



Village of Inverness

1400 Baldwin Road • Inverness, Illinois 60067

DRIVEWAY GATE PERMIT REQUIREMENTS

1. **Architectural Drawing:** A fully dimensioned and of professional quality elevation drawing shall be submitted, drawn in 1/4" scale, shall depict the gates, columns and attached screening, a detail showing the gates in both the fully open and closed position and the location of the gate operator(s) and Knox device. The name, address and phone number of the parcel owner shall be included on drawing.
2. **Plat of Survey:** Plans shall include an original, recent (within 5-years), certified Plat of Survey, drawn no smaller than 1"=20' scale by an Illinois State Licensed Land Surveyor, showing all easements, drainage facilities, adjacent grades, property and building lines, setbacks and every existing building and improvement on the property.
3. **Site Plan Details:** A site plan detail shall be submitted, based upon the Plat of Survey, showing the length dimensions from the gates, columns and attached screening to the Village right-of-way and edge of roadway and the gates to the safety/exit loops. Also the dimensions of the safety/exit loops shall be shown. Minimum clear width for a driveway gate shall be fifteen feet (15') and a maximum clear width of twenty feet (20') between posts and/or, gate panel; gate latches or hinges whichever is the narrowest measurement when the gate is in the open position. Gates must open to provide unobstructed access to all portions of the traveled way.
4. **Electrical Details:** A detailed electrical line drawing from the circuit breaker in the home to the gate operator(s) and to include a trench detail providing routing, depth, conduit type, size and wire fill shall be submitted. Electric gates must operate in a "fail-safe" mode so that the gates unlock and can be operated manually when electrical service is interrupted. Battery or generator back-up is required.
5. **Construction Details:** Provide details of the gatepost, including hinge points, track attachments, latches and all other accessory components. Also include details of the gatepost and column footings per the engineered specifications.
6. **Catalog Cut Sheets:** Submit manufacturer's "cut sheets" for rapid entry devices, exit and safety loops, and loop detector and gate operator component installation manuals.

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7. **Knox Device**. All gates shall be equipped with a Knox electric dual key switch (with dust cover) in an approved location. The switch shall open the gate on activation of the switch and gate shall remain open until reset. The Knox key switch shall be located on the right-hand side gate post as the vehicle enters at four feet in height. The Inverness Police Department and Fire Protection District has the ability to access/open the gate using the rapid entry device. The keys needed to open the devices are not available for public purchase.
8. **Homeowners Association Approval**: For all properties located within a homeowners association (HOA), written HOA approval is required prior to obtaining a building permit from the Village
9. **Permit Application /Document Submittal**: All submissions shall be made in person by a responsible party. Submittals by any other means will not be accepted. (i.e. by FAX, US Mail, FedEx, Email, etc.)
10. **Hold-Harmless Agreement**. The property owner shall provide the Village with a hold-harmless agreement to be filed with the Village Clerk.

MAINTENANCE

1. **General**. All gate components shall be maintained in an operative condition at all times and shall be replaced or repaired when defective. If the gates are non-operating, the gates shall remain open.
2. **Knox Device**. The property owner is responsible for maintaining the rapid entry devices in an operable condition. If the Knox Device is non-operating, the gates shall remain open.
3. **Service Records**. Records shall be maintained on-site and are subject to review at the request of the Village.