

**ALCC request for approval of PATIO INSTALLATION**

Failure to complete this form and obtain approval **PRIOR to starting** project will result in a **minimum \$100 fine**

This procedure must be followed for deposit return

Name: \_\_\_\_\_

- \_\_\_\_\_ ADAMS
- \_\_\_\_\_ BURNHAM
- \_\_\_\_\_ CLARK
- \_\_\_\_\_ DEARBORN
- \_\_\_\_\_ EVANSTON

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ **Can we email approval paperwork? Y/N**

Date submitted: \_\_\_\_\_ **\$250.00 security deposit is required.**

Signature: \_\_\_\_\_

Describe patio installation, including sketch or drawings, material, etc.:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address & phone number of CONTRACTOR:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor email: \_\_\_\_\_ **can we email approval paperwork? Y/N**

I have read and understand the guidelines on page 2. Contractor signature \_\_\_\_\_

DATE APPROVED: #1 \_\_\_\_\_ (INIT. \_\_\_\_\_) #2 \_\_\_\_\_ (INIT. \_\_\_\_\_)

**APPROVED WORK *MUST* BE STARTED WITHIN 40 DAYS OF APPROVAL OR A NEW APPROVAL WILL BE NECESSARY.**

## **PATIO GUIDELINES**

1. Length of patio must not exceed the shortest privacy wall.
2. Patios must be at least 6" away from any privacy wall or neighboring unit wall.
3. If a railing will be installed:
  - It must abut and be attached to the patio
  - It cannot be taller than 48"
  - It cannot be attached to a privacy wall or neighboring unit wall
  - No grass area can be enclosed by the railing
  - There must be a gate for access to the patio
4. Type of patio may be cement or brick.
5. Patio base may be sand or crushed rock, as appropriate.
6. Homeowner must check with the village of Indian Head Park to determine if a permit is needed.