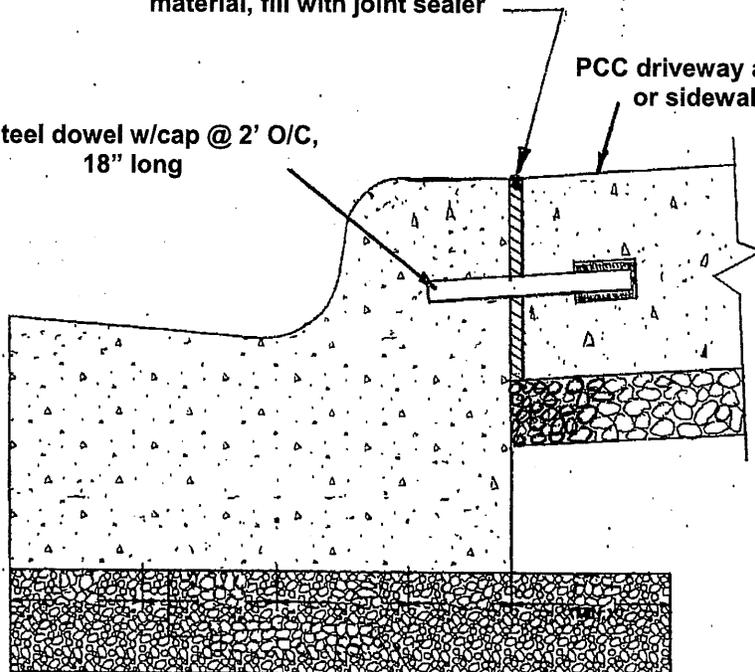
NOTE: See Village Exhibit NO. 28 for additional curb/gutter requirements

1/2" preformed expansion joint material, fill with joint sealer

1/2" steel dowel w/cap @ 2' O/C, 18" long

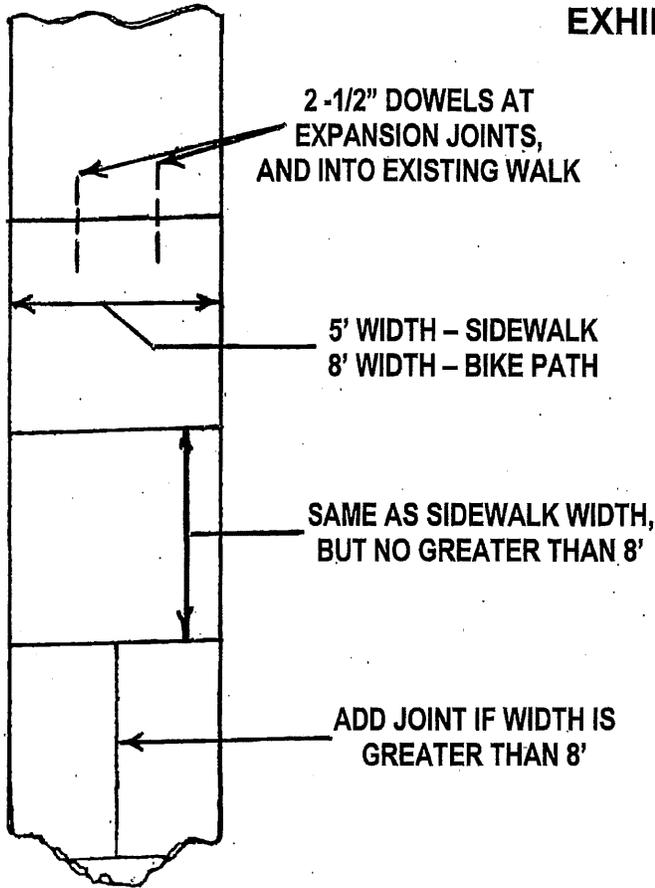
PCC driveway apron or sidewalk

PCC CURB/GUTTER
ADJACENT TO SIDEWALK
OR DRIVEWAY APRON



VILLAGE OF VERNON HILLS
EXHIBIT NO. 29

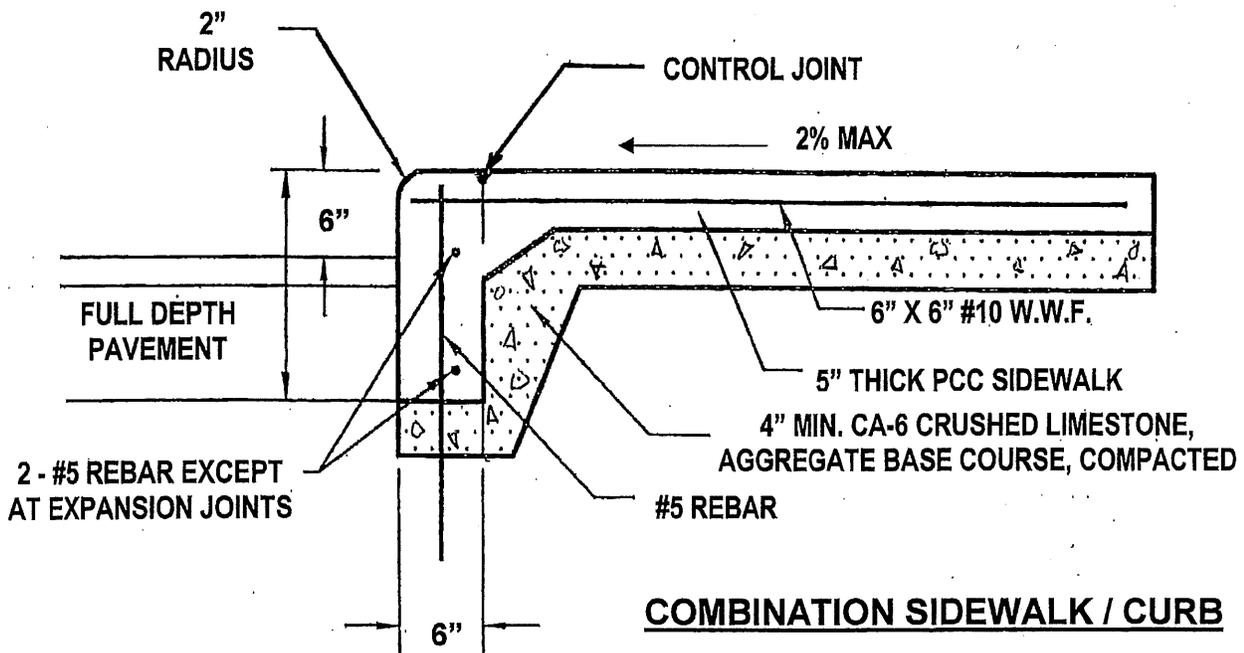
SIDEWALK



TYPICAL

NOTES:

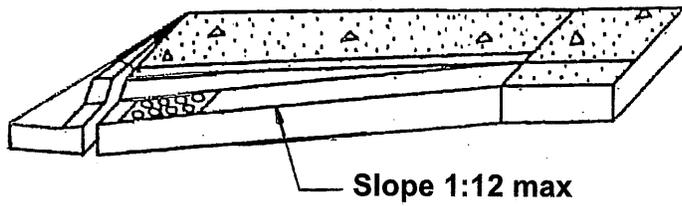
1. 1/2" thick preformed expansion joint material with 2-1/2" dowels shall be required at no more than 50' intervals. Joints will be sealed with a Village approved Joint sealer.
2. Sidewalk crossing through driveways shall be at least 6" thick.
3. Sidewalks shall have no more than 2% cross slope. Parkways adjacent to sidewalks shall be between 2% - 8% max.
4. 2 - #5 deformed steel bars; 10' long are required to be centered over all trench crossings.
5. Sidewalks abutting curb shall be doweled per Village Exhibit No. 28-A.
6. Joints between the sidewalk and curb shall be sealed with a Village approved joint sealer.



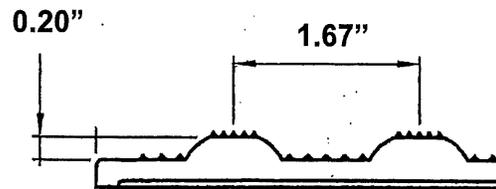
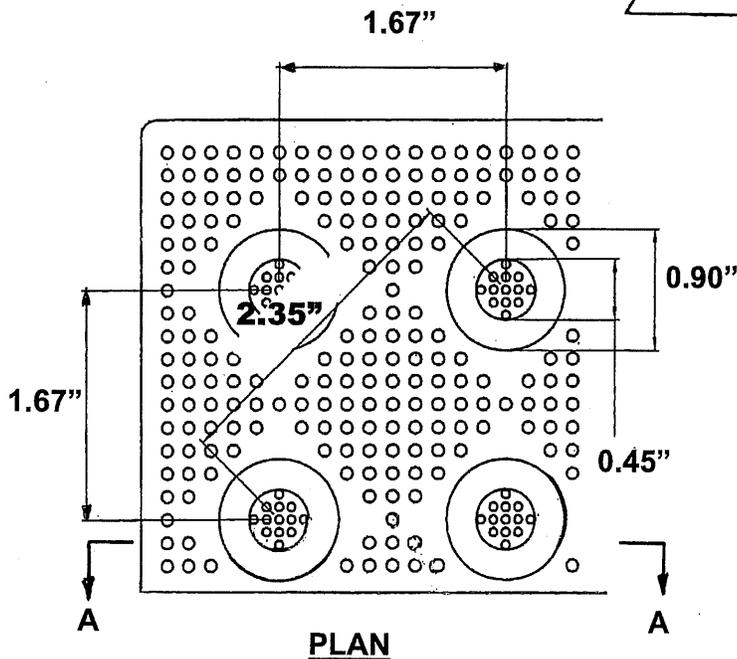
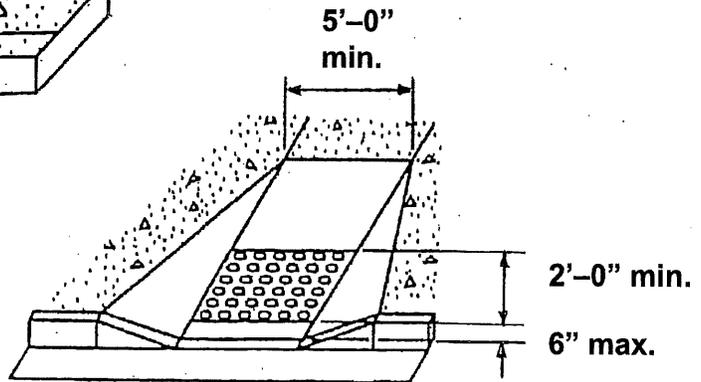
NOTE: SEE VILLAGE EXHIBIT 29-A FOR SIDEWALK CURB RAMPS

VILLAGE OF VERNON HILLS
EXHIBIT NO. 30

SIDEWALK CURB RAMPS



TYPE B - RAMP PROFILE

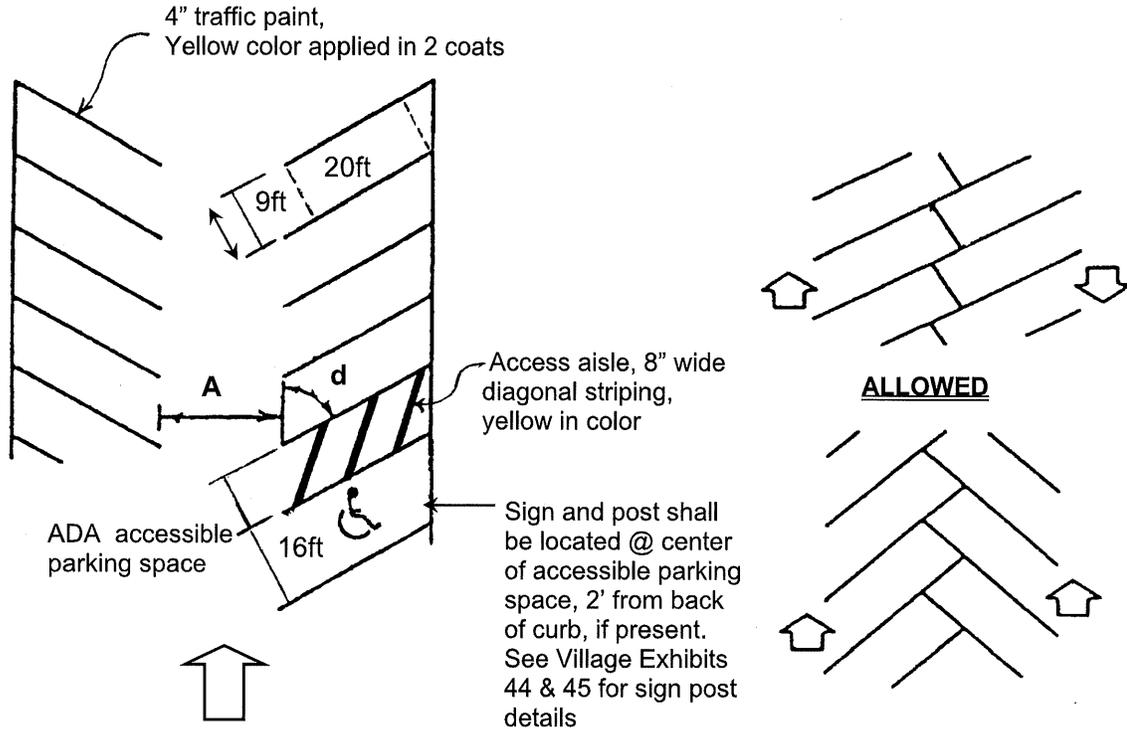


NOTES:

1. Precast Detectable Warnings Tile(s), Federal color 'Brick Red' minimum 2'-0" x 3'-0" dimension, submit for Village Engineer's approval.
2. This detail shall be used with Village Exhibit NO. 29.
3. Sidewalk ramps shall meet current Federal, State, ADAGG and Village Requirements.

**VILLAGE OF VERNON HILLS
EXHIBIT NO. 36**

PARKING AREA LAYOUT



Drive aisle widths

<u>d</u>	<u>A</u>
45°	13'
60°	18'
90°	24'

Notes:

1. Each ADA accessible parking space shall consist of a 16' wide parking space including an 8' wide diagonally striped access aisle. Adjacent parking spaces shall not share a common access aisle.
2. All striping shall conform to the current ADAAG, State of Illinois Accessibility Code, and Village codes. A high quality yellow pavement marking paint shall be used, applied in 2 coats.
3. All accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance.
4. Accessible parking spaces and access aisles shall be level with surface slopes not exceeding 2% (1:50) in all directions.
5. All two-way aisles shall be 24' wide.
6. Parking space length shall not be less than that shown above. No deduction shall be made for perimeter parking space overhang distance.
7. Parking provisions of the zoning ordinance shall take precedence over provisions illustrated here if they are more restrictive.

Section 400, Illustration B, Figures 9-10

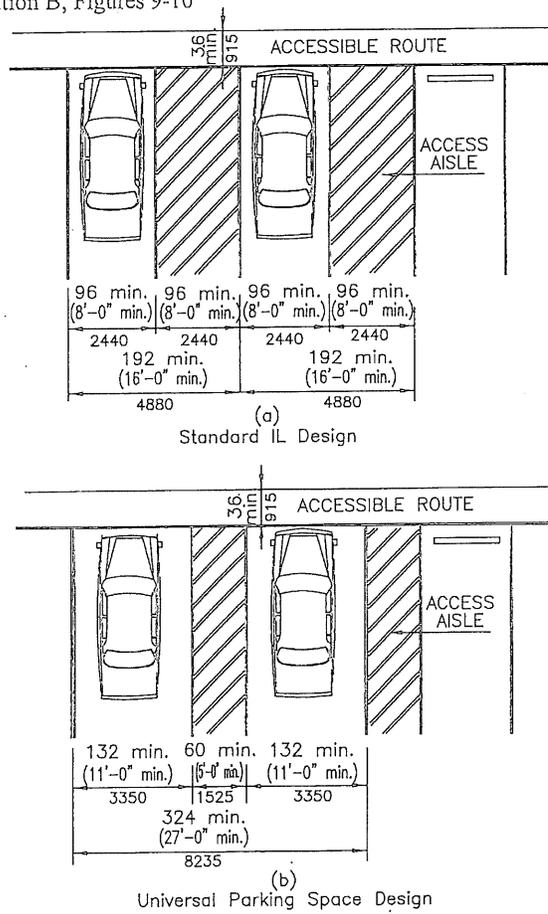


Fig. 9
Dimensions Of Parking Spaces
(Typical Parking Spaces for 45°, 60°, and 90° Arrangements)

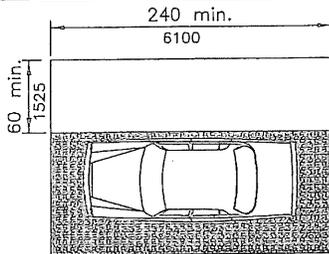
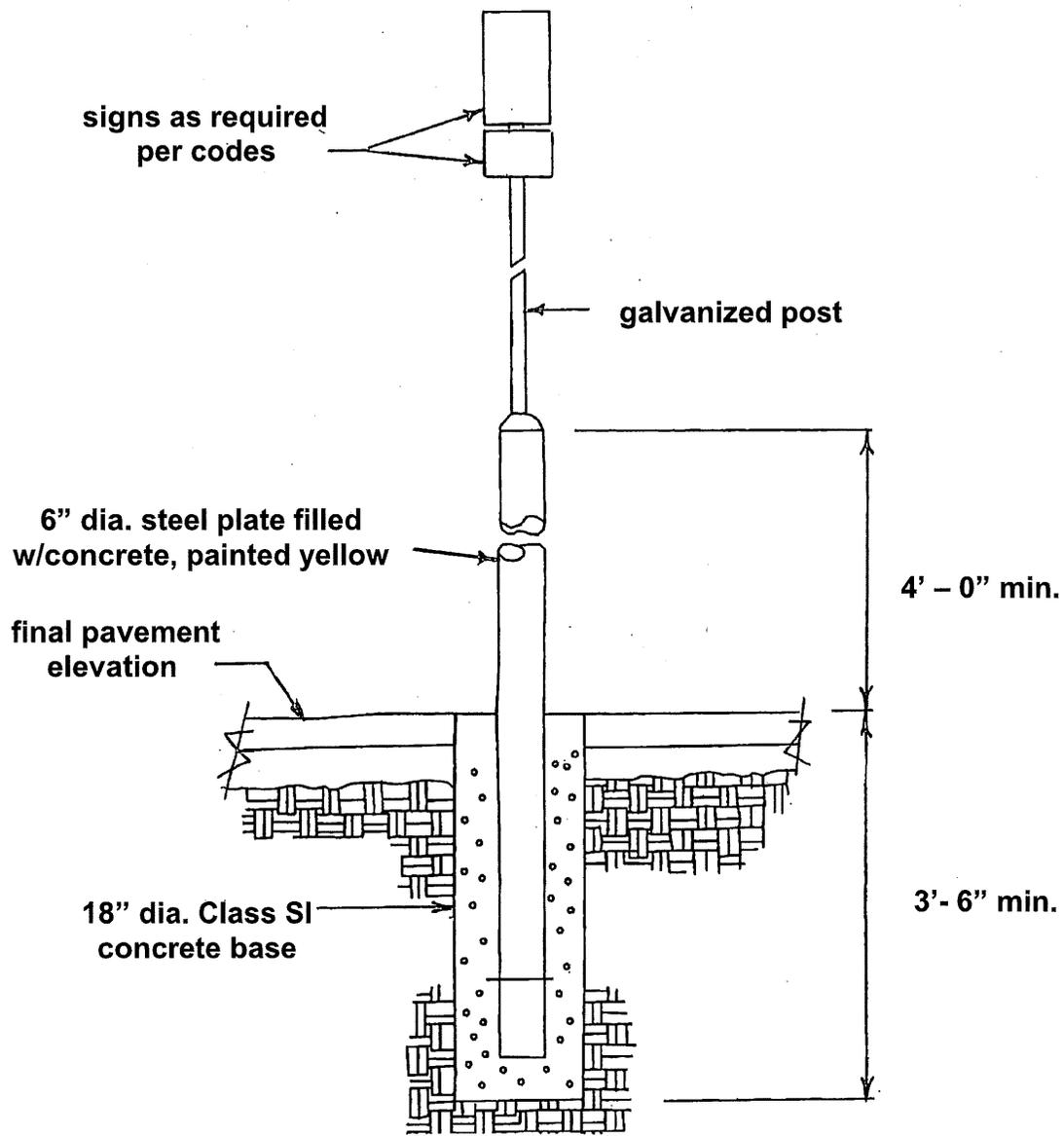


Fig. 10
Access Aisle at Passenger Loading Zones

VILLAGE OF VERNON HILLS
EXHIBIT NO. 44

SIGN POSTS LOCATED WITHIN PAVEMENT

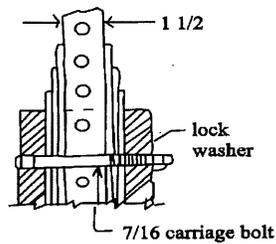
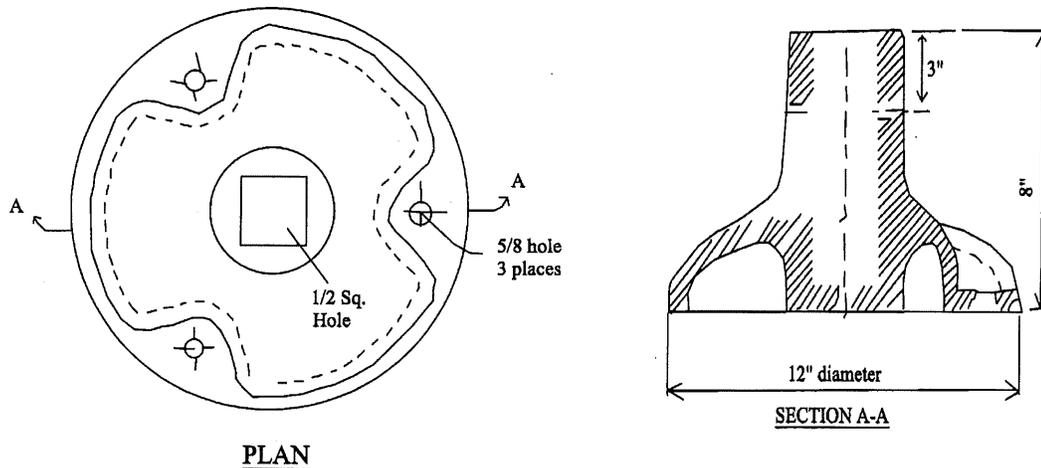


NOTES:

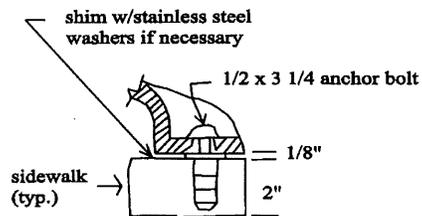
1. All other sign posts not within pavement shall be placed at a minimum of 2' from the back of curb, but not more than 5' from the back of curb.
2. Minimum mounting height for handicap parking signs is 4' from bottom of sign to finish grade. All other signs shall be 7' from bottom of sign to finish grade.

VILLAGE OF VERNON HILLS
EXHIBIT NO. 45

SURFACE MOUNTED SIGN POST BASE



POST ASSEMBLY DETAIL



ANCHOR BOLT DETAIL

TYPICAL APPLICATION FOR SIGNS MOUNTED ON SIDEWALKS

Notes:

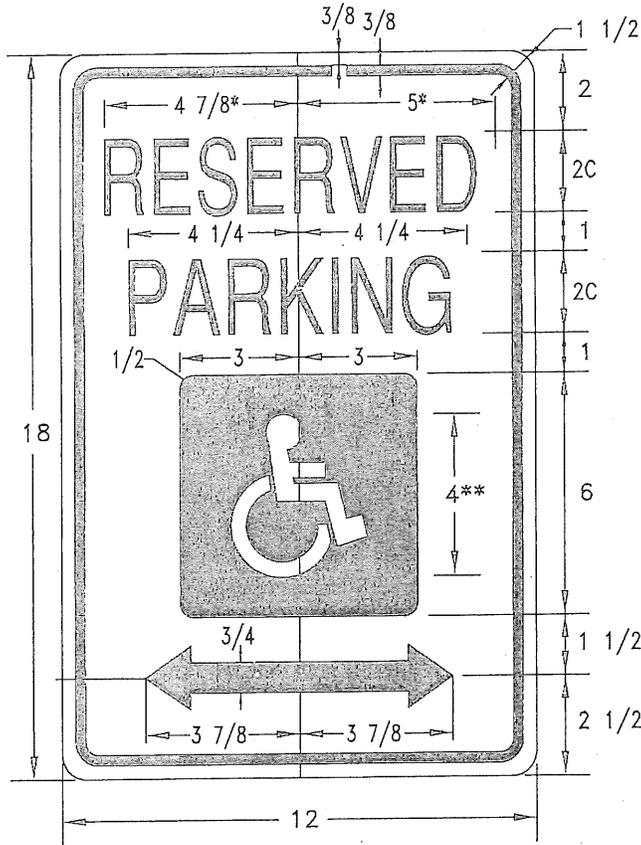
1. For signs and posts located within pavement, refer to Exhibit No. 44.
2. Signs and posts not within pavement shall be set 2.5' behind back of curb.
3. Minimum mounting height for sign panels is 7' from bottom of sign panel to finished grade.
4. Minimum mounting height for Handicap Parking signs is 4' from bottom of R7-8 sign panel to finished grade.
5. A galvanized metal sign post is recommended to prevent rust.

Section 400.ILLUSTRATION C "Parking Sign"

HANDICAPPED PARKING SIGN

Effective January 1, 1985, Public Act 83-1316 amended Sec. 11-301 of "The Illinois Vehicle Code" to require Handicapped Parking Signs (for parking lots subject to "The Illinois Vehicle Code") to comply with R 7-8 sign shown below (U.S. Department of Transportation Standard). Existing signs may remain, but their useful lives shall not be extended by other means than normal maintenance.

Note:
 This is a standard sign and may be ordered from any traffic sign supplier by number. The arrow should be omitted where there is only one space. The arrow may also be made to point in only one direction. The arrow may also be replaced by "time" such as 9 AM - 5 PM where a part time restriction exists. The sign must be supplemented with the Illinois Standard R7-1101 plate giving the amount of the fine for illegally parking in the reserved space(s).



R7-8

DIMENSIONS (INCHES)

COLORS

LEGEND AND BORDER—PANTONE 340C
 WHITE SYMBOL ON PANATONE 286 BACKGROUND
 BACKGROUND—WHITE

* REDUCE SPACING 80%

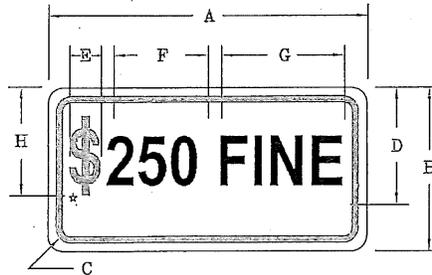
156

Rev. 12/95

Section 400.ILLUSTRATION D "\$ 250 Fine" Sign

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ILLINOIS STANDARD
R7-I101



COLOR: LEGEND AND BORDER GREEN NON-REFLECTORIZED
(PANTONE 340C)

BACKGROUND WHITE REFLECTORIZED

SIGN SIZE	DIMENSIONS							
	A	B	C	D	E	F	G	H
12 x 6	12.0	6.0	1.5	4.5	1.19	3.53	4.6	4.0

SIGN SIZE	SERIES LINES	MAR-GIN	BOR-DER	BLK STD.
	1			
12 x 6	3A	0.37	0.37	B5-126

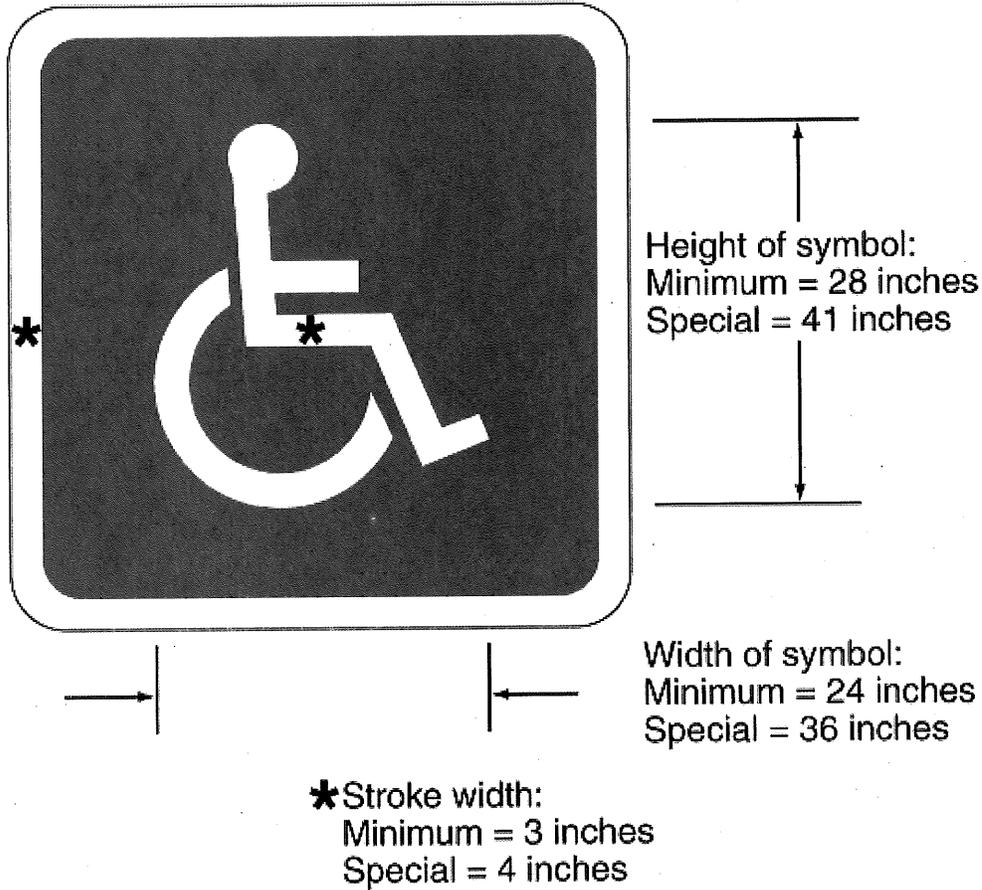
All Dimensions in Inches
To be used with R7-8
*\$=Series 3A "s"

Where a fine in excess of \$100 is established by an Municipality By Ordinance in accordance with the statutes, the actual amount of the fine should be shown.

This plate may be mounted directly below the R7-8 sign or combined with that sign on a single 12-inch by 24-inch panel.

Note: For a fine of \$200, use F=4.0 and G=4.0 (reduce letter to letter spacing as necessary to fit).

Figure 3B-22. International Symbol of Accessibility Parking Space Marking



Note: Blue background and white border are optional

This figure shows the International Symbol of Accessibility parking space marking. The figure shows a blue square with rounded corners and with a white border, also with rounded corners. The blue background and white border are noted as optional. Centered within the blue square is a white symbol of a person sitting in a wheelchair.

The height of the wheelchair symbol is shown as a minimum of 28 inches and a special height of 41 inches.

The width of the symbol is shown as a minimum of 24 inches and a special width of 36 inches.

The stroke width of the white border and wheelchair symbol is shown as a minimum of 3 inches and a special width of 4 inches.