



# Flatwork Permit Checklist

## Required Documents

### Required for All Projects:

- Plat of Survey**
  - Clearly legible
  - Recent enough to show all existing site improvements at the property
- Site Plan** (*this may be drawn on a copy of the plat of survey*)
  - Show which areas are proposed to be repaired, replaced, or constructed.
    - Include property/lot lines (show lengths), adjacent streets and alleys, and existing improvements.
    - Indicate existing improvements to be removed, if applicable, including square footage of the area(s) to be removed.
    - Include new flatwork along with existing work to remain.
    - Include dimensions of the project areas.
    - Include square footage calculations of the project areas.
    - Include a total calculation of what is impervious on the site (building footprint + covered patios + decks + pavement / lot size)
  - Indicate the locations of all public and private trees.
    - Include those located within 25 feet of the project area, including access and material storage areas, measured from the tree trunk or a critical root zone.
    - Required for private trees 6" DBH (diameter at breast height) or greater.
      - Private = located on subject property and/or adjacent properties
    - Required for public trees 2" DBH or greater.
      - Public = located in the public right-of-way
  - Clearly identify construction activity areas and tree protection areas.
    - Include detailed specifications for tree protection fencing.
    - Include detailed specifications for maintenance and protection of "protected trees" during construction activity, such as, but not limited to: installation/retaining of high visibility fencing at critical root zones, canopy pruning, root pruning, augering of utility lines, hand digging or air spading, and compaction prevention (i.e. plywood and mulch)
  - Indicate the location of all proposed trees to be planted/replanted on or near the subject property as part of the tree replacement plan.



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## **Required for Certain Projects:**

- Right-of-Way Permit Application**
  - Site-Specific Traffic Control Plan
    - Indicate appropriate traffic warning signage and cones/barricades located in compliance with IDOT standards.
  - Certificate of Insurance listing the City of Evanston as an additional insured and not expiring prior to completion of work.
  - Bond for private developments and larger projects (if applicable)
  - Notification letter (if applicable)
  - IDOT Permit (IDOT ROW only)

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## **Helpful Information**

- **Inspections**
  - New flatwork projects must be inspected (rough and final)
  - “Remove and replace” permits do not require inspections. However, photos must be submitted at the completion of the project.
    - Required photos: project overview, measurements from property lines, dimensions of walkways and stairs.
    - Submit photos to: [davidwilson@cityofevanston.org](mailto:davidwilson@cityofevanston.org)
- **References**
  - [Building Permit Information](#)
  - [Tree Preservation Permit Information](#)
  - [ROW Permit Information](#)
- **Contact Info**

Please contact the Permit Services team with general questions regarding the permitting process and permit status.

  - **Permit Services**
    - [permitdesk@cityofevanston.org](mailto:permitdesk@cityofevanston.org)
    - (847) 448-8207 (to schedule inspections, choose Option 5)
  - **Zoning**
    - Michael Griffith  
[mgriffith@cityofevanston.org](mailto:mgriffith@cityofevanston.org)
  - **Tree Preservation**
    - Angela Levernier  
[alevernier@cityofevanston.org](mailto:alevernier@cityofevanston.org)
  - **Civil Engineering**
    - Ingrid Eckersberg  
[ieckersberg@cityofevanston.org](mailto:ieckersberg@cityofevanston.org)
  - **ROW**
    - Jason Krohn  
[jkrohn@cityofevanston.org](mailto:jkrohn@cityofevanston.org)