

Village of Glen Ellyn
Planning and Development Department
Demolition Procedures

Effective Date January 1, 2009

- Step 1: Applicant completes and submits all necessary paperwork and supporting documents for a demolition project to Planning and Development (P&D). This starts the 30-day minimum waiting period.
- Step 2: P&D staff will check documents in, forward plans to the appropriate reviewers, create a map & labels of residences within 250 feet of the demolition site (delivery area), and mail notices from the Village within 15 days of the permit submission.
- Step 3: P&D staff contacts the applicant to inform them that the contractor notices (different from the Village notice), maps and labels are available to be picked up by the contractor for mailing to homes within the delivery area. The contractor would pick these items up at the Planning and Development office.
- Step 4: The applicant/contractor schedules all necessary inspections or appointments as listed below, in no particular order.
- A. Contractor calls Public Works (PW) to schedule and confirm date and time of demolition for PW staff to install the hydrant meter.
 - B. Contractor installs tree fencing and schedules the required tree protection inspection with PW.
 - C. Contractor schedules the utility disconnect inspection with PW. The utilities **must** be disconnected at the main, unless otherwise authorized by the Public Works Director.
- PW will contact the P&D department regarding the status of the inspections listed above.
- Step 5: Upon approval of the various inspections listed above P&D will determine fees and contact the applicant when the permit is ready to be issued.
- Step 6: Contractor mails Village Produced Notices, indicating the anticipated demolition date, no more than 10 days or less than 7 days prior to the three-day window of the scheduled demolition. The contractor delivers a signed certification statement to the Planning and Development Department confirming that the notices were mailed.
- Step 8: On the scheduled date of the demolition, PW will set up the hydrant meter no later than 8:00 a.m. PW will assist with the connection of any hose and verify the hose size and that the water source is operational. The contractor must be on site between 7:00 a.m. and 8:00 a.m. to accept responsibility for the hydrant meter. This step will be performed even if the contractor chooses to utilize the minimum prescribed watering truck in case the truck needs to be replenished.
- Step 9: Demolition may begin. P&D will perform random inspection(s) to verify that the structure and debris is being watered consistently and regularly. PW will pick up the meter at 4:00 pm.; however, the contractor should contact PW for an earlier pick up. Special arrangements can be made for a later pick up at the contractor's expense.

REPEAT STEPS 8 AND 9 FOR MULTIPLE DAY DEMOLITIONS