

# DRIVEWAY / PARKING AREA

# SPECIFICATIONS AND CHECKLIST

Marengo Building Department  
835 West Grant Highway  
Marengo, IL 60152

Phone: 815-568-2669  
Office hours Monday – Friday: 7:30 am - 3:30 pm  
24 hour fax: 815-568-0569

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**Prior to obtaining a permit application check with your subdivision covenant to see if parking is allowed and what types will be permissible.**

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1. A completed permit application form.(attached). An incomplete application could result in the delay of Permit issuance.
2. A copy of Plat of Survey or site plan showing dimensions, easements, placement of driveway / parking - existing and proposed, including setbacks and location of principal building, and all improvements and structures.
3. Property stakes must be located and lot lines strung upon inspection.
4. Additional information or documentation may be required if deemed necessary by the Building Department staff.

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## C H E C K L I S T

- î Completed permit application.
- î all five areas of application completed
  
- î Plat of survey or site plan to scale.
  - î show principal residence and all structures with dimensions (clearly legible).
  - î all building improvements to the lot ( include proposed driveway / parking area location with proper dimensions, clearly legible).
  - î measurements for all structures
  - î dimensions of all easements
  - î all text to be clearly legible

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As the permit applicant I understand that I am responsible for:

Submitting all application materials as required by the Building Department, obtaining all permits and approvals from jurisdictions including but not limited to; I.D.O.T., D.N.R.-O.W.R., F.E.M.A., I.E.P.A., the Marengo Fire Protection District and the McHenry County Department of Health. In addition, I agree to pay all permit and review fees including but not limited to architect, attorney, engineer or outside review firm fees incurred by the City regarding my permit application. I am also aware that driveways / parking areas erected on public easements or across ditches shall be so constructed that drainage shall not be obstructed and, in event of necessity for removal of such driveways / parking area for maintenance or other purpose, removal and/or replacement of such driveway / parking area or other improvement shall be the responsibility of the property owner.

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Applicant s signature

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Date

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Applicant s name (printed)