

**Maine Township Road District**  
1401 Redeker Road, Des Plaines, IL 60016  
(847) 297-5225

**Plan Submittal Form**

Please submit Six sets of plans with this form (1 Engineer, 1 Maine Township, and 4 Cook County).

**SCOPE OF WORK** \_\_\_\_\_

**P.I.N#** \_\_\_\_\_

Will this project require: 1) VARIANCE 2) MAP AMENDMENT 3) NONE (Circle whichever will apply)

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**OWNER**

Name(s) \_\_\_\_\_

Address, City, Zip \_\_\_\_\_

Phone Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_ Cellular ( ) \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Cellular Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

**ENGINEER**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Cellular Phone ( ) \_\_\_\_\_ Email \_\_\_\_\_

Please note before Cook County Building & Zoning issues a permit they require:

1. Approved (signed sealed and dated) site engineering/grading drawings (4 sets) by Maine Township's Engineer. Approval from the Township Engineer will constitute the Highway Commissioner's approval. If the scope of work does not constitute an engineering review, Cook County requires a waiver from the Township attesting to that fact.
2. Road District Permit (if applicable) from the Maine Township Highway Commissioner.

I understand and agree to be responsible for any and all costs incurred for engineering review of plans for the Maine Township Highway Department relative to this permit plan submittal. All fees for professional services must be paid before permit can be issued.

\_\_\_\_\_  
Signature of Applicant Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant

**Maine Township Road District**  
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**Plan Submittal Instructions and Requirements**

Please submit **Six (6)** sets of plans (1 Engineer, 1 Maine Township, and 4 Cook County)

1. Your plans are submitted to our engineer for approval. When we receive your stamped and approved plans back from our engineer we will call you.
2. If you need a permit from us you can complete the permit application and bring it in with the appropriate bond and insurance when you pick up your plans. Please let us know you will need an appointment for a permit when we call you to notify your plans are ready.
3. You will be required to pay the engineering review cost and permit fee for Maine Township at that time. You will then bring your stamped and approved plans and permit from us to Cook County Building and Zoning.
4. Depending on your project Cook County Building and Zoning may require additional items, so please be sure to check with them at (312) 603-0500.

**DO NOT SUBMIT ANY ARCHITECTURAL PLANS AS THEY WILL NOT BE RETURNED.**

All civil engineering plans must show:

- Existing site elevations (U.S.G.S. OR C.D.)
- Existing elevation of all contiguous property
- Proposed foundation elevations
- Direction of surface and down spout runoff
- Final elevation for lot grading
- Culvert Location and elevation
- Bench mark to be placed on the nearest available permanent structure
- Any landscape structures and/or Piping
- Maine Township Highway Dept. (847) 297-5225 shall be notified 2 working days prior to the start of construction and **shall be noted on the plans.**
- Construction details available at the Maine Township website under Highway Department.

All of the above information must be noted on plans, if your engineer has any questions, please call Tom McCabe, P.E., (847) 696-4060.

**Fee for Permit is \$100.00 plus cost of Engineering Review.**

**NOTE: Prior to beginning your project, you should call Cook County Building & Zoning Department (312) 603-0500, regarding permit requirements and any setback or variance issues.**