



## Village of Carol Stream

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## Permit Submittal Checklist and Process Residential Driveway

### **Note to applicants:**

This handout is intended to assist applicants through the driveway permit process. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

### **Items needed for a complete permit application:**

- A completed Miscellaneous Residential Construction Permit Application (**Type C**).
- Two copies of your Plat of Survey, drawn to scale, showing the location and dimensions of the proposed driveway, including the distances from property lines.
- The driveway permit fee of \$96, payable when application is submitted. In addition, a \$300 Parkway Preservation Bond must be submitted. Village staff will inspect the condition of the parkway prior to permit issuance and again following construction. If no damage is done to the public right-of-way during construction of the driveway, the Parkway Preservation Bond will be refunded after the final inspection.

### **Helpful tips:**

Following are the design requirements that apply to most driveways:

- ✓ **Driveways cannot extend across the front of the principal structure by more than three feet.**
- ✓ **Driveways must maintain a one-foot setback from side lot lines.**
- ✓ **Driveway width at the property line – Leading to one or two parking spaces or a one- or two-car garage, or a combination of a parking space and a one-car garage, the maximum driveway width at the property line is 20 feet. Leading to three parking spaces or a three-car garage, or a combination of a parking space and a two-car garage, the maximum driveway width at the property line is 30 feet, provided that the width of the lot is not less than 80 feet as measured at the building line. Leading to greater than three parking spaces or greater than a three-car garage, the maximum driveway width at the property line is 30 feet, provided that the width of the lot is not less than 80 feet as measured at the building line.**
- ✓ **Overall width – For properties with a home having a one-car garage, or a home that was originally built with a one-car wide garage and for which the garage has been**

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converted to living space, or for a home with no attached garage, the driveway may widen to a **maximum width of 20 feet**. For properties with a home having a two-car wide garage, or a home that was originally built with a two-car garage and for which the garage has been converted to living space, the driveway may widen to a **maximum width of 30 feet**. For properties with a home having a three-car wide garage, or a home that was originally built with a three-car garage and for which home the garage has been converted to living space, the driveway may widen to the **combined width of the parking spaces and garage, even if greater than 30 feet**.

- ✓ Driveway widening between front property line and garage – Driveways may not widen at a rate greater than one foot of width for each one foot of length (or a 45-degree angle).

**Inspections (Please call the Engineering Services Department at (630) 871-6220 to schedule inspections. 24-hour advance notice required):**

- For replacement of an existing driveway with a driveway of the same dimensions:
  - ✓ **Base inspection** – Inspection after old driveway surface is removed and gravel base has been prepared for new surface.
  - ✓ **Final inspection** – Inspection as soon as possible after new driveway is installed.
- For replacement of an existing driveway with a wider driveway, or for driveway widening projects:
  - ✓ **Sub-grade inspection** – Inspection after excavation but before gravel base installation.
  - ✓ **Base inspection** – Inspection after gravel base has been prepared for new surface.
  - ✓ **Final inspection** – Inspection as soon as possible after new driveway is installed.
- The Engineering Services Department will inspect the parkway during the final inspection. If no damage has been done, the Engineering Services Department will coordinate a refund of the Parkway Preservation Bond.

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**For questions before your permit is issued, please contact the Community Development Department at (630) 871-6230.**

**For questions after your permit has been issued, or to schedule inspections, please contact the Engineering Services Department at (630) 871-6220.**

