



# Grading Guideline

(Disclaimer: this guide may not be all inclusive, additional regulations may apply)

## What to Submit

- \*Completed application.
- \*Plat of plats survey (3 copies)
- \*3 copies of a site plan showing the proposed exact location of the new unit and setbacks from any structures and property lines
- \*Provide proposed height and proposed materials
- \*Plan must show existing spot grades along centerline and edge of street pavement, existing top of foundation elevations of adjacent residences and direction of storm water drainage flow
- \*Confirm clarify in writing that this proposed structure is NOT in a floodplain, easement, or floodway

## Rules & Restrictions

- \*The proposed top of foundation for the home shall fall within one foot to two and one half feet of the elevation of the edge of the roadway pavement, unless the City Engineer grants an exception
- \*The proposed elevation of the principal residential structure should in conformity with the grade of adjacent, neighboring property and Right-of-Way
- \*The grading of a site shall not interfere or negatively impact drainage of adjacent property
- \*All drainage swales should be a minimum grade of 1%
- \*Finished grade at foundation shall be six inches (6") below the top of foundation, brick ledge, etc.

## Applicable Codes

- \*City of Prospect Heights Municipal Ordinance (<http://www.prospect-heights.il.us/>)

## Inspections

\*Inspections are scheduled for A.M. or P.M. Monday through Friday with 24 hours advance notice. Call 847-398-6070 x 211 before 5:00 P.M. the day before you want your inspection. Same day re-inspections are not available.

\*Final inspection required

**Department of Building & Zoning**

**8 North Elmhurst Road,  
Prospect Heights Illinois,  
60070-6070**

**Office:** 847/398-6070 x 211

**Fax:** 847/590-1854

<http://www.prospect-heights.il.us/>

I have read and reviewed these requirements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date