

VILLAGE OF NORTH BARRINGTON

BUILDING DEPARTMENT GUIDELINES

VILLAGE BUILDING AND ZONING ORGANIZATION

Building and Zoning Officer:	Kelly Patrick Rafferty Rafferty/Architects (847) 381-6289, fax: (847) 381-4370
Health and Sanitation Officer:	Natalie Karney Land Technology, Inc. (815) 363-9200, fax: (815) 363-9223
Building Inspector:	B&F Technical, (847) 490-1443, fax: (847) 490-1476
Village Engineers:	Andrea Pracht Baxter & Woodman Consulting Engineers (815) 459-1260
Village Forester:	Susan Allman, (847) 382-5933

WHEN IS A BUILDING PERMIT REQUIRED?

A building permit must be obtained prior to the start of construction of any building, structure, addition, alteration, remodeling, basement finishing, bonus room finishing, swimming pool, tennis court, deck gazebo, screen porch, wall or fence, shed, garage, playhouse, sign, driveway, importation of soil, septic system, septic alteration, septic repairs, demolition, ditch line improvement, driveway monuments, etc.

WHEN IS A BUILDING PERMIT GENERALLY NOT REQUIRED?

A building permit is generally not required when the work involved is considered as normal maintenance and upkeep of the property such as roof shingle replacement, window replacement, installation of gutters and downspouts, kitchen cabinet/countertop replacement, finish flooring replacement, etc. Although a building permit is generally not required for the construction of concrete or brick patio slabs, driveway paving/repaving, installation of a lawn sprinkler system, etc., we ask that the owner and/or builder contact the Village building Department prior to initiating such work so that we can determine if the work will have any adverse impact on the septic system or public road right-of-way, etc.

WHAT ARE THE APPLICABLE BUILDING CODES & ORDINANCES?

In addition to the various chapters of the North Barrington Village code pertaining to building, site and septic system regulations, the Village has adopted by reference the following Codes which set forth requirements which are considered reasonable and are held in every instance to be the minimum for the promotion of public health, safety, and general welfare. Where conflicts exist between the various Codes and Ordinances, the more restrictive provisions shall govern.

- 2000 International Residential Code
- 2000 International Building Code
- 2000 International Mechanical Code
- 2000 International Fire Code
- 2000 International Property Maintenance Code
- 2002 National Electrical Code
- 1998 Illinois Plumbing Code

PERMIT APPLICATION INFORMATION

WHAT ARE THE REQUIRED PERMIT APPLICATION MATERIALS?

The required permit application materials vary depending on the type of permit requested and the subdivision in which you are building. Please review the appropriate "PERMIT APPLICATION REQUIREMENTS" form for the materials which must be submitted in support of the type of permit requested. All permit application materials and correspondence should be submitted to the attention of the Building & Zoning Officer at the North Barrington Village Hall during the hours of 8:30 a.m. to 3:00 p.m. (M-F). Any questions regarding permit applications should be directed to the Building & Zoning Officer.

WILL THE DOCUMENTS SUBMITTED BE RETURNED?

NO; all documents submitted to the Village in support of a building permit application become the property of the Village Building & Zoning Department and will be retained by the Village as part of the official permit record. It is the responsibility of the permit applicant to make copies of any documents(s) which they feel need to be retained for their own records (i.e. Plat of Survey, etc.) Additional copies of plans or documents needed to secure approvals from the Lake County Health Department, Village Zoning Board of Appeals, Village Health & Sanitation Commission, etc. must also be furnished by the permit applicant. The plans submitted to the Village Building Department in support of the permit application are not used for these purposes.

DO ANY OF THE INDIVIDUAL TRADES NEED TO SECURE THEIR OWN PERMITS?

NO; a single, comprehensive building permit is issued to the applicant. This permit allows all trades to perform the work necessary to complete the project. No separate permits are required for electrical, plumbing, etc.

DO ANY OF THE TRADES NEED TO BE LICENSED BY THE VILLAGE OF NORTH BARRINGTON?

NO; the Village of North Barrington does not have a licensing procedure for any individual trades or contractors. However, certain trades are required to be licensed by the State of Illinois and must be properly licensed when performing work in the Village. These trades include plumbing, roofing, septic system installations, well installation, architecture and engineering.

HOW LONG WILL THE VILLAGE PLAN REVIEW PROCESS TAKE?

Permit applications are processed in the order in which they are received by the Village. Once a complete permit application package has been received, please allow approximately three (3) weeks for the initial permit application review process to be completed. The documents submitted are reviewed by the Building and Zoning Officer, Village Engineer, Village Health & Sanitation Officer and Village Forester.

When the initial plan reviews have been completed and code deficiencies or inadequacies have been noted, the permit applicant will be given the Village plan review comments so that they can be taken back to the architect and/or septic engineer for the necessary revision or corrections. All but extremely minor deficiencies will be required to be revised and resubmitted before a permit will be issued. Therefore, all permit applicants should anticipate this and should schedule accordingly. The Applicant will be notified by the Village when the permit is ready to be issued and will be informed of the permit fees and bond amounts at that time.

CAN OUR ARCHITECT JUST MARK-UP THE CORRECTIONS ON THE PRINTS ALREADY SUBMITTED?

NO; the Village requires that the plan review comments identified by the plan reviewers(s) be revised by the architect and resubmitted. More often than not, our architectural plan review identifies structural deficiencies or inadequacies which have been overlooked by the architect such as undersized or missing beams and headers, inadequate support for load bearing walls, inadequate support of concentrated loads, over-spanned joists and rafters, etc. These deficiencies or inadequacies often necessitate architectural changes. Please understand that due to the size and complexity of the houses being built today, a relatively small change at one point in the house can have a drastic affect on other areas which may not be discovered until the architect has had the opportunity to study all the implications or ramifications of the deficiencies noted. Furthermore, our experience has found that when changes or corrections were simply marked-up on permit plans by the architect or builder, only rarely do these changes or corrections get passed along to the trades actually working on the job.

CAN WE BE ISSUED A "FOUNDATION PERMIT" IN THE MEANTIME?

NO; the Village does not and will not issue a Foundation Permit for residential construction for many of the same reasons that we insist that the architectural plans be revised based on an initial plan review. Construction of a new house is a lengthy process; from the start of architectural design to move-in can span well over a year. The relatively short time involved in order to secure a building permit is a normal and important step in this process and should not be looked upon as being an unnecessary delay or inconvenience. Any reputable builder understands the important of the Village review and approval process and will schedule accordingly.

PERMIT FEE INFORMATION

WHAT ARE THE VARIOUS PERMIT FEES AND BONDS?

When a building permit application has been approved and is ready for issuance, the permit applicant will be notified by the Village of the appropriate permit fees, bonds and impact fee amounts that must be paid in order to secure the permit. The various fees and bonds are described as follows:

Application Fee is a non-refundable filing fee to be paid at the time of application. The application fee is applied to the building permit fees at the time of permit issuance. The application fee is based on the type of permit being requested.

New Single-Family Residence:	\$2,000.00
New Non-Residential Buildings:	\$2,000.00
All other permit applications:	\$ 50.00

Building Permit Fee is based on a schedule established by the Village Board of Trustees based on the estimated **VALUE** of the material and labor contemplated for all work necessary for final completion and receipt of a Certificate of Occupancy from the Village. The estimated value is to be furnished by the permit applicant and is subject to adjustment by the Village.

<u>VALUE OF CONTRUCTION</u>	<u>PERMIT FEE</u>
\$ 0 to \$9,999	\$150
\$10,000 to \$14,999	\$200
\$15,000 to \$19,999	\$300
\$20,000 to \$24,999	\$400
\$25,000 to \$29,999	\$500
\$30,000 to \$34,999	\$600
\$35,000 to \$39,999	\$650
\$40,000 to \$49,999	\$700
\$50,000 to \$59,999	\$750
\$60,000 to \$69,999	\$800
\$70,000 to \$79,999	\$850
\$80,000 to \$89,999	\$900
\$90,000 to \$99,999	\$1,000
\$100,000 to \$1,500,000	1% of estimated value of construction
Over \$1,500,000	\$15,000 plus \$2.50 per \$1,000 valuation over \$1,500,000

Fire Department Review Fees: In addition to the building permit fees listed above which are based on the value of construction, additional plan review and inspection fees will be applicable in the event that a sprinkler system, fire alarm system or other fire suppression device is to be incorporated into any structure. Refer to Village Code for the applicable fees.

Septic System Permit Fee for new construction, enlarged homes or major repairs is \$550.00. The Village of North Barrington and the Lake County Health Department have concurrent jurisdiction over the design and construction of septic systems. Both the Lake County Health Department, Division of Environmental Health and the Village of North Barrington Health & Sanitation Officer must review, approve and issue permits for all new septic systems before a building permit can be issued by the Village. It is the responsibility of the permit applicant to apply for and receive approval and/or a permit from the Lake County Health Department, Division of Environmental Health.

Septic Performance Bond is a \$2000 refundable cash or surety bond for each private sewage disposal system or major alteration thereto. The purpose of the bond shall be to ensure that all provisions of the Village and County Septic Codes and Ordinances have been complied with and that the system is operation properly. The bond will be held for not less than one (1) year from the date of issuance of any Occupancy Permit, or not less than two years from the date of septic permit application, whichever is later. A Septic Performance Bond shall be posted for all sites with private sewage disposal systems including those sites within Special Service Areas.

Watershed Development Permit Fee: A Watershed Development Permit shall be issued by the Village Engineer prior to the start of construction of any new single-family home or other developments as required by the Watershed Development Ordinance. Watershed Development Permit fee for a new single-family home is \$650.00. Refer to Village Code for fees for other types of developments.

Tree Removal Permit Fee: In the event any Protected Tree is to be removed during the process of any construction or development, a \$50.00 Tree Removal Permit shall be secured. A Tree Survey indicating the location, size, species and conditions of all Protected Trees and a Tree Preservation Plan indicating the methods which are to be used to preserve existing Protected Trees during construction shall be submitted in support of an application to remove any Protected Tree.

Tree Preservation Bond is a \$500.00 refundable cash bond collected in the event a Tree Removal Permit is sought in connection with construction requiring a building permit. The Tree Preservation Bond shall be refunded to the applicant at the time a certificate of occupancy or final approval is issued for the construction for which the building permit was issued if there have been no uncured violations of the Village Tree Preservation Ordinance.

Road Bond and Road Fee is a \$1500.00 cash deposit, \$500.00 of which shall be a non-refundable Road Fee, the balance of which shall serve as a cash deposit to be utilized to reimburse the Village in the event of damage to roads or other public ways or in the event of interference with drainage by reason of the construction. Upon completion of all construction activity on the site in question, if the Superintendent of Roads finds that there are no damages or interferences, the balance of the Road Bond will be refunded to the applicant. A Road Bond and Road Fee shall be posted and paid for all construction sites, excluding those in the Wynstone Development, unless specifically waived by the Building Officer for very minor projects.

Special Service Area Fee is a non-refundable cash fee placed into a Special Service Area Fund created for the purposes of repair, maintenance, improvement and reconstruction of private and public drainage structures and individual sewage disposal systems within the Special Service Area. Special Service Areas have been created as a condition of annexation and approval of the Planned Development for many of the newer subdivisions into the Village. The fee shall be paid with a separate check at the time of the permit issuance. A complete description of how and when the Fund is used by the Village may be found in the Special Service Areas have been created in the following subdivisions:

<u>SSA#</u>	<u>SUBDIVISION</u>	<u>FEE AMOUNT</u>
# 1	Schmid's	\$2,000 per lot
# 2	Pennington Ponds	\$1,000 per lot
# 3	Murdy Estates	\$2,000 per lot
# 4	Meese	\$1,500 per lot
# 5	Arboretum	\$2,000 per lot
# 6	Christopher Pines	Paid by Developer
# 7	Brookforest	\$2,000 per lot
# 8	Grassmere Farm	\$2,000 per lot
# 9	Haverton	\$2,000 per lot
#10	Oaks & Ponds	\$2,000 per lot
#11	Schnure	\$2,000 per lot
#12	Biltmore Manor	\$3,000 per lot
#13	Bickerstaff	\$3,000 per lot

Impact Fees are non-refundable cash contributions paid to school, park, library and fire/rescue districts as a condition of approval of a subdivision or planned development which is platted after February 13, 2003. Impact fees are to help such districts adapt to the cost of serving the additional residents before the house comes onto the property tax rolls. Unless the cash contributions were paid by the developer at the time of final plat approval, the required cash contributions shall be paid by the permit applicant directly to the benefiting districts prior to the issuance of a building permit. Based on the number of bedrooms in a new house, the applicable cash contributions are as follows:

IF SUBDIVISION IS LOCATED IN SCHOOL DISTRICT 220:

	<u>3 Bedrooms</u>	<u>4 Bedrooms</u>	<u>5 or more Bedrooms</u>
School District 220	\$5,562.80	\$9,381.27	\$7,195.23
Park & Recreation	\$3,100.71	\$4,025.90	\$4,032.32
Library	\$ 276.95	\$ 359.46	\$ 359.84
Fire/Rescue	<u>\$ 186.11</u>	<u>\$ 241.51</u>	<u>\$ 241.94</u>
TOTAL	\$9,126.57	\$14,008.14	\$11,829.33

IF SUBDIVISION IS LOCATED IN SCHOOL DISTRICT 95:

	<u>3 Bedrooms</u>	<u>4 Bedrooms</u>	<u>5 or more Bedrooms</u>
School District 95	\$3,823.54	\$6,442.93	\$4,987.66
Park & Recreation	\$3,100.71	\$4,025.90	\$4,032.32
Library	\$ 276.95	\$ 359.46	\$ 359.84
Fire/Rescue	\$ 186.11	\$ 241.51	\$ 241.94
TOTAL	\$7,387.31	\$11,069.80	\$9,621.76

WHEN HAPPENS IF MY PLANS MUST BE REVISED AND RESUBMITTED?

If, upon review, the Village Building Officer, Village Engineer, Village Health Officer or Village Forester determine that the architectural, site, septic or tree survey/preservation plans must be revised and resubmitted, the permit applicant will be subject to additional plan review fees. Additional review fees will be added to the permit fees due and payable at the time of permit issuance.

WHEN ARE PERMIT FEES TO BE PAID?

When a building permit application has been approved and is ready for issuance, the permit applicant will be notified by the Village of the appropriate permit fees that must be paid in order to secure the permit. In the event a building permit has been applied for but abandoned, the permit applicant shall be responsible to reimburse the Village for any and all expenses incurred as a result of any plan reviews or services performed by the Village Building Officer, Health Officer and Village Engineer in connection with the permit application.

WHAT HAPPENS IF I BEGIN CONSTRUCTION BEFORE A PERMIT IS OBTAINED?

In addition to all fees otherwise provided for herein, a fee surcharge of fifty percent (50%), but not less than one hundred dollars (\$100) nor more than two thousand dollars (\$2000), shall be assessed if construction is started before the necessary permit(s) are obtained.

WHAT HAPPENS IF A PERMIT APPLICATION IS ABANDONED OR WITHDRAWN?

If a building permit is not secured within six (6) months from the date of submission, it shall be deemed to have been abandoned. If the permit application is withdrawn or abandoned after the Village has initialed the permit review and approval process, the permit applicant shall provide reimbursement to the Village for all reasonable charges invoiced to the Village by outside consultants in connection with the review of the plans in excess of the application fee previously deposited.

BUILDING INSPECTION INFORMATION

HOW DO I SCHEDULE AN INSPECTION?

Twenty-four (24) hours notice for all inspections must be given and will be strictly enforced. Requests for inspections shall be made by making direct contact with the appropriate inspector:

Building Inspector:	B&F Technical, (847) 490-1443, fax: (847) 490-1476
Percolation Tests	Natalie Karney, Village Health & Sanitation Officer (815) 363-9200
Septic System Inspections	Natalie Karney, Village Health & Sanitation Officer (815) 363-9200
Tree Protection Inspections	Susan Allman, Village Forester (847) 382-5933

WHEN ARE INSPECTIONS REQUIRED?

The required inspection schedule may vary depending on the type of permit requested. Please consult with the Building Inspector regarding the stages of inspections required for each type of permit requested. The following inspections are required for typical new house construction permits:

- Tree Protection Inspection:** Prior to beginning construction, all required protective fencing or other physical barrier must be in place around the Tree Preservation Area and/or Protected Trees.
- Culvert Pipe and Silt Fence Inspection:** Prior to covering the culvert pipe(s) with stone.
- Footing Inspection:** Prior to pouring any footings or pier. Excavations for all footings and piers must be completed and all forms set. Footing excavation shall be dry and keyed-in.
- Foundation Wall Inspection:** Prior to pouring any foundation walls. All formwork and reinforcing bars must be in place and properly tied.
- Backfill Inspection:** Foundation completed and a "Spotted" Plat of Survey prepared by a Licensed Illinois Land Surveyor must be submitted to and approved by the Village before the Backfill Inspection will be performed. All forms must be stripped, form ties knocked off, waterproofing and drain tile complete.
- Underslab Inspections:** Prior to installation of wire mesh and vapor barrier. Underslab plumbing, mechanical and electrical work must be completed.
- Slab Inspections:** Prior to pouring slabs. Gravel, mesh and vapor barrier must be in place.
- Rough Inspection:** Prior to insulation. All carpenter framing, mechanicals, electrical and plumbing rough-in's shall be complete. Roofing, flashing, brick veneer and siding shall be complete to providing a water tight envelope.
- Insulation Inspection:** Prior to drywall. All insulation must be in place and all items identified during the Rough Inspection shall have been property addressed and corrected.
- Septic System Inspection** (Non-Wynstone jobs): Prior to backfill of any portion of the septic system.
- Sewer/Water hook-up Inspection** (Wynstone jobs only): Prior to backfill of trench(s) leading from tap-on locations to the building.
- Final Inspection/Certificate of Occupancy:** Prior to occupancy or use. All work and rough grading shall be complete. The septic field must be seeded before occupancy. Final inspections prior to occupancy must be made and approved by the Village Building Inspector, Village Health Officer, Village Engineer and the Lake County Health Department. The permit applicant shall contact each inspector at least two (2) weeks in advance of the date they are hoping to secure a Certificate of Occupancy in order to allow sufficient time for the necessary inspections to be performed and any remedial work completed.

DO THE APPROVED PERMIT PLANS NEED TO BE KEPT AT JOBSITE AT ALL TIMES?

YES; since the Village insists that the architectural plans be revised to address all deficiencies or inadequacies noted during the permit plan review, it is important that all trades on the job work from the revised plans as approved by the Village. Too often we find trades people working from “old” prints, perhaps sets printed when the job was first out-to-bid. We strongly suggest that all trades be furnished with revised sets of plans prior to beginning construction to be sure all items identified during the plan review are incorporated into construction. Unfortunately, too many builders and owners want to avoid this additional expense. As such, the Village insists that the General Contractor keep and maintain on the jobsite at all times the set of plans approved by the Village. The permit applicant will receive one (1) set of approved plans when the permit is issued.

WHAT DOCUMENTS MUST I OBTAIN AND SUBMIT DURING CONTRUCTION?

The following documents must be submitted to the Building Department during construction. Approval for occupancy or use will not be given until all required documents have been submitted and approved.

- Spotted Plat of Survey prepared by a Licensed Land Surveyor (Prior to backfill inspection)
- As-Built Septic System Drawing prepared by the septic system installer
- Well water analysis report (does not apply in Wynstone)
- Lake County Health Department Final Inspection/Approval Form (does not apply in Wynstone)
- Engineered roof or floor truss drawings (if applicable)

ZONING INFORMATION

WHAT ARE THE REQUIRED SETBACKS FOR MY PROPERTY?

Because the required setbacks for all buildings and structures vary depending on the lot dimensions, configuration and location, it is recommended that interested parties submit a Plat of Survey to the Village Building & Zoning Officer for an official determination prior to initiating any design project.

The required setbacks shall be determined and/or calculated by the Village Building & Zoning Officer based on his interpretation of the following provisions of the Village Zoning Ordinance:

- Front Setback: 60 feet from the centerline of the road right-of-way(s)
(Consult with Village for lots fronting onto Rt. 59 and Rt. 22)
- Side Setbacks: 10% of the average width of the lot or 10 feet, whichever amount is greater
- Rear Setbacks: 20% of the average depth of the lot or 40 feet, whichever amount is greater
- Exceptions to the typical required setbacks specified by the Village Zoning Ordinance:

Owners of lots located in Planned Developments should review the approved and recorded Plat to determine if more restrictive setbacks were specified.

Owners of lots in a development where the Plat specifies a more restrictive setback must comply with the more restrictive setbacks were specified.

Owners of lots in the Wynstone development should consult with the Wynstone Property Owners Association to obtain and discuss the required setbacks, golf course easements, etc. for these properties.

Owners of corner lots and lots not adjacent to streets, etc. should consult with the Village Building & Zoning Officer to have a determination of the required setbacks made since special provisions apply to these lots.

Owners of lots which abut a lake, stream, creek, wetland, floodplain, waterway shall consult with the Village Engineer to determine the setbacks/buffers required. Such setbacks are governed by the Lake County and North Barrington Watershed Development Ordinances.

Detached incidental buildings and structures, except detached garages, shall be located on the rear one-third (1/3) of the lot, but need not to be placed more than 85 feet beyond the front property line. Detached incidental accessory buildings and structures, such as shed, garages, swimming pools, pool enclosure fencing, etc. can be placed within 10 feet of a side and/or rear property line **if** they are located at least 85 ft. beyond the required Front Setback line.

WHAT MINIMUM LOT SIZE IS REQUIRED?

In order to conform to the provisions of the Village Zoning Ordinance, the minimum size of the lot(s) must be as follows:

- | | |
|----------------------|--|
| R-1 Zoning District: | 5 Acres (unless lot is in a Planned Development) Most of the restrictions placed on a non-conforming lot shall not apply if the lot is at least 3 acres. |
| R-2 Zoning District: | 2 Acres (unless lot is in a Planned Development) |
| R-3 Zoning District: | 40,000 square feet (See note below) |
| G Zoning District | Per Annexation Agreement/Final Plat |

Much of the land that is now within the Village of North Barrington, commonly known as Biltmore Country Estates, was originally subdivided and zoned 20,000 square foot residential by Lake County and that zoning classification was continued by the Village of North Barrington upon incorporation in 1959. However, shortly thereafter, the Village Board recognized that septic systems frequently did not function properly on lots with less than 40,000 square feet and, accordingly, all property

which previously had been zoned 20,000 square feet was rezoned to require a minimum of 40,000 square feet (0.91 acres) of land area. For this reason it is quite common for properties in the Biltmore Country Estates area to be undersized.

WHAT AVERAGE LOT WIDTH IS REQUIRED?

In order to conform to the provisions of the Village Zoning Ordinance, the average width of the lot(s) must be as follows:

- R-1 Zoning District: 300 feet (unless lot is in a Planned Development)
- R-2 Zoning District: 150 feet (unless lot is in a Planned Development)
- R-3 Zoning District: 130 feet (Biltmore Country Estates)

WHAT MINIMUM LOT WIDTH IS REQUIRED AT THE FRONT LOT LINE?

In order to conform to the provisions of the Village Zoning Ordinance, the minimum width of the lot at the front lot line must be as follows:

- R-1 Zoning District: 200 feet (unless lot is in a Planned Development)
- R-2 Zoning District: 125 feet (unless lot is in a Planned Development)
- R-3 Zoning District: 115 feet (Biltmore Country Estates)

WHAT IS A PLANNED DEVELOPMENT?

A Planned Development, commonly referred to as a Planned Unit Development (PUD), is a land development with lot sizes and setbacks often differing from that permitted under the strict terms of the applicable underlying zoning classification, but conforming to a detailed plan submitted by the developer and approved as a Special Use by the Village Board of Trustees.

The minimum lot size required for the underlying zoning classification does not apply to a Planned Development. The land area of any lot in a Planned Development has been approved by the Village and is considered suitable for building purposes, subject to the design and approval of a properly sized septic system for the proposed construction.

The required building setbacks as specified by the Village Zoning Ordinance shall be complied with, except where more or less restrictive setbacks were approved during the subdivision approval process and recorded on the Plat.

WHEN IS A LOT OR BUILDING CONSIDERED TO BE NON-CONFORMING?

Lots or buildings are considered as being “non-conforming” if they do not conform to the strict provisions of the Village Zoning Ordinance in regards to setbacks, lot size or average width for the District in which they are located. A non-conforming use or building may be continued and maintained, but a non-conforming use or building shall not be expanded unless a zoning variation is secured. A Building Permit application for **any** addition or expansion to a “non-conforming” use must be applied for and officially denied by the Building Officer before an application/variation request can be made to the Zoning Board of Appeals.

WHEN MUST VARIATIONS BE SECURED?

- 1) Zoning variations would be required if the existing lot or building does not conform to the provisions of the Village Zoning Ordinance in regards to use, setbacks, minimum lot size, average width or minimum lot width at the front lot line.
- 2) Zoning variations would be required if the proposed construction will not conform to the provisions of the Village Zoning Ordinance in regards to use, setbacks, etc.
- 3) Variations would also be required if the proposed construction will not conform to the provisions of the Village Building Codes or Health & Sanitation Ordinances.

HOW LONG DOES THE VARIATION PROCESS TAKE AND WHAT ARE MY CHANCES OF GETTING A VARIATION?

These are difficult questions to answer on account of all the variables involved in this process. First of all, a Building Permit application must be applied for, reviewed and officially denied by the Building & Zoning Officer before the variation process can be initiated. This denied permit will identify the specific reasons for denial and will also identify the sections of the Village Zoning Ordinance and/or Village Code from which variations must be obtained in order to secure a building permit. A separate application must then be submitted by the permit applicant to the Board of Appeals requesting these variation(s). The Board of

Appeals considers requests for variations as part of a public hearing which is held on the 2nd Tuesday of each month. Publication of a Legal Notice in the local newspapers not less than fifteen (15) days in advance of such meetings and notification of neighboring property owners is required. The Board of Appeals will review the facts and hear testimony on the request in order to determine whether or not the facts are such to warrant a favorable recommendation for a variation from the Ordinance. The recommendation from the Board of Appeals is then submitted to the Village Board of Trustees for final action during a regular monthly Village Board meeting held the 4th Wednesday of each month. If the Village Board of Trustees votes to grant the necessary variation, a permit applicant would then be eligible to secure a Building Permit. For these reasons, it is impossible to predict how the Board of Appeals or Village Board of Trustees will act on such requests. The length of time from when a permit is officially denied to the date when the Village Board considers a variation request can take anywhere from 1 to 3 months.

SEPTIC SYSTEM INFORMATION

ARE THERE SPECIAL APPROVAL PROCEDURES FOR SEPTIC SYSTEMS?

YES; The Village of North Barrington and the Lake County Health Department have concurrent jurisdiction over the design and construction of septic systems. Therefore, both jurisdictions must review and approve all proposed construction plans before a building permit can be issued by the Village. In such cases, the more restrictive Code and Ordinance requirements shall govern the design and installation of septic systems. It is the permit applicant's responsibility to make a separate application to the Lake County Health Department in order to secure approval and/or permit before a permit can be issued by the Village.

SEPTIC SYSTEM APPROVAL FOR NEW HOUSE CONSTRUCTION:

Both the Lake County Health Department, Division of Environmental Health and the Village of North Barrington Health & Sanitation Officer must review, approve and issue permits for all new septic system designs before a building permit can be issued by the Village. It is the responsibility of the permit applicant to submit the necessary documents to the Lake County Health Department, Division of Environmental Health for review and permit. Once the necessary permit(s) have been issued by the Lake County Health Department, the permit applicant shall submit all copies of those approved permit forms, plans and documents to the Village of North Barrington. The Village will retain the appropriate copies and return the others to the applicant when a building permit is issued by the Village.

SEPTIC SYSTEM REVIEW OF ALL ADDITIONS AND ALTERATIONS

Both the Lake County Health Department, Division of Environmental Health and the Village of North Barrington Health & Sanitation Officer must review **ALL** additions and alterations projects for possible encroachment into the required setbacks for septic systems (i.e. room additions, garages, pools, decks, driveways, sheds, etc.) or which may increase water usage (i.e. additional bedrooms or plumbing fixtures) before a building permit can be issued by the Village. Should any possible encroachment or impact on the septic system be identified by either Department, additional procedures requiring the services of a Professional Septic Engineer may be required. This could involve the preparation of "as-built" septic drawings, septic alteration design drawings, soil borings, percolation testing, etc.

Lake County Health Department: It is the responsibility of the permit applicant to submit the necessary documents to the Lake County Health Department, Division of Environmental Health for a "Property Alteration" review. If Lake County has no objection to the proposed construction, please furnish a copy of the Property Alteration review letter to the Village of North Barrington. If you have any questions regarding requests for "Property Alteration" reviews and/or submission requirements please contact them at the following location:

Lake County Health Department
Division of Environmental Health
118 S. Main Street
Wauconda, Illinois 60084 (847) 526-1125

Village of North Barrington Health & Sanitation Department: The Village Health & Sanitation Officer will be reviewing the proposed construction plans for any possible encroachment or impact on the septic system and to determine if the septic system will otherwise be in compliance with the Village Health & Sanitation Code requirements. The permit applicant may be asked to submit additional documents (i.e. "as-built" septic drawings, soil borings, etc) in order for the Village to make this determination.

REQUIRED MINIMUM DISTANCES TO THE VARIOUS SEPTIC SYSTEM COMPONENTS: The following minimum distances must be maintained when constructing any addition, alteration, swimming pool, etc.

Building to septic tank	10 ft.	Building to well	Maintain access
Building to existing septic field	20 ft.	Swimming pool to septic tank	10 ft.
Building to future septic field area	20 ft.	Swimming pool to septic field	25 ft.

MISCELLANEOUS QUESTIONS

I OWN OR I AM CONSIDERING BUYING AN EXISTING HOUSE IN NORTH BARRINGTON. WILL I BE ABLE TO PUT AN ADDITION ONTO THE HOUSE?

This question is impossible to answer until a complete building permit application and all supporting documents (architectural Plans, "as-built" septic plans, Plat of Survey, etc.) have been submitted to the Village and a complete review by the Building & Zoning Officer, Health & Sanitation Officer, Village Engineer and Village Forester has been made in order to determine if the proposed construction complies with all applicable codes and ordinances of this Village.

IF the existing lot or existing building are found to not conform to the provisions of the Zoning Ordinance in regards to setbacks, minimum lot size or average width for the particular zoning district in which it is located, the house cannot be expanded unless a zoning variation is secured. (This is very common in the Biltmore Country Estates subdivision)

IF the proposed addition will not conform to the provisions of the Village Zoning Ordinance in regards to use, setbacks, etc., a building permit cannot be issued until the necessary zoning variation are secured.

IF the proposed addition will not conform to the provisions of the Village Building Codes or Health & Sanitation Ordinances, a building permit cannot be issued until the necessary variations are secured.

IF the proposed addition will encroach into required setbacks from septic systems or would increase water usage (i.e. additional bedrooms or plumbing fixtures), it may be necessary to enlarge or alter the septic system. This would require additional information, reviews and/or permits from the County and Village. If as a result of enlargement or alteration, the septic system would not fully conform to the current provisions of the Village Health & Sanitation Ordinances, hearings before the Environmental and Health Commission and additional variations from the provisions of the Village Code may be necessary.

IF variations are need for zoning, building or septic reasons, the Board of Appeals must consider requests for variations as part of a public hearing process. Publication of a Legal Notice in the local newspapers not less than fifteen (15) days in advance of such meetings and notification of neighboring property owners is required. The Board of Appeals will review the facts and hear testimony on the request in order to determine whether or not the facts are such to warrant a favorable recommendation for a variation(s) from the Codes and Ordinances. The recommendation from the Board of Appeals is then submitted to the Village Board of Trustees for final action during a regular monthly Village Board meeting. Only then would you know if you would be eligible to secure a Building Permit for an addition.

WHAT DO I NEED TO KNOW IF I WANT TO BUILD A FENCE?

Building Permit: A building permit shall be obtained prior to constructing or installing any fence in the Village. Anyone contemplating the construction or installation of a fence should acquaint themselves with the fence regulations found in Section ZR-9 of the Village Zoning Ordinance.

General Fence Requirements: Except for swimming pools and dog runs, no fence shall be more than three (3) feet in height and shall be constructed with at least fifty percent (50%) open space between the fence elements. All fences shall be constructed of wood, stone, brick, wrought-iron or synthetic materials that are molded to give the appearance of wood, stone, brick or wrought-iron.

Location: All fences shall be located completely within the property which the fence is serving. No fences shall be permitted in front yards except ornamental fences. An ornamental fence is one which is for decorative purposes and the primary function of which is not an enclosure, barrier, or means of protection of confinement.

Prohibited Fences: Barbed wire, razor wire and fences of the form, shape or structure of a chain-link, mesh-like or, wire-fabric, made of any material are prohibited.

WHAT DO I NEED TO KNOW IF I AM PLANNING TO BUILD A SWIMMING POOL?

Building Permit: Building permits are required prior to constructing any swimming pool in the Village.

Above ground pools prohibited: The Village Code prohibits the installation or use of above-ground swimming pools. All swimming pools must be constructed such that the level of the water is no higher than three inches (3") above the lowest point on any ground within three feet (3') of any edge of the pool.

Swimming Pool Enclosure required: The Village Code requires properties containing a swimming pool to erect and maintain an adequate enclosure either surrounding the property or pool area. Such enclosure, including self-closing and self-latching gates, must be not less than four (4) feet above the underlying ground.

Requests for alternative devices or structures for pool enclosures in lieu of a four (4) foot high enclosure (such as natural barriers, hedges, pool covers, etc.) will be forwarded to the Village Board for review and acceptance or denial. Alternative pool enclosures may be accepted by the Village Board so long as the degree of protection afforded by the alternative devices or structures is not less than the protection afforded by the enclosure and gate described.

DO I NEED APPROVAL FROM MY HOMEOWNER'S ASSOCIATION?

In certain subdivisions, the Recorded Plat of Subdivision or Declaration of Conditions, Covenants and Restrictions contain language that establish a subdivision architectural review and approval process. If required, it is the permit applicants responsibility to contact the Homeowner's Association in order to obtain this approval. When required, subdivision approval must be obtained in writing prior to submitting a building permit application to the Village. Permit applications will not be reviewed or acted upon until the final approval has been granted by the subdivision and written confirmation submitted to the Village. The Village has been made aware of the fact that the following subdivisions have established a procedure for architectural review and approval:

Wynstone
Christopher Pines
Oaksbury
Arboretum
Brook Forest
Timbercreek
Biltmore Manor
Grassmere Farms
Haverton on the Pond
Oaks & Pond

For subdivisions not listed above, it is recommended that each permit applicant review the recorded Conditions, Covenants & Restrictions and/or contact the Homeowner's Association in question to determine if such an architectural approval process is required. Some subdivision plats and/or recorded documents contain construction requirements and/or restrictions that are more restrictive than the provisions of the Village Code and Zoning Ordinance. Since these Plats and/or documents were approved by the Village or County at one time, any variation from the requirements or restrictions must be approved by the Village in accordance with procedures set forth in the Village Ordinances.

WHEN MUST A PLAT OF SURVEY BE SUBMITTED?

As part of an application for a permit for new construction: Three (3) copies of a Plat of Survey of the subject property prepared and certified by a Licensed Illinois Land Surveyor indicating the legal description, lot dimensions, and all easements of record according to the recorded plat of such land. An updated Plat of Survey (commonly referred to as a "spotted survey") shall be prepared and submitted to the Village showing the true locations and dimensions of and to all improvements made on the property.

As part of an application for a permit for building additions or expansions: Three (3) copies of a Plat of Survey of the subject property prepared by a Licensed Illinois Land Surveyor indicating the legal description, lot dimensions, easements and the true locations and dimensions of and to all existing improvements on the property (commonly referred to as a "spotted survey"). When determined by the Building & Zoning officer that such a Plat of Survey is not essential to accurately ascertain compliance with all zoning regulations of this Village based on visual observation or other available information, this requirement may be waived.

Prior to approval for backfill of new construction: Upon completion of the concrete foundation work and prior to any Village inspection for backfill of the foundation, an updated "Spotted" Plat of Survey prepared by a Licensed Illinois Land Surveyor must be submitted to the Village for review and approval. This "spotted" survey must accurately locate the "as-built" location of the building foundation from all critical lot lines, accurate to two (2) decimal points.

WHEN ARE THE REFUNDABLE BOND MONIES ACTUALLY RETURNED?

Road Bond: Upon completion of all construction activity on the site in question and the issuance of a Certificate of Occupancy, if the Village Engineer and/or Superintendent of Roads finds that there is no damages or interferences, then the entire \$1000 Road Bond will be refunded to the depositor of record.

Septic Performance Bond: The \$2000 Septic Performance bond will be held for not less than one (1) year from the date of issue of any Occupancy Permit, or not less than two years from the date of the septic permit application, whichever is later.

Tree Preservation Bond: The \$500.00 Tree Preservation bond shall be refunded to the applicant at the time a certificate of occupancy or final approval is issued for the construction for which the building permit was issued if there have been no uncured violations of the Village Tree Preservation Ordinance.

NOTE:

The foregoing information is for the use and guidance of those concerned with applications for building permits. **NOTHING IN THIS SHOULD BE CONSTRUED AS ALTERING OR AMENDING OR AS BEING CONTRARY TO ANY PRESENT OR FUTURE VILLAGE ORDINANCE.** If any apparent conflict should exist, the appropriate ordinance governs. Anyone contemplating construction should obtain copies of the Village codes and ordinances.

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