

VILLAGE OF MOKENA

Community Development Department

Phone: 708-479-3930 Fax: 708-479-1137 E-mail: communitydevelopment@mokena.org

IMPORTANT INFORMATION ABOUT REFUNDS

In many cases when a new home is built, a refundable cash deposit is accepted by the Village guaranteeing the completion of specific items. This is usually done as a condition of approving an occupancy permit. These items usually pertain to landscaping, grading, exterior concrete, B-Box at grade and in working order and other code requirements that can not be completed due to inclement weather. This cash deposit can be paid by either the builder or the homeowner and is refunded when the work is completed.

DEPOSIT REFUND PROCEDURE

In order to receive a refund the building department must be notified that the work has been completed. **The Depositor needs to Supply:**

ORIGINAL RECEIPT

TWO COPIES OF THE POST LANDSCAPING SURVEY

- The **original receipt** must be submitted at this time to verify the amount of refund and to whom it will be paid.
- For landscape deposits we will also require **2 (two) copies of the post landscaping survey** to be reviewed by our engineering department. A post landscape survey can be purchased through any Illinois Registered surveyor company as long as the survey contains all the appropriate information. This information is available upon request.

INSPECTION REQUIREMENTS

- Landscape refunds for yards that are seeded will be approved **after** a full cuttable growth of grass is achieved.
- The **homeowner is responsible for the B-Box**. If the Buffalo box is damaged or covered during landscaping, a refund will not be issued until the corrections have been made.
- Following an inspection verifying that the work is completed the appropriate refunds are processed. **Refund checks are made payable only to the person or firm that submitted the deposit unless a letter from that party is supplied** to the Village of Mokena.
- Refunds are approved by the Village Board once a month, on the second Monday of each month and are usually mailed out on Friday of the same week. **To receive your refund we will need all pertinent information by the 15th of the month in order for refunds to be approved at the next Village Board pay out.**
- If the work can not be completed by the specified deadline stated on the Certificate of Occupancy a written request for an extension should be submitted.

Questions pertaining to obtaining refunds should be directed to the Community Development Department at Phone 708-479-3930 Fax: 708-479-1137 www.communitydevelopment@mokena.org

SPRINKLING REGULATIONS

Sprinkling Regulations begin on May 15th and end on September 15th.

SPRINKLING TIMES

- The sprinkling or irrigation of lawns or gardens will be allowed on an odd/even basis, during specific times.
- Sprinkling will be allowed only between the hours of **seven o'clock (7:00) A.M. and eleven o'clock (11:00) A.M. and seven o'clock (7:00) P.M. and eleven o'clock (11:00) P.M.**
- **On odd numbered days of the month, Residents with odd numbered addresses may water their lawn, and on even numbered days of the month, Residents with even numbered addresses may water their lawn.**

TEMPORARY SPRINKLING PERMITS

- If new sod or seed has been installed Residents may obtain a permit from the building department which will allow them to water on both odd and even days for Twenty-Eight (28) days after the date of installation of the new sod or seed. After the twenty-eight (28) Day period, normal odd/even sprinkling rules will apply.
- **Temporary Sprinkling Permits will not be issued unless a Landscape Permit has been approved by engineering & issued.**

EXTENDED PERIOD OF DROUGHTS

- In the event of an **extended period of drought that causes the Villages water system to be depleted**, the Village may further restrict or ban outdoor water use utilizing Tier I & Tier II restrictions.
 - **Tier I restrictions allows watering only during the hours of 7:00 AM & 11:00 AM on an odd even basis. No EVENING watering.**
 - **Tier II is a total ban on outdoor watering.**
- If this were to occur the Village will notify Residents with signs in the neighborhood, through cable television, the Village's automated answering system and on the Village of Mokena web site www.mokena.org.

VIOLATORS

- Violators of this ordinance are subject to be fined not less than fifty dollars (\$50.00) no more than seven hundred fifty dollars (\$750.00) for each offense.

Ask about our DEDUCT METER PROGRAM to reduce sewer charges on water used for lawns and pools.

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LANDSCAPE PERMIT APPLICATION

Permit No. _____ Date: _____

SITE DESIGNATION:
Address of Construction: _____
Lot No: _____ Subdivision: _____
Building Use: _____ Residential _____ Commercial _____ Industrial

PROPERTY OWNER INFORMATION:
Property Owner: _____ Phone: _____
Address: _____ City: _____ St: _____ Zip: _____

Landscape Contractor: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone No: _____ Fax No.: _____

Check Description of Work that applies: (Please Provide Drawings on Plat of Survey)
_____ Sod _____ Seed _____ Parkway Trees _____ Shrubbery _____ Plantings
The following Require Approval by Engineering and a brief explanation with drawings on Plat of Survey: (Please include berm height & side slopes $\leq 3:1$; top & bottom of wall elevation & material type) (_____ Berm) (_____ Retaining Wall) (_____ Other: Attach drawings/explanations)

I hereby agree to the following stipulations:

- Elevations as established in the approved final stake survey are not to be altered.
- B-Box to remain visible and up to grade.
- \$1,500 Landscape Deposit to be refunded upon approval of landscaping and the post landscape survey provided to the Village by the homeowner.

PLEASE NOTE:

- **Lawn Sprinklers, Brick Patios, Walkways, and/or Driveways require a separate permit application**
- **It is the Property Owner's responsibility to establish the location of the property lines & proper location of plantings.**

Applicants Signature: _____
Print Name: _____ Phone # _____
Please check if Applicant is Owner _____ or Contractor _____
Attach **Copy of Contract** to Permit _____

***** For Office Use Only *****
Landscape Plans Submitted: Y N Final Staked Survey provided to applicant: Y N
Engineering Approval _____ Date: _____
Comments: _____
Date Issued: _____ Issued By: _____ Permit Fee: _____



LANDSCAPE PERMIT INFORMATION

Submit the following when applying for a Landscape Permit:

- Completed landscape permit application
- Landscape plan indicating grass areas, location/type/dimensions of trees, location and type of shrubs, any berming or tiering, etc.
- Copy of receipt for \$1500 Landscape Deposit for the property
- The permit fee is \$50. For your convenience, a copy of the approved final staked survey of the property will be provided at the time of permit issuance.

Stipulations for landscaping:

- Elevations as established in the approved final staked survey are not to be altered. (Any alterations in the elevations must be submitted to and approved by the Village Engineer)
- The B-Box must remain visible and up to grade
- Landscape contractor must be registered with the Village of Mokena
- Trees planted in the parkway shall be provided at the equivalent of not more than 40' apart.
- Parkway trees shall have a minimum trunk size of 2 1/2" diameter
- Parkway trees shall be limited to the following species
 1. Linden
 2. Maple (excluding Silver Maple or other similar softwood species)
 3. Hackberry
 4. Ginkgo
 5. Oak
 6. Thornless Honeylocust(cultivars)
 7. Calleryana Pear (cultivars)
 8. Other species of trees as determined appropriate by the Superintendent of Public Works or his designate

Trees such as poplars, Chinese Elms and willow or any other species which characteristically extend small feeder roots to drainage and sewer lines as well as weak-wooded species such as Silver Maples, Box Elders and Russian Olives shall be prohibited in public right of ways.

Deposit Refund Procedure:

The \$1,500 Landscape Deposit will be processed for refund upon approval of landscaping, B-box, and Post Landscape survey by the Village.

AFTER LANDSCAPING SURVEY REQUIREMENTS

After Landscaping and prior to release of the landscape guarantee deposit for any residential building, the homeowner shall be required to submit two (2) blueprint copies of the plat for the existing lot to the Community Development Department, indicating the following:

1. Legal description.
2. Owner's name, unit number, lot number and **street address**
3. Existing top of foundation grade.
4. Existing garage floor elevation at front of home.
5. Indicate existing driveway slope measure along the center line of the driveway in percentage to house side edge of sidewalk, or to curb flow-line if there is no sidewalk.
6. Existing lot corner elevations and drainage arrows.
7. Existing finished grade elevation at the four (4) corners of the home.
8. Existing elevation of all drainage break points within the lot.
9. Existing location and elevation of utility structures on the lot **including Buffalo Box**.
10. Location and measurements of any additional accessory or detached building.
11. All concrete, masonry or brick flatwork.
12. Stamp and signature of a registered land surveyor or a registered professional engineer, including the following statement: **“The final grading of the lot has been completed and fully complies with the approved engineering plans for the lot.”** In the event that the final grading of the lot differs from the approved plans, a statement must be made as to the nature of the change. The Village Engineer may approve minor changes discovered during this final blueprint preparation, provided that the changes do not adversely affect the drainage on the land in question or other lands.