



## MEMORANDUM

**TO:** Unincorporated Northfield Township Residents

**FROM:** Cook County Building & Zoning Department

**RE:** **New Single Family Construction, substantial addition construction and all other construction projects in Unincorporated Northfield Township**

Please be advised that effective November 1, 2001, we will not accept any permit applications for new construction or substantial room addition construction in unincorporated Northfield Township until the following documents are submitted with the permit application:

1. Approved (signed, sealed and dated) site engineering/grading drawings (3 sets) from the Daniel Creaney Company. Approval from the Daniel Creaney Company will constitute to us both Glenview and Northfield Township's approval.

**NOTE:** If the scope of work does not constitute an engineering review, we will need a waiver from the engineering company attesting to the fact.

2. Approval (signed and dated) permit or letter for water and/or sanitary sewer service.

**NOTE:** If the work does not constitute or require a water or sanitary service permit, we will need a waiver from the service provider.

3. Driveway Permit (if applicable) from the Northfield Township Highway Commissioner (847-724-7055).

**Please Note:** You must first secure site engineering approval from the Northfield Township Road District Office at 1928 Lehigh Avenue, Glenview.

**You can apply for any other permits except the aforementioned and submit the Northfield Township permit or waiver while permit is being processed**