

**VILLAGE OF WESTERN SPRINGS**  
**Community Development Department**  
740 Hillgrove Ave. Western Springs, IL 60558-0528  
Ph. 708.246.1800 Fax 708.246.4871

**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. The neighborhood is 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. The review and inspection process focuses on ensuring 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 Village Staff will gladly meet to discuss your conceptual plans, determine the exact requirements for your permit, and answer questions.

Timber Trails property owners are responsible for complying with all applicable rules and regulations enforced by the Timber Trails Homeowners' Association.

**The required submittal items for all permits include:**

- Completed [building permit application](#).
- Permission (letter or email) from property owners whose land will be used for construction access.
- Engineering Information (detailed below).
- Calculations confirming the impervious surface coverage on a single-family lot (with the new, patio, pool, etc.) does not exceed the 50% maximum lot coverage by code.
- Payment of \$325.00 permit fee.
- A list of contractors and subcontractors working on the project. Please note 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).

**Approval Process:**

- All items noted above must be submitted to CD or provided via email to [permits@wsprings.com](mailto:permits@wsprings.com).
- Village Staff will conduct site visits to assess the existing conditions.
- Village Staff will perform plan review and will consult the Village's forester as necessary. Plan review comments will be documented in writing with copies sent to the applicant via email.
- Once plans are approved a permit will be issued by CD.
- Questions that 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 applicant shall generate an as-built plan of the entire lot, which shall be sent to the Village at [plans@wsprings.com](mailto:plans@wsprings.com).
- The Village Engineer will review the as-built plan, visually inspect the permitted improvement and provide comments, if needed.
- If a Final Certificate of Occupancy (CO) has not yet been issued, CD will issue a Final Certificate of Occupancy upon approval of the as-built plan and passing of all other building inspections (i.e. framing, plumbing, electrical, etc.).

## Important Zoning Information:

- **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 ([Swimming-Pool-Permit-Guide \(wsprings.com\)](#))
- 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.

## Engineering Information:

As part of the review process, it is the responsibility of the Village Engineer to determine the impact of the new project on the existing stormwater system and adjacent properties. The following information is required for all new projects.

### Topographic Survey

The applicant must submit a Topographic Survey of the parcel to be improved and twenty feet (20') beyond the property line showing the information below. Please note as-built surveys have been prepared for the construction of all new single family homes within Timber Trails. The as-built surveys, which illustrate the final topographic conditions of the property, shall be used as a base for the new project. If the as-built survey is more than five (5) years old or if changes to grading of the property have been made since creation of the original as-built survey, a new topographic survey must be prepared.

1. Use of a Village benchmark.
2. Demonstration of building dimensions and setbacks.
3. Plan scale: 1 inch = 20 feet.
4. Existing planimetry and ground elevations using no more than a 15 foot grid pattern and one foot contour lines.
5. Identification and elevations of existing ground surface depressions, summits and swales.
6. Location and elevations of all buildings, walks, drives, window wells, etc.
7. Location and size of all trees residing on private and public property including those within twenty feet (20') of any construction access routes.
8. 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%)".

### Proposed Plan

The applicant must submit a Proposed Plan (overlying the Topographic Survey) of the parcel to be improved showing the following information:

1. Use of a Village benchmark.
2. Demonstration of building dimensions and setbacks.
3. Plan scale: 1 inch = 20 feet.
4. Location, dimensions and elevations of all proposed buildings.
5. Proposed ground elevations and one foot contour lines.
6. Spot elevations and one foot contour lines of all proposed drainage swales.
7. Location, dimensions and spot elevations of all proposed sidewalks and driveways on the property/parkway.
8. Location, dimensions and spot elevations of all proposed patios or decks.
9. Location, dimensions and elevations of all proposed sheds or storage areas.
10. Locations of all proposed downspouts and yard drains.
11. Location of all proposed sump pump discharge pipes.
12. Location and type of all erosion control measures to be used on site and along construction access routes.
13. Location and type of tree protection fence.
14. Project specifics including but not limited to dimensions, features (stairs, steps, seat walls, other walls, pergolas etc.) and their dimensioned sections and details, construction materials, 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.
15. Turf protection measures, i.e. plywood, temporary construction fencing for construction access routes. **Note: 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.**

### As-Built Plan

After completion of the improvements, the applicant must submit an As-Built Plan of the parcel improved showing the following information:

1. Use of a Village benchmark.
2. Demonstration of building dimensions and setbacks.
3. Plan scale: 1 inch = 20 feet.
4. As-Built location dimensions and elevations of all buildings placed on the property.
5. As-Built spot elevations with one foot contour lines on and within 20 feet of the property.
6. As-Built spot elevations of all depressional areas, summits and swales on the property.
7. As-Built location and spot elevations of all sidewalks, patios and driveways placed on the property/parkway.
8. As-Built locations for all down spouts and yard drains on the property/parkway.
9. As-Built locations for all sump pump discharge pipes on the property/parkway.
10. As-Built locations and sizes for all dry wells, French drains or other underground infiltration systems.

CD and the Village Engineer will conduct the required inspections and issue a final inspection report.

Community Development Staff Members are available to answer resident or contractor questions. Please call us at (708) 246-1800, ext. 177 or 180. The CD Building Inspector can be reached at (708) 246-1800, x179.