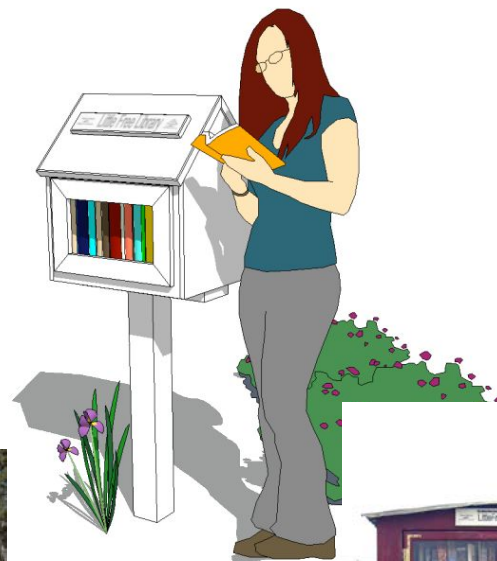
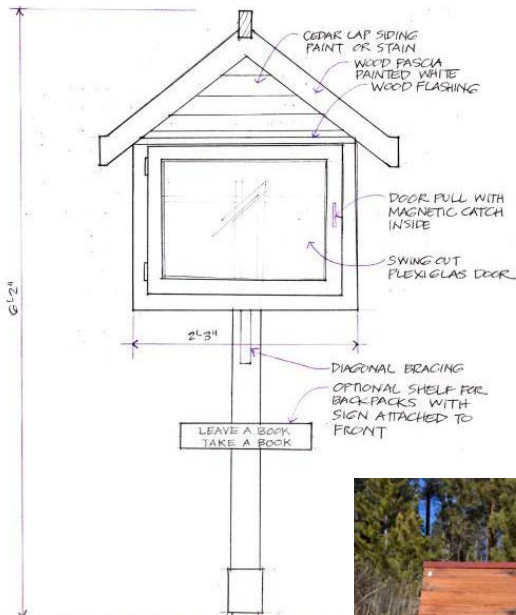




**DEPARTMENT OF PUBLIC WORKS
COMMUNITY DEVELOPMENT DIVISION**
(847) 506-6030 www.cityrm.org
PRIVATE LENDING LIBRARY INFORMATION

▪ **Call J.U.L.I.E. 48 hours before you dig.
1-800-892-0123**

- Completion of a no-fee building permit application is required.
- Bring in a copy of your Plat of Survey with the proposed location of the library drawn on it. It must be located entirely on the owner's property and may not be located in the public right-of-way (*between the sidewalk and street*) or in any recorded easements.
- Provide a detailed drawing of the library dimensions and building materials.
- It may not overhang any public sidewalk and/or pose a hazard to motorists or pedestrians.
- The library may be no higher than five feet, six inches (5'6") from the ground.
- The library may be no lower than two feet (2') from the ground.
- One (1) or two (2) 4x4 post(s) set in concrete is recommended to hold the library structure in place.
- No inspections are required. However, the owner is responsible for placement, compliance, and maintenance of the library.
- Below are good examples of code compliant little libraries.



Private Lending Library Application

Applicant's Name: _____

Applicant's Phone Number: _____

Address of Library: _____

Dimensions of Library: _____

Height of Library – ground to top: _____

Height of Library – ground to bottom: _____

Checklist of attachments:

- Application
- Plat of Survey indicating placement of library
(Library cannot be located in an easement or in the City right-of-way)
- Plans of library, showing materials and dimensions,
or picture of constructed, uninstalled library

Applicant signature: _____

FOR CITY USE ONLY:

Approved: Not Approved: Date: _____

Reviewed/Approved by: _____

Comments: _____

<p>Received Date:</p>
