



## INFORMATION SHEET

### Notice Requirements for Residential Construction

Department of Community Development

The Community Development Department has developed this information sheet to provide a quick reference for notice requirements for residential construction. The Village Board recently amended the Residential Construction Site Management Regulations to require notice for certain residential construction projects.



**NOTICE IS REQUIRED FOR ALL PERMITS WHERE  
CONSTRUCTION FENCING IS REQUIRED AS A CONDITION ON  
THE COMMENCEMENT OF CONSTRUCTION.**



→ Site construction fencing is required prior to the start of any construction activity whenever:

1. A building permit is issued for the construction of any principal structure, or the remodeling or renovation is more than 25% of the existing principal structure as measured by floor area, and such parcel is located within 250 feet of existing improvements on separate parcels, or
2. The Community Development Department finds extraordinary secondary impacts will arise from the specific construction activity proposed.

#### Exemptions:

- For any subdivision or planned unit development (PUD) which has been granted final approval within the preceding six (6) months, these notice requirements shall apply only for the first building permit application. In the event the six months elapse between building permit applications, the notice requirements must be repeated.
- In the event the subject parcel(s) were subject to a public hearing under Title 6 of the Village Code, for which a notice of hearing was sent within ninety (90) days preceding the date on which the application is filed, these notice requirements shall not apply.

→ When construction fencing is required, the permit applicant shall provide **WRITTEN** notice to all persons to whom the current real estate tax bills are sent, as shown on the records of the Vernon Township Assessor's Office, for all lots within **250 feet** of the property lines of the lot which an application has been filed.

→ Such written notice shall give:

1. The permit number, if any, assigned to the application,
2. The common address(es) of the parcel(s) involved in the application,
3. The name(s) and daytime telephone number(s) of the applicant(s),
4. The name(s) and daytime telephone number(s) of the person(s) responsible for supervising the work on a daily basis, and
5. A brief description of the proposed improvements.

→ All notices must be sent no more than **15 days** following the date the application has been filed. Notices shall be sent certified or registered mail, return receipt requested. The applicant shall file one copy of the notice and a sworn affidavit containing a complete list of the names and addresses of all property owners entitled to notice and served, and attach copies of all "sender's receipts" as documentation of compliance with this provision. This information shall be filed with the Lincolnshire Building and Zoning Department not more than **4 days** following the date notices were mailed.

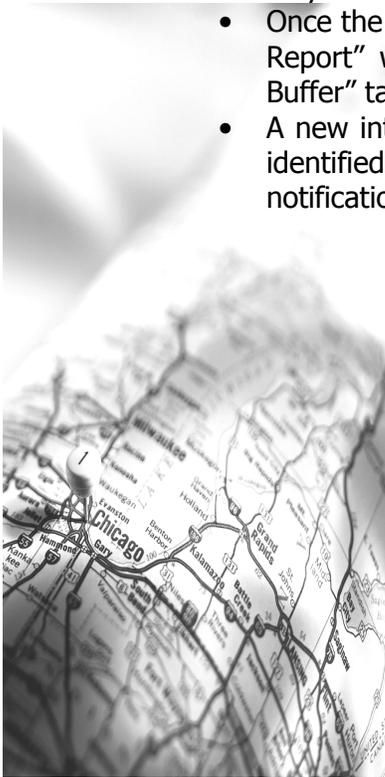
➔ The Vernon Township Assessor's Office is located at 3050 N. Main Street, Buffalo Grove, Illinois and can be contacted at (847) 634-4602.

Township Assessor's information, including persons to whom real estate tax bills are sent within 250 feet, can also be obtained from the *Lake County Illinois Maps Online* website at:

**<http://gis2.co.lake.il.us/maps>**

Once at the *Lake County Illinois Maps Online* website ("Pop-ups" must be enabled);

- After map loads, select the "Property Tax" tab within the "Applications" header at top of the screen.
- After map reloads, click on the "Search" tab within the "Command Tools" sub-header immediately below the "Applications" header.
- In the "Search for a Tax Parcel" window that appears on the left side of the screen, you may search for a parcel using the 10-digit PIN or search by property address.
- Once the property has been identified and appears on the map, in the "Individual Tax Parcel Report" window that now appears on the left side of the screen, select the "250 Foot Buffer" tab.
- A new internet window will open providing a list of parcels within 250 feet of the property identified in the previous steps. The properties listed in this window require written notification.



For additional assistance or questions, please contact:

Village of Lincolnshire  
Community Development Department  
One Olde Half Day Road, Lincolnshire, IL 60069  
(847) 883-8600  
[www.village.lincolnshire.il.us](http://www.village.lincolnshire.il.us)

