



LICENSE AGREEMENT GUIDE & APPLICATION

City of Des Plaines
Planning and Zoning Division
Community and Economic Development Department
1420 Miner Street
Des Plaines, IL 60016
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2025

INTRODUCTION

What is a license agreement and why is it needed? A license agreement is required for certain work performed in the City-owned public right-of-way, such as lawn sprinklers, mailboxes with brick bases, or driveway aprons and service walks not done in asphalt or concrete (e.g., brick pavers). The work is required to be reviewed by the City and if approved, the homeowner understands that should their improvements be damaged in any way, they (and not the City) are liable for repairs.

What is the process for approval of a license agreement? Once we receive a complete license agreement application, the review is typically done within one week. Approved license agreements are required to be recorded with the Cook County Recorder of Deeds, which can take several months; however, we do not require the homeowner to wait until the license agreement is recorded in order to apply for a permit for the proposed work.

SUBMITTAL REQUIREMENTS

Application

- Fill out completely with accurate information; application must be signed and dated by both the applicant and property owner. The original is needed.

Proof of Ownership

- This must be in the form of a deed or a copy of title insurance policy or a certified copy of a land trust agreement. Property tax bills and property insurance forms are not proof of ownership.

Current Plat of Survey

- Required to be prepared by a registered Illinois land surveyor and must include the entire legal description, which must be legible, and all current permanent structures. The plat of survey does not necessary need to be new, though it should be completely accurate as to what is currently on the site.

Marked plat of survey that identifies location and dimensions of work to be done

Fee (\$220)