

Permit No. _____

VILLAGE OF FRANKFORT, ILLINOIS APPLICATION FOR LANDSCAPE PERMIT

HOMEOWNER: _____

ADDRESS: _____

TELEPHONE #: () _____

ADDRESS OF PROPOSED WORK: _____

LANDSCAPE CONTRACTOR: _____

ADDRESS: _____

TELEPHONE #: () _____

VILLAGE CONTRACTOR'S LICENSE NUMBER: _____

OTHER SUB-CONTRACTOR: _____

ADDRESS: _____

TELEPHONE #: () _____

VILLAGE CONTRACTOR'S LICENSE NUMBER: _____

ALL BELOW ITEMS MUST BE COMPLETED AND CHECKED: ✓

- TOPOGRAPHICAL PLAT OF SURVEY SUBMITTED
- PLANTING BEDS AND DISTANCES DRAWN ON THE PLAT
- LANDSCAPE DEPOSIT FORM COMPLETED
- CONTRACTOR INFORMATION COMPLETED
- I UNDERSTAND THE INSPECTION PROCEDURES?

ALL ABOVE ITEMS MUST BE COMPLETED AND CHECKED: ✓

LEGAL DESCRIPTION: LOT#: _____

SUBDIVISION: _____

COST TO COMPLETE: \$ _____

As the applicant for this permit, I expressly agree to conform to all applicable ordinances, rules, and regulations of the Village of Frankfort.

(Date)

(Signature of Applicant)

For village use only

PERMIT ANALYSIS AND APPROVAL

FINAL GRADE PLAT OF SURVEY APPROVED?

YES NO

COMMENT: _____

SWALES/DRAINAGE ACCEPTABLE?

YES NO

COMMENT: _____

100 YEAR OVERFLOW APPROVED?

YES NO

COMMENT: _____

LANDSCAPE PLAN ACCEPTABLE?

YES NO

COMMENT: _____

NOTES:

PLANS APPROVED

(Building Inspector)

(Date)

(Plan Reviewer)

(Date)

PERMIT APPROVED FOR ISSUANCE

(Director of Building & Zoning)

(Date)

COMPUTATION OF FEES

PLAN REVIEW \$ _____

BUILDING PERMIT \$ _____

OTHER \$ _____

TOTAL \$ _____



Village of Frankfort
LANDSCAPING PERMIT GUIDELINES
Please Read Carefully

No permit will be issued until items 1 - 4 have been submitted and approved.
Landscape work cannot begin until the permit is picked-up.

1. **Complete an Application for Landscape Permit.** Fill-in the items on the left and use the checklist on that form.
2. **Complete a Landscape Deposit Form - \$1,000.00.**
3. **Submit a Topographical Plat of Survey that identifies the grade elevations (see attachment example).** This survey denotes the rough grade. It is up to the landscape contractor to make the water flow properly, the use of a transit may be necessary.
4. **Identify on the plat of survey the proposed planting bed areas and show the distances in feet from the side and rear lot lines (see example).** Beds, berms, blocks and mulch must remain a minimum of 5' from the property lines. Additionally, if p/u & drainage easements exist, bedding material must remain completely out of them. All drainage swales must contain sod only. If a landscape drawing is submitted, it too must show the distances.
5. **Parkway Trees** are required at all new home sites and must be a minimum of 2 ½" of caliper. Ash trees may be substituted.
6. Mulch and stone must be 4" beneath the bottom brick.
7. B-Box (water valve) must be visible and above grade upon inspection.
8. **Inspection Procedures:** It is required that a village inspector performs two inspections, a **grade and final**. It is the landscape contractor's responsibility to call-in the request for inspections. Each inspection requires a two-day notice. Prior to installing sod, the **grade inspection** must be performed. After completion of all landscape material, including the required number and species of parkway trees, a **final landscape inspection** must be scheduled. The location of the planting beds must not vary from the approved plan. After completion of a favorable inspection, your bond will be refunded to you.

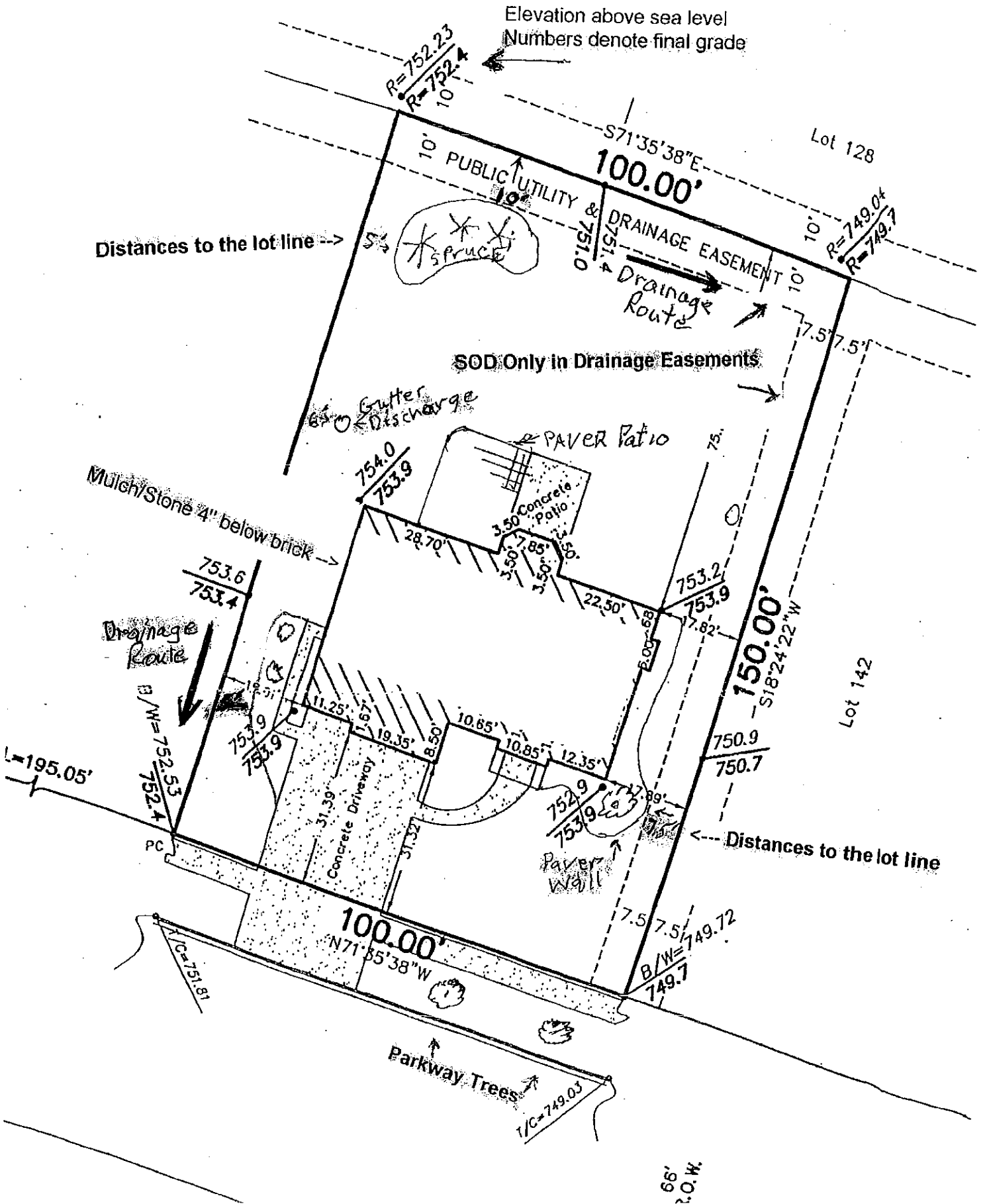
I have read and understand: Sign below:

Applicant Signature _____ Date: _____

Example of

Landscape Permit Components

- Distances of planting beds from property lines
- Gutter Discharge locations
- Drainage flow directions
- Location of planting beds and parkway trees



Elevation above sea level
Numbers denote final grade

Distances to the lot line →

← Distances to the lot line

Parkway Trees

66'
2.0.W.

Village of Frankfort
 attn: Cash Deposit Form
 432 W. Nebraska St.
 Frankfort, IL 60423
 Ph: (815) 469-2177
 Fax: (815) 412-2442

VILLAGE OF
FRANKFORT
 INC • 1879



Cash Deposit Form

For all items NOT completed at Occupancy.

I. General Information

Permit # _____ Subdivision: _____ Lot #: _____
 Site Address: _____

II. Deposit Specifications

I do hereby submit a cash bond (check) to assure that the following work will be completed within 60 days or at the soonest date weather permitting.

Please check below as needed:

- | | | |
|--|---|--|
| <input type="checkbox"/> Landscaping - \$1,000.00 | <input type="checkbox"/> Parkway Trees - \$500.00 | <input type="checkbox"/> Pool - \$1,000.00 |
| <input type="checkbox"/> Concrete Flat Work - \$4,000.00 | <input type="checkbox"/> Final Grade - \$2,000.00 | <input type="checkbox"/> Silt Fence - \$1,000.00 |

*At completion and inspections of all items, the same will be refunded at no interest

Total: _____
 Check #: _____ DEPOSITOR SIGNATURE _____ DATE _____

III. Refund Check Information - Please Print

Name: _____ Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____

IV. Deposit Fund Process

Building Department Use Only:
 Inspector approval for refund _____ Date: _____

Finance Department Use Only:
 Check Request / Invoice Approval
 Account No.: 01.000.2321
 Account Title: Landscape Deposit
 Description: Landscaping
 Amount: \$ _____

Finance Department Use Only:
 Check Request / Invoice Approval
 Account No.: 01.000.2322
 Account Title: Pool Deposit
 Description: Pool
 Amount: \$ _____

Finance Department Use Only:
 Check Request / Invoice Approval
 Account No.: 01.000.2323
 Account Title: Contractor Deposit
 Description: Concrete, Final Grade, Silt Fence, Park Way Trees
 Amount: \$ _____

Approved by: _____ Date: _____
 (Please scan copy of check in space below)



***** **Keep this form - Do not turn it in with the application** *****

Village of Frankfort
Landscape Inspection Procedures

PLEASE KEEP HANDY - YOUR DEPOSIT REFUND DEPENDS ON THE FOLLOWING PROCEDURES.

It is required that a village inspector performs two inspections, a pre-sod and final. It is the responsibility of the homeowner and landscaper to arrange who will call-in the request for inspections but it is the ultimate responsibility of the contractor.

Each inspection requires a two-day notice. Prior to installing sod, the pre-sod grade inspection must be performed. After completion of all landscape material, including the required number and species of parkway trees, a final landscape inspection must be scheduled. The location of the planting beds must not vary from the approved plan.

If the final inspection passes, your bond will be refunded to you. Checks are produced only the first week of each month, so it may take from 1 & 5 weeks for us to mail the it depending on when the final inspection was performed.

Note: It is in violation of Village of Frankfort ordinance not to schedule the inspections. Civil fines can be imposed if the procedure is not followed.

TO SCHEDULE AN INSPECTION:



CALL 469-2177 and ask for the inspection desk, not the landscape inspector.
Give your address and say what inspection is requested.

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- Planting beds, including mulch and brick must remain a minimum of 5' from the property lines.
 - Additionally, if drainage easements exist, bedding material must remain completely out of them. All drainage swales must contain sod only.
 - Parkway trees must be installed.