

Completing Your Application



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Existing Conditions

You are encouraged to photograph or otherwise document the condition of existing landscaping and conditions, such as trees and sidewalks, prior to demolition.

Architectural Plan Submittals

You should expect to work with licensed architects, surveyors, and civil engineers as part of the redevelopment process. The following plans are required as part of the applications submittal:

- ✦ Architectural drawings
- ✦ Mechanical plans (HVAC)
- ✦ Manual J forms (to calculate heating load)
- ✦ Detailed grading plan
- ✦ Electric load calculations forms

Demolition Options:

1. Concurrent demolition/single-family permits: for projects where construction of a new home will commence immediately following demolition.
2. Demolition-only: for projects where construction of a house will begin at a later date. The requirements for this option are:
 - ✦ Complete demolition application
 - ✦ Written correspondence stating the reason for leaving the lot vacant
 - ✦ A letter of intent to clean and re-grade the property so that drainage does not negatively impact surrounding lots
 - ✦ Disconnection of water service at the watermain or adjustment and maintenance of the water service B-box, and disconnection of the sanitary sewer service at the lot line.
 - ✦ Right-of-Way permit application with maintenance bond
 - ✦ Installation of a safety fence (six-foot chain link) around the perimeter of the lot if the excavated hole cannot be filled the same day. In no instance shall the safety fence be up for more than 3 weeks after demolition, unless construction of a new home has started
 - ✦ Seed and maintain the vacant lot accordance with the City of Naperville's requirements for property maintenance

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Demolition Application Requirements:

Applications must be submitted in person to the Transportation, Engineering and Development (T.E.D.) Business Group at the Naperville Municipal Center. The following items must be submitted with the Residential Demolition Application:

- ✦ Notice of Intent to Demolish (residents within 60') and Affidavit
- ✦ Photographs of existing structures (1 per side, of all structures to be demolished)
- ✦ Original Plat of Survey
- ✦ Parking Plan
- ✦ Signed Copy of Conditions for Construction
- ✦ Well/Septic Letter from the County (if applicable)
- ✦ Insurance certificate for \$1 million (City of Naperville must be named co-insured)
- ✦ Maintenance Bond (\$5,000 or \$50,000)
- ✦ Application fee of \$1,005
- ✦ Sign Fee of \$40

You are strongly encouraged to meet with neighboring residents prior to demolition to inform them of the upcoming construction and what to expect as your project moves forward.

*The City of Naperville requires that a sign stating work site regulations and contact information be posted at the construction site. The city provides these mandatory signs at a cost of \$40.