

## Romeoville Reinvestment Program

# Residential Improvement Application - Driveways

**Goal of Program:** The Reinvestment Program is designed to provide financial incentives that encourage homeowners to reinvest in their property by making exterior improvements. Benefits include improving the appearance of the neighborhood, increasing property values and reduced costs to homeowners.

**Application Process:** Please complete all pages of this application. This information is needed to determine your eligibility for the Romeoville Reinvestment Program. The property owner must be the applicant. Applications will be processed on a first-come, first-served basis, and budget funds available. Please see the program guidelines to ensure a complete application.

Are you a Senior Citizen?     Yes     No                      Are you a Veteran?                       Yes     No

What year was your home built?  (Must be prior to 1980)  
*Please provide documentation of age verification, and Veteran status.*

### Eligibility:

- Homeowners of Single family homes and Town homes built prior to 1980. Must be owner occupied.
- Improvements cannot be part of an insurance claim or funding received from other Government agencies or charities.
- All property owners must be current with any governmental fees due, as well as in compliance with all Ordinances of the Village
- A project must enhance the front facade which is any side of the home facing a public street
- The proposed project must seek to improve the physical appearance of the structure(s)
- All improvements must be consistent with HOA Covenants & Restrictions
- Proposed improvements must be compatible with the neighborhood
- Incentives will only be issued for the time the applicant occupies the home. If the applicant sells the home and has not received the full tax abatement, no further abatement will be given

### Veteran's or Seniors:

- Minimum age 62 or a person who has served in the U.S. Armed Forces and was discharged or separated under honorable conditions

### Eligible Improvements:

- Driveway Upgrades - Only conversion from gravel to paved and/or driveways that are over 50% deteriorated

### Types of incentives offered:

- Driveways- 50% match, up to \$750 to be paid at project completion **OR**
- **Veteran's or Seniors:** Driveways- 50% match, up to \$1,000 to be paid at project completion
- Permit fee waivers

**Project Summary:**

Have you applied for the Romeoville Reinvestment Program funding previously?  Yes  No

Amount Requested:

**Residential Guidelines:**

- The property must be owner occupied and not a rental property.
- All property owners must be current with any governmental fees due, as well as in compliance with all Ordinances of the Village.
- The Property Owner must submit a completed application and complete the approval process prior to beginning the project. **Any construction started before the application and approval process is completed will not be eligible for a Grant.** Property owner must submit application with all required additional information as requested on the application, including but not limited to:
  - > Color photos
  - > A description of requested improvements, and
  - > Cost estimates
- All applications will be reviewed in the order received.
- The Village of Romeoville will review the submitted request and determine if further information is needed.
- Once the request is approved, grant recipients will receive written notification of their award in the form of a commitment letter, along with a copy of the program's Contractual Obligations.
- Upon applicant signing and returning the Contractual Obligations document, construction can begin.
- Grantee must obtain any required permits needed.
- Work must be completed within six months.
- Once work is completed, a final inspection of the completed project is required. Final disbursement of grant funds is contingent upon applicant providing receipts for completed improvements and passing the final inspection.
- Residents may apply twice during the life of the Program. Applications can include multiple incentive requests.
- Residents receiving funds from other Government agencies or charities for the same improvements will not qualify.

**NOTE: WORK THAT HAS BEEN COMPLETED PRIOR TO A ROMEOVILLE INVESTMENT PROGRAM COMMITMENT LETTER BEING EXECUTED CANNOT BE PAID FOR WITH GRANT PROCEEDS.**

*By signing my name below, I certify that I have read the above information. My signature also certifies my understanding of the program, guidelines and waiver.*

Signature of Applicant:  Date:

**For Internal Use Only:**

Date Received:  Qualifications Met:  Yes  No

Incentive Amount Approved:  Yes  No Amount Approved:

If Approved, Vendor Forms Provided to Resident:

If Denied, reason for denial:

## DRIVEWAYS APRONS & CURB CUTS (INCLUDING DRIVEWAY EXTENSIONS)

### BUILDING PERMIT APPLICATION

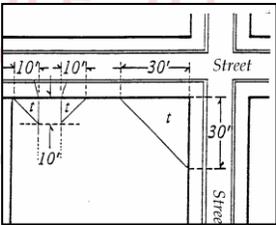
Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Property &amp; Owner Information</b>			
Owner Name			
Phone			
Email Address			
Street Address	_____		
	Romeoville, Illinois 60446		
Subdivision & Lot #	Subdivision _____	Lot # _____	
<b>Work Performed by Homeowner</b>			
If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.			
<b>Contractor Information</b>			
If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village.			
Contractor Name		Village Registration No.	
Contractor Address (no P.O. Box)			
Contractor Phone		Email Address	
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor		
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor(s)		
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor		
Estimated Cost	\$ _____		

<b>Office Use Only</b>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>Status Sticker</b>  <small>OFFICIAL USE ONLY</small> </div>
Application Date:		
Received By:		
Permit #:		
		COST OF PERMIT: \$ _____

The Village of Romeoville has codes that guide the size and location of driveways & curb cuts. Use this form and checklist as you plan the installation and replacement of driveways and the modification of existing mountable curb providing access to driveways (commonly referred to as a curb cut) to ensure that you include all information needed to review your application. Please note that this form is designed to assist you in submitting an application for a driveway and/or curb cut.

## Site Requirements

Requirement	✓ to confirm that you have shown ...	Office Use
You shall submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, driveway etc. The structures shall be drawn to scale, labeled, and dimensioned.	all structures	
The driveway & curb cut shall be shown. It shall be labeled and dimensioned.	the proposed structure	
The driveway & curb cut may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement.	the structure not located on any easement	
<p>The driveway shall be located where access is safe and visibility is good. No landscaping or obstruction can be located in the sight triangle.</p> <p>The sight triangle is the area formed when two drives or streets intersect. The sides of the triangle are 10 feet from the point where a driveway crosses a street.</p> 	The driveway in a location where obstructions are not within the sight triangle.	
Requirement	Fill in the blanks.	Office Use
The driveway shall be not less than 9 feet wide for the length of the driveway.	Minimum width of proposed driveway: _____ feet	
The driveway may not exceed 25 feet where it crosses the property line.	Width of driveway at property line: _____ Feet	
The curb cut may not exceed 25 feet.	Width of curb cut: _____ Feet	
Only one driveway and curb cut are permitted on a residential property. The only exception is for horseshoe driveways on lots wider than 100 feet.	Number of curb cuts / driveways:	
Only one driveway is permitted on a residential property. If there are multiple driveways on the property, all driveways other than the proposed driveway shall be closed. The area where a driveway is removed shall be replaced with seed or sod.	_____ # of driveways / curb cuts now on lot _____ # of driveways to be on property when work is completed	
In total, no more that 50% of the property can be covered with building, structures, or pavement.	Size of proposed driveway & curb cut: _____ % of lot covered with structures: _____%	

## Construction Requirements

Please read the requirements and place a ✓ in the column to the left to confirm that you understand.		Office Use
<b>General Requirements</b>		
	<p>Expansion joint material shall be used at the following locations:</p> <ul style="list-style-type: none"> <li>➤ Driveway to foundation.</li> <li>➤ Driveway to garage slab.</li> <li>➤ Driveway to public walk.</li> <li>➤ Driveway to service walks.</li> <li>➤ Driveway to curb.</li> </ul>	
<b>Curb Cuts</b>		
	Curb cuts in residential zoning districts may not exceed 25' feet in width at the curb line.	
	Curb cuts may be made in one of two ways. If the existing curb is in good condition it may be saw cut by a contractor who performs this service. If the existing curb is to be removed, it shall be replaced with concrete. ASPHALT CURB & GUTTERS ARE PROHIBITED. Concrete curb cuts shall be constructed so that the flow of water in the gutter is not inhibited.	
<b>Concrete Driveway Installation</b> (The following standards shall apply only to concrete driveways, aprons, and curb cuts).		
	Excavation for concrete driveways and aprons shall be not less than a minimum of 10" inches in depth from the top of the finished driveway. CA-6 crushed stone base shall be placed to a depth not less than 6" inches. Sand or pea gravel shall not be allowed.	
	After the CA-6 base is installed and compacted, 6"x 6" #10 wire mesh shall be placed along the entire length of the driveway. Fiberglass reinforcement can be substituted for wire mesh in the concrete.	
	Concrete driveways shall be poured to a minimum depth of not less than four (4) inches.	
	Concrete driveways and aprons shall be not less than a 6 bag mix.	
	Concrete aprons shall be poured to a minimum depth of not less than six (6) inches.	
	Concrete driveways and aprons shall have a broom finish. "California" finishes are allowed.	
	Concrete driveways and aprons shall have the proper amount of contraction joints installed per the ACI.	
	Concrete driveways and aprons shall be installed, so that water does not run off onto an adjacent property.	
	Concrete driveways shall not be installed from November 15th through April 1 <sup>st</sup> without the approval from the Building Official.	
<b>Asphalt Driveway Installation</b> (The following standards shall apply only to asphalt driveways and aprons).		
	When the existing driveway is removed, the existing stone base shall be removed and replaced with CA-6 crushed stone base placed to a depth not less than six (6) inches. Sand or pea gravel shall not be allowed.	
	Asphalt aprons are permitted providing that the concrete curb and gutter remain undisturbed. Under no circumstances shall asphalt be laid over existing curb and gutter to provide a ramp. If the curb and/or gutter are removed it shall be replaced with concrete. A minimum of not less than two and one half (2.5) inches of compacted bituminous shall be installed over the gravel base.	
	Asphalt driveways shall not be installed from November 1 <sup>th</sup> through April 1 <sup>st</sup> without the approval from the Building Official	

Requirements	Fill in the blanks.	Office Use
Please check the jobs that will be performed.	<input type="checkbox"/> concrete driveway <input type="checkbox"/> asphalt driveway <input type="checkbox"/> concrete driveway extension <input type="checkbox"/> asphalt driveway extension <input type="checkbox"/> concrete apron <input type="checkbox"/> asphalt apron <input type="checkbox"/> curb cut <input type="checkbox"/> concrete curb replacement <input type="checkbox"/> concrete gutter replacement	
CA-6 shall be used as the gravel base to a depth of not less than six (6) inches.	What base course material will be used? _____ What is the depth of the base course? ____ Inches	
If there are crawl space vents in the foundation wall abutting the proposed driveway, extra attention is needed. If the bottom of the vents will be less than two (2) inches from the finished surface of the driveway, they shall be relocated. The old vent holes shall be filled in with concrete to the satisfaction of the building inspector.	Are crawl space vents present? _____  If yes, do they need to be relocated? _____	
Asphalt driveways and aprons shall have a compacted finished layer of bituminous not less than two and one half (2.5) inches.	Depth of the finished layer? _____ inches	
Concrete driveways and aprons shall be not less than a 6 bag mix.	What will be the bag mix? _____ Bag Mix	
<b>Permit &amp; Inspection Requirements</b> <i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand and agree.</i>		<b>Office Use</b>
<input type="checkbox"/> The Building Permit shall be posted in the building's window where it can be seen from the street. Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. <input type="checkbox"/> • A Pre-Pour (concrete) or Pre-Pave (asphalt) Inspection shall be performed once the base course and forms are in and before pouring concrete or laying asphalt. <input type="checkbox"/> • <b>A FINAL INSPECTION SHALL BE PERFORMED WHEN THE DRIVEWAY AND/OR CURB CUT HAS BEEN INSTALLED.</b> Once the inspection passes, a Certificate of Completion will be issued. The driveway & curb cut may not be used until the Certificate of Completion has been issued. <input type="checkbox"/> • All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing <a href="mailto:buildinginspections@romeoville.org">buildinginspections@romeoville.org</a> . Your permit number shall be provided when inspections are scheduled. <input type="checkbox"/> • Failure to call for required inspections may result in a “ <b>STOP WORK ORDER</b> ”. <input type="checkbox"/> • Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. <b>INVOICED AFTER 5 DAYS.</b> <input type="checkbox"/> The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days.		

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**This Page for Office Use Only**  
Approval & Review Status

Building	Date Plans Received		Date Plans Approved	
	Plans Examiner		Plans Approved By	

Planning:	Date Plans Received		Date Plans Approved	
	Plans Examiner		Plans Approved By	

Clerical	Check for Outstanding Debt:		Contacted Date:	
	Person Contacted:		Contacted By:	

Notes	
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## **ROMEOVILLE REINVESTMENT PROGRAM**

### **ACKNOWLEDGMENT AND ACCEPTANCE OF PROGRAM TERMS; RELEASE OF LIABILITY**

The undersigned applicant acknowledges filing an application for incentives under the Romeoville Reinvestment Program for residential home improvements or relocation of an existing home based business within Romeoville. By filing the application, the undersigned further acknowledges being made fully aware of and understanding all applicable terms and incentives of the particular incentive for which the applicant has applied. In particular, the undersigned applicant is aware and agrees that only complete and accurate applications will be eligible for potential approval, and that eligible applications will only be approved to the extent of available funding on a first come, first served basis. The Village reserves the right to independently verify all information contained with the undersigned's application, and to deny approval of an application or of funding for a project which is the subject of an application in cases where the application is ultimately found to have contained false, inaccurate or misleading information. In the event that the undersigned applicant's application for a specific incentive is approved by the Village, the undersigned applicant acknowledges sole responsibility for completion of the project that is the subject of the application at its cost, and in compliance with the Romeoville Reinvestment Program terms and conditions applicable to the particular incentive sought by the applicant, and with the otherwise applicable ordinances of the Village. If the undersigned's application is approved, the undersigned further acknowledges that the Village of Romeoville may take photographs, video or other media of the undersigned and/or the project which is the subject of the undersigned's application to the Romeoville Reinvestment Program for use and publication in various publications or media, including but not limited to the Village's website, Village program brochures or materials, and Village or Village informational, promotional or marketing materials, and hereby expressly grants to the Village of Romeoville the right to use and publish such photographs as contemplated herein, all without compensation or payment for such use and publication.

In consideration of being allowed to apply for and be considered for an award of an incentive under the Romeoville Reinvestment Program offered by the Village, the undersigned hereby releases, waives and discharges the Village of Romeoville and its officers, officials, employees, agents, volunteers and contractors (collectively, the "Releasees") from any and all liability and all claims of any kind whatsoever and without limitation, arising or resulting from the undersigned's application to and participation on the Romeoville Reinvestment Program, including but not limited to the construction of the project to which such application and participation relates, or arising from the use or publication by Releasees of photographs, video or other media of the undersigned and/or the project which is the subject of the undersigned's application to the Romeoville Reinvestment Program, whether or not such claims arise from or were caused by the negligence of the Releasees or any of them and further covenant that I shall not sue any of the Releasees with respect to any such liability or claims. In the event that I or anyone else nonetheless makes a claim or files suit against Releasees arising out of any of the above-described matters, I will indemnify and hold Releasees harmless of and from any and all damages or judgments and costs of litigation, including attorney fees. The provisions hereof are to be construed as broadly as possible in favor of Releasees, and this Agreement as a whole shall

be governed by the laws of the State of Illinois (without reference to the conflicts of laws rules thereof). If any part of this Agreement shall be ruled invalid by a court having jurisdiction, the balance shall be enforced to the maximum possible extent. I am signing this Agreement freely and voluntarily, having read and understood it and with a full opportunity to consider its substance and with the intention of fully and unconditionally assuming the risks and releasing the liabilities as described above in this Agreement.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Printed Applicant Name

\_\_\_\_\_  
Applicant Signature