

**VILLAGE OF WESTERN SPRINGS**  
**Community Development Department**  
740 Hillgrove Ave. Western Springs, IL 60558-0528  
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**Requirements for landscaping, deck, patio, pools, and other  
hardscape improvements within Timber Trails**

Timber Trails was created with specific rules that aim to preserve and protect the natural features of the development and stormwater management. Whether it is mature or new trees, open green space, or walking paths, these are features that make the neighborhood unique. These features are subject to protection per public and private regulations. New improvements to properties, including those proposed for homes being finished or existing homes, are permitted but must adhere to the process outlined below. Our Village Staff, Village Engineer, and Village Forester, are involved in the review and inspection process to ensure that new improvements are properly planned and installed. It is strongly recommended that the homeowner hire a contractor/designer who understands the process and requirements as described below. Prior to submittal of a permit application our staff will gladly meet to discuss your conceptual plans, determine the exact requirements for your permit, and answer questions.

**The Basic Permit Submittal Items for all permits include:**

- Completed [building permit application](#).
- Prior written acknowledgement/approval from the Timber Trails Homeowners Association (TTHOA).
- Written permission from adjoining property owners if use of their property is required for construction access purposes.
- Plan and specifications for the project (e.g. plan view with dimensions, features (stairs, steps, seat walls, other walls, pergolas etc.) and their dimensioned sections and details, construction materials, construction details, and project access/delivery path for materials, etc.). Plans and specifications must be drawn to scale and include a “revisions” chart to track plan dates.
- Protective measures illustrated on the plan (e.g. protection of lawn/landscape areas with plywood, temporary construction fencing to define contractor construction access path and work area, etc.) **Use of the public path by motorized construction or delivery equipment is strictly prohibited to protect the integrity of the path and protect public space.**
- Tree protection details including methods of protection for critical root zones for on-site and off-site trees (within 20 ft. of the subject property).
- Written confirmation (via calculations) that the impervious surface coverage on a single family lot (with the new deck, patio, pool, etc.) does not exceed the 50% maximum lot coverage by code.
- All contractors and subcontractors working on the project must be registered with the Village and provide proof of insurance, surety bond, and appropriate licenses. For more information visit the Community Development Department (CD) page at [www.wsprings.com](http://www.wsprings.com) .
- All documents may be submitted to CD or provided via email to [plans@wsprings.com](mailto:plans@wsprings.com).

## Approval process:

- **Homes or townhomes with or without temporary occupancy permit** The homeowner or contractor shall submit:
    - Letter of Agreement between the home owner and Timber Trails Development Company in which the homeowner accepts responsibility to complete the improvement process and obtain a final certificate of occupancy.
    - A permit application to the CD Department along with a permit fee of \$1,200 (covers staff and consultant pre and post construction site visits, reviews, inspections and project finalization. Fee covers two reviews, each additional review will incur an additional fee of \$200 payable at the time of permit issuance.
    - Basic Permit Submittal items described above including the requirements outlined in the attached “Required Information for Storm Water Management Grading Plans”.
  - The Village Engineer and Forester will conduct site visits to assess the existing conditions and review the proposed plans.
  - Plan review comments will be documented in writing with copies sent to the homeowner via email. (The results will range from “approved as submitted”, “approved as noted”, or “returned for corrections”).
    - If approved, the homeowner will be contacted by the CD and work can begin.
    - If returned, the plans must be resubmitted with revisions and a letter explaining the changes.
  - Questions that may arise during construction can be directed to the CD Building Inspector. Any and all changes during construction may have unintended impacts and shall be approved by the CD prior to implementing the change. Failure to seek approval may result in unnecessary additional review and project cost.
  - Upon completion of the project in conformance with the approved plan, the homeowner shall secure the services of a professional engineer or surveyor to prepare an as-built grading plan of the entire lot. The plan must be provided via email to plans@wsprings.com.
  - The Village Engineer will review the as-built grading plan and visually inspect the permitted improvement.
  - CD will issue a Final Certificate of Occupancy upon approval of the as-built grading plan assuming all other building inspections (i.e. framing, plumbing, electrical, etc.) have previously passed.
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- **Homes or townhomes with Final Certificate of Occupancy** ○ The homeowner or contractor shall submit:
    - A permit application to the CD Department along with a permit fee between \$855 and \$1,105. Fee will be established at the time of Basic Permit Submittal items described above and the applicant will be contacted with the final amount due. Fee covers staff and consultant pre and post construction site visits, reviews, inspections and finalization. Fee covers two reviews, each additional review will incur an additional fee of \$200 payable at the time of permit issuance.
    - Basic Permit Submittal items described above.

It is important to note that an as-built survey was prepared when the home was completed. This survey illustrates the final topographic conditions of the property and must be used as a base for the new project. If the as-built is more than five (5) years old and if any changes to the grade of the property have been made, a new topographic plan must be prepared. The plan for the new project must include sufficient information so the Village Engineer can determine if the proposed improvements will have any impact on the existing stormwater drainage system. “Sufficient information” shall include the following items from the **Required Information for Storm Water Management Grading Plan (attached): topographic survey items 1 through 5, and proposed grading plan items 2-5 and 7-9 for the area surrounding the proposed improvement(s).**

- The Village Engineer will review the Basic Permit Submittal and provide comments. ○ Based upon a review of the Basic Permit Submittal it may be necessary that the Village Forester visit the site and create a report to address potential impacts to existing trees which may exist on or within 20 feet of the site.
- Plan review comments will be documented in writing with copies sent to the homeowner via email. (The results will range from “approved as submitted”, “approved as noted”, or “returned for corrections”).
  - If approved, the homeowner will be contacted by the CD, the permit will be issued, and work can begin.
  - If returned, the plans must be resubmitted with revisions and a letter explaining the changes.
- Questions that may arise during construction should be directed to CD. Any and all changes during construction may have unintended impacts and shall be approved by the CD prior to implementing the change. Failure to seek approval may result in unnecessary additional review and project cost.
- Upon completion of the project in conformance with the approved plan, the owner’s landscape architect, architect, or surveyor shall prepare a partial as-built grading plan (drawn to scale) of the project’s disturbed area. The partial as-built plan shall include the following items from the **Required Information for As-Built Grading Plan (attached); items 3-7 and 9.**
- The plan must be provided via email to [plans@wsprings.com](mailto:plans@wsprings.com) or delivered to the CD Department.
- CD and the Village Engineer will conduct the required inspections and issue a final inspection report.

**In general, all projects must adhere to these common zoning regulations:**

- **Setbacks:** All structures, such as pergolas, arbors, sheds, pool houses, etc. must be placed at least five feet (5’) from side and rear lot lines, and at least ten feet (10’) from the home. A minimum of four feet (4’) of separation is required between accessory structures.
- **Lot & Building Coverage:** All properties are limited to 50% impermeable lot coverage and 40% building coverage. Additional regulations are attached and should be reviewed by the property owner, design professional, and contractor. Site plans must include computations showing compliance with these regulations.
- **Building/Structure Height:** Accessory buildings/structures, such as arbors, pergolas, sheds, pool houses, etc. cannot exceed fourteen feet (14’) in height.
- **Fireplaces and fire pits:** Fireplaces and fire pits shall be located at least five feet (5’) away from any lot line and shall be separated from any building or structure, including wooden decks, or other combustible materials, by not less than ten feet (10’) (except for fires located in exterior masonry fireplaces attached to occupied residences). Please refer to Village Code Section [5-6-1: Open Burning Regulations](#) for more information.
- **Swimming pools:** Pools are permitted but must adhere to additional regulations related to safety, electrical service, fencing, and other regulations. Please refer to the Guide to Swimming Pools located at [www.wsprings.com](http://www.wsprings.com) □ The pedestrian path system or other common open space areas shall not be used for construction access.
- **Damage to public or private property:** Damage caused by deliveries and any construction activity is the responsibility of the owner to repair.

### **Required Information for Storm Water Management Grading Plan**

Use of Village benchmark is required. All building dimensions and setback must be demonstrated. Scale must be 1 inch = 20 feet.

The applicant must submit a TOPOGRAPHIC survey of the PARCEL TO BE IMPROVED SHOWING the following information:

1. Existing planimetry and ground elevations using no more than a 15 foot grid pattern and one foot contour lines on the property.
2. Identification and elevations of existing ground surface depressions and summits on property and adjacent properties.
3. Existing planimetry and ground elevations with one foot contour lines 20 feet beyond property lines.
4. Location and elevations of all buildings, walks, drives, window wells, etc. on and 20 feet beyond the property lines.
5. Location and size of all trees on and 20 feet beyond the property parkway trees.
6. Existing and proposed impervious areas based upon drainage divide on property. (Note: the Village Code states the following, "Lot Coverage: The maximum percentage of total lot coverage for a residential lot that is improved with a principal single-family residential structure, an outdoor residential recreational facility and any other impervious surfaces, including, but not limited to, accessory structures, a detached garage, a driveway, sidewalks, decks, and patios, shall be fifty percent (50%)". (Ord. 03-2227, 2-24-2003)

The applicant must submit a PROPOSED GRADING PLAN of the PARCEL TO BE IMPROVED SHOWING the following information:

1. Location, dimensions and elevations of all proposed buildings to be placed on the property.
2. Proposed ground elevations and one foot contour lines on property,
3. Proposed spot elevations and one foot contour lines of all drainage swales to be used for drainage on the property.
4. Location, dimensions and elevations of all proposed sidewalks and driveways to be placed on the property/parkway.
5. Location, dimensions and elevations of all proposed patios or decks to be placed on the property.
6. Location, dimensions and elevations of all proposed sheds or storage areas to be placed on the property.
7. Locations of all downspouts from proposed buildings and proposed drain tile.
8. Location of all sump pump discharge pipes from proposed buildings and proposed drain tile.
9. Location and type of all erosion control measures to be used on site.
10. Location and type of safety fencing around parkway trees.

### **Required Information for As-Built Grading Plan**

AFTER COMPLETION OF THE IMPROVEMENTS, the applicant must submit an AS-BUILT TOPOGRAPHICAL SURVEY of the PARCEL IMPROVED SHOWING the following information:

1. As-Built location dimensions and elevations of all buildings placed on the property.
2. As-Built spot elevations with one foot contour lines within 20 feet of the property.
3. Identification of an As-Built spot elevation of all drainage depressional areas and summits on the property.
4. As-Built spot elevations and one foot contour lines of all drainage swales to be used for drainage on the property
5. As-Built location and elevations of all sidewalks, patios and driveways placed on the property/parkway.
6. As-Built locations for all down spouts and drain tile on the property/parkway.
7. As-Built locations for all sump pump discharge pipes and drain tile on the property/parkway.
8. As-Built locations and sizes for all dry wells, French drains or other underground infiltration systems.
9. As-Built locations and elevations of all openings into the structure; top of window wells, basement entrances, etc.
10. As-Built location of water service B-Box.
11. As-Built location of sanitary sewer service.

