



**COMMUNITY DEVELOPMENT DEPARTMENT  
PERMIT AND INSPECTION DIVISION**  
3600 Kirchoff Road • Rolling Meadows, Illinois 60008  
(847) 506-6030 • www.cityrm.org

**APPLICATION FOR PERMIT TO FILL OR CHANGE GRADE**

Job Site Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Owner's Phone: \_\_\_\_\_

Contractor's Business Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contractor's Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the site within a floodplain?     Yes     No

**NOTICE:** Owner/Applicant assumes full responsibility for drainage easements and the maintenance of drainage upon such easements. Grading must not adversely affect surrounding properties.

Attach three (3) copies of your plat of survey or plot plan indicating the location of area to be filled or undergo a grade change. Extensive work, as determined by the Community Development Department or Public Works Department may require engineered drawings.

Having submitted a description and/or plans and specifications for the filling or changing of grade of the subject lot, I hereby apply to the Community Development Department of the City of Rolling Meadows for a Fill or Change Grade Permit. If the permit is granted, I will comply with all ordinances relating to the permit and pay all required fees. I will submit the work to the required inspections. No error or omission in either plans or specifications, whether said plan or application have been approved by the Community Development Department or not, shall permit or relieve from constructing the work in any manner inconsistent with the laws and ordinances relating thereto.

\_\_\_\_\_  
Applicant's Signature  
*(If agent for the owner, I certify that I am duly authorized to apply on owner's behalf.)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Authorized by

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Review Fee: \$ \_\_\_\_\_

City Engineer Fee: \$ \_\_\_\_\_

Right-of-Way Bond: \$ \_\_\_\_\_

Total Fees: \$ \_\_\_\_\_

Project #: \_\_\_\_\_

Permit #: \_\_\_\_\_