

**ALCC request for approval of BALCONY PROJECT**

Failure to complete this form and obtain approval **PRIOR to starting** project will result in a **minimum \$100 fine**

This procedure must be followed for deposit return

**Name:** \_\_\_\_\_

- \_\_\_\_\_ ADAMS
- \_\_\_\_\_ BURNHAM
- \_\_\_\_\_ CLARK
- \_\_\_\_\_ DEARBORN
- \_\_\_\_\_ EVANSTON

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **can we email you approval paperwork? Y/N**

**Date submitted:** \_\_\_\_\_ **\$250.00 security deposit is required.**

**Signature:** \_\_\_\_\_

I have read and understand the balcony guidelines on page 2: \_\_\_\_\_ (initial)

**PLANNED PROJECT:** \_\_\_\_\_ **REPAIR**                      \_\_\_\_\_ **REMOVAL**                      \_\_\_\_\_ **REINSTALLATION**

**DESCRIBE project location including sketch or drawings, etc.:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*NOTE: Removal of upper floor Dearborn and Burnham balconies require removal and replacement of extant sliding doors.**

**Name, address & phone of CONTRACTOR:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor email:** \_\_\_\_\_ **can we email you approval paperwork? Y/N**

**DATE APPROVED: #1** \_\_\_\_\_ **(INIT. \_\_\_\_\_)**                      **#2** \_\_\_\_\_ **(INIT. \_\_\_\_\_)**

**Townhome Maintenance #3** \_\_\_\_\_ **(INIT. \_\_\_\_\_)**

**APPROVED WORK MUST BE STARTED WITHIN 40 DAYS OF APPROVAL OR A NEW APPROVAL WILL BE NECESSARY.**

### Acacia Balcony Guidelines

1. Balcony project plans must be submitted to the Acacia A&L Committee for processing and approval, and if necessary, requester shall be referred to the Village for a building permit.
2. Reconstruction of existing balconies that have deteriorated or become structurally unsound necessitating the replacement of structure supporting members, or if more than fifty percent (50%) of a balcony is to be replaced, such construction must comply with all requirements of applicable Village codes and a building permit is required.
3. Removal, replacement or repair of Burnham and Dearborn balconies may require Village structural inspections and approval of interconnected bedroom floor joists before project completion.
4. Balconies to be refurbished must receive prior A&L Committee approval and comply with Indian Head Park Municipal Code Chapter 15.22, "Decks and Related Structures" which may require a Village Building permit prior to starting any construction, addition, removal, demolition or remodeling, especially when affecting structural integrity of adjacent building or connected structure.
5. Village ordinances require the Village Building Department be permitted to inspect the procedures being followed after a permit has been issued.
6. Use a competent and knowledgeable contractor to perform the work.
7. When a specific project has been satisfactorily completed, the \$250.00 security deposit held by Acacia will be returned to the owner.

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**NOTE:** Village Permit Applications and pertinent excerpts from the IHP Municipal Code, Ref. Chapter 15.22, are available for review at the Acacia Office.