

## Parking Lots- New

### Need to submit

1. Building permit application
  - a. Submit permit application
  - b. Three plats of survey (stamped) showing both the location of any existing and/or the proposed parking area with correct dimensions.
  - c. Three sets of engineered plans with (at minimum) dimensions, materials and thicknesses, curbing, parking lot striping, ADA parking and signage, ADA accessible route, lighting, landscape, buffering, adherence to fire department required lane widths and turning radius requirements, and grading. Once plans have been submitted more information may be required. **See Municipal Code Chapter 98 Article III**
  
2. Procedure steps
  - a. Fill out application for permit.
  - b. Approval will be given/ denied from the building department and applicant will be informed of decision. Allow 10 working days for decision to be rendered.
  - c. A permit fee of \$100.00 must be paid.
  - d. Inspections needed. Applicant **MUST** make these calls to set up inspections.
    - i. Before installing concrete or asphalt/ forming complete and base compacted.
    - ii. Final inspection/
      1. Forms removed,
      2. Backfill complete,
      3. Landscaping complete,
      4. Parking lot striped,
      5. ADA compliant parking spots and accessible route complete,
      6. Lighting complete.
  - e. As Built drawings (stamped) must be submitted showing dimensions, compliance to ADA regulations, elevations, parking spot dimensions, landscaping, lighting and any other zoning requirements. **See Municipal Code Chapter 98 Article III**

### All new parking lots shall comply with the following standards and regulations.

1. The parking lot shall be installed on a minimum of a 4" compacted approved base material. Pavers and bricks may require additional base material, refer to your manufacturer's installation instruction for the recommended depth and type of the base materials. All parking lots must be dust free.

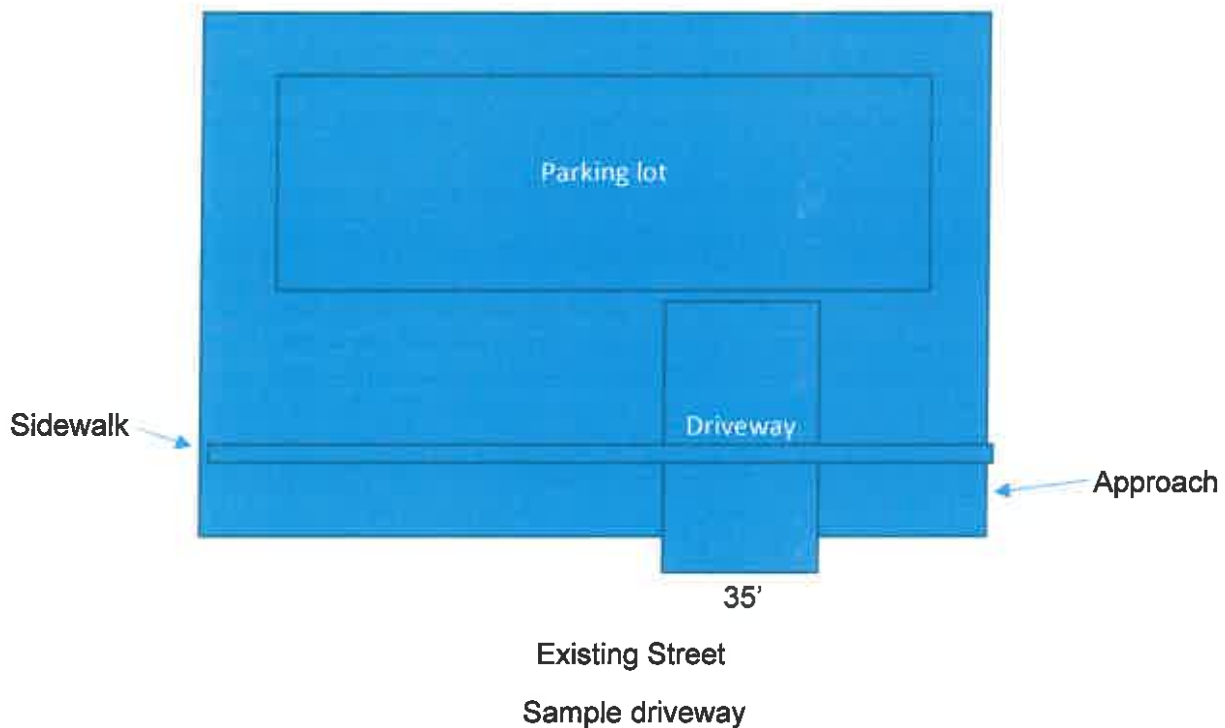
Examples of approved base materials:

- a. Sand
  - b. Washed gravel with a maximum size of  $\frac{3}{4}$ " material
  - c. Crushed limestone, such as CA-6
2. The surface of parking area shall slope away from the structure.
  3. All sidewalks must be doveled into existing sidewalks.
  4. Sidewalks shall have a maximum slope of 2% and comply with ADA requirements.
  5. Sidewalks running through the driveway must be a minimum of 6" deep unless plans require a thicker depth. All other sidewalks need to be 5" thick.
  6. The thickness of the concrete driveway shall be no less than 5" thick from the structure to the sidewalk. Driveway from sidewalk to existing street must be paved in asphalt with a minimum thickness of 3" (unless concrete is required when street is improved with gutters and curbs). In the circumstances where there is no sidewalk present, concrete driveways must terminate five feet from the edge of the city street where no curb and gutter are present. Concrete driveways from sidewalk to street (approach) must be 6" thick. Building plans may require thicker depths on materials
  7. Maximum width on a commercial entrance is 35 feet and there can only be two.
  8. All driveways must be installed flush with sidewalks and street.
  9. Fill materials shall be free of vegetation and foreign materials. Fill must be compacted to ensure uniform support for the slab.
  10. All concrete shall:
    - a. Provide minimum strength of 3500 psi at 8 days after placement
    - b. Shall be at least a 6 bag mix
  11. No parking area shall be placed in the city's right of way area without expressed permission.
  13. Rebar or wire mesh is not permitted in driveway approach.

City of Sandwich  
Building Department  
144 E. Railroad Street  
Sandwich IL 60548  
815-786-8802

**Notes:**

1. Driveways needing (or with existing) culverts, ditches, drainage issues, sizes of driveway areas, or other may require more information to be provided by the applicant before permit can be issued.
2. State law requires you to call J.U.L.I.E. (811 or 800-892-0123) before any digging project.



Existing Street  
Sample driveway