



VILLAGE OF MOKENA

COMMUNITY DEVELOPMENT DEPARTMENT
11004 CARPENTER ST, MOKENA, IL 60448
(708) 479-3900
COMMUNITYDEVELOPMENT@MOKENA.ORG

Planned Progress...Pleasant Living

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 cannot 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:**

1. **Original Receipt** - to verify the amount of refund and to whom it will be paid.
2. **Two (2) original copies of the Post Landscape Survey** - to be reviewed by our Engineering Department.
 - a. A Post Landscape Survey can be purchased through any Illinois Registered surveyor company as long as the survey contains all the appropriate information.

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 Buffalo Box (B-Box)**. If the B-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 subsequently mailed out. **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 Bill List.**
- If the work cannot 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 (708) 479-3900 or communitydevelopment@mokena.org.



VILLAGE OF MOKENA

COMMUNITY DEVELOPMENT DEPARTMENT
11004 CARPENTER ST, MOKENA, IL 60448
(708) 479-3900
COMMUNITYDEVELOPMENT@MOKENA.ORG

Post Landscape Survey Requirements

Once your landscaping is completed, and prior to release of the Landscape Deposit for any residential building, the homeowner shall be required to submit two (2) original copies of the Post Landscape Survey 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/B-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."**
 - a. 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 review, provided that the changes do not adversely affect the drainage on the land in question or other lands.



VILLAGE OF MOKENA

COMMUNITY DEVELOPMENT DEPARTMENT
11004 CARPENTER ST, MOKENA, IL 60448
(708) 479-3900
COMMUNITYDEVELOPMENT@MOKENA.ORG

Sprinkling Regulations

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

Sprinkling Times

- ◆ 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 see. 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 Village's water system to be depleted, the Village may further restrict or ban outdoor water 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 website www.mokena.org

Violators

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

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



VILLAGE OF MOKENA

COMMUNITY DEVELOPMENT DEPARTMENT
11004 CARPENTER ST, MOKENA, IL 60448
(708) 479-3900
COMMUNITYDEVELOPMENT@MOKENA.ORG

Landscape Permit Requirements

Submit the following information when applying for a Landscape Permit:

- ☐ Completed Landscape Permit Application.
 - ☐ One (1) copy of the landscape plan indicating grass areas, location/type/dimensions of trees, location and type of shrubs, any berming or tiering, etc.
 - ☐ One (1) copy of the receipt for the \$1,500 Landscape Deposit.
- ◆ Property owner(s) may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.
 - ◆ All contractors doing work in the Village of Mokena must be registered with the Village.
 - ◆ Upon submittal of the application, survey, and drawings, a review of these documents will be performed.
 - ◆ Applicant will be notified when the application is approved, and the permit is ready for pickup.
 - ◆ 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 Buffalo Box/B-Box must remain visible and up to grade

Recommended Parkway Trees

- | | |
|------------------|---------------------------------|
| • Ginkgo (Male) | • American Hornbeam |
| • Ohio Buckeye | • Bitternut Hickory |
| • Tulip Poplar | • Espresso Kentucky Coffee Tree |
| • Hackberry | • Hybrid Elm |
| • American Beech | • Sweetgum |
| • Ironwood | • Dawn Redwood |
| • Oaks | • London Planetree |
| • Bald Cypress | • Cucumber Magnolia |

Low Growing Ornamentals for Under Utility Wires:

- | | |
|------------------|-----------------|
| • Speckled Alder | • Crabapple |
| • Lilac Tree | • Star Magnolia |

Not Recommended

- Autumn Blaze/Red Maple

Prohibited

- | | |
|-------------------------|-------------------------|
| • Willows | • Silver Maples |
| • Poplars/Cottonwood | • Box Elders |
| • Chinese/Siberian Elms | • Callery/Bradford Pear |



VILLAGE OF MOKENA
COMMUNITY DEVELOPMENT DEPARTMENT
11004 CARPENTER ST, MOKENA, IL 60448
(708) 479-3900
COMMUNITYDEVELOPMENT@MOKENA.ORG

Date Received

Landscape Permit Application

SITE DESIGNATION:

Address: _____ Zoning: _____

Lot #: _____ Subdivision: _____ Estimated Value: \$ _____

**** Please include copy of contract, detailed drawings for the proposed work, as well as a site plan showing the location****

NOTE: Lawn Sprinklers, Brick Patios, Walkways, and/or Driveways require a separate permit application

*****Landscape Permits are required for Temporary Sprinkling Permits*****

Property Owner Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

**** It is the responsibility of the property owner to establish the location of the property lines & proper planting locations****

Applicant Name: _____ Phone: _____

The applicant is the following: ☐ Property Owner ☐ Contractor ****Please include a copy of the contract****

Check Description of Work that applies: (Provide drawings on Plat of Survey)

- ☐ Sod
- ☐ Seed
- ☐ Parkway Trees
- ☐ Shrubbery
- ☐ Plantings

The following require approval by Engineering. Provide a brief explanation with drawings on Plat of Survey:

- ☐ Berm (include berm height & side slopes < 3:1)
- ☐ Retaining wall (top & bottom of wall elevation & material type)
- ☐ Other (attach drawings/explanations): _____

Applicant Waiver: *I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set for by the Village of Mokena. Furthermore, I agree to the following:*

- 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.

Applicant Signature: _____ Date: _____

CONTRACTOR INFORMATION:

Landscape Contractor: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

OFFICE USE ONLY:

Landscape Plans Submitted: _____ Final Staked Survey provided to applicant: _____

Approved By: _____ Date Issued: _____ Permit Fee: _____

Comments: _____

Permit # _____