



# City of Elgin

## SITE PLAN

### Engineering Submittal Checklist

Department of Public Works  
 Engineering Division  
 1900 Holmes Road  
 Elgin, IL 60123-1200  
 Phone 847/931-5955  
 Fax 847/931-5965

*Please note that if the site is located in a subdivision that has not yet been approved, all comments generated from the review of the site plan will be deemed preliminary until the subdivision is permitted. A permit will not be issued for a site until the subdivision is approved and all public improvements are extended to the site and operational.*

*If this is a re-submittal, please provide a point-by-point response to previous review comments, identifying how each comment has been addressed, location in the plan set of the changes made to address the comment and also identify any additional changes made from the previous submittal.*

**I. ENGINEERING PLANS – PLEASE PROVIDE DIGITALLY UNLESS REQUESTED OTHERWISE.**

**All sheets shall have the following general plan sheet information as applicable:**

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow (pointing up or right)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale (not to exceed 1" = 50')
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Box (on the right side border):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i.    Sheet name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii.   Property owner's contact information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii.  Developer's contact information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv.   Engineer's contact information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v.    Designed by, drafted by and checked by names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vi.   Date of preparation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vii.  Revision block with revision number and date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viii. Sheet number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property boundary information (identify property lines)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled background layer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map

**Include the following sheets at a minimum:**

**1. Cover Sheet**

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and lot number of subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and contact information of general contractor (or provide at pre-con)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact information of the City Engineering Division of Public Works
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map (approximately 1" = 1000')
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two benchmarks within 2000' of the site that are tied to USGS NAVD 88 and identify the USGS monument that they are being tied to
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J.U.L.I.E. information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Index of sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original signature and seal of a registered professional engineer of Illinois (at least on approval copy)

Project Name \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_



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#### 2. Existing Conditions and Demolition Sheet (with Plat or ALTA survey)

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography depicted with 1-foot contours within a minimum of 100' beyond the property limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing easements and dedications, reference recorded document numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing utilities within a minimum of 100' beyond the property limits with rim, invert, pipe diameter and material identified, including subsurface drainage tiles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surface Improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100-year floodplain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodway
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Items to be removed and/or abandoned
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing encroachments

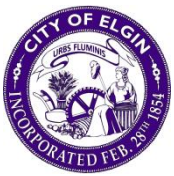
#### 3. Geometric Plan

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way dedication review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street centerlines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street stationing (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property line dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed encroachments on adjacent parcels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easement dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building location and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pavement location and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections for pavement (parking lots to have a minimum of 2" bituminous concrete over 8" stone base)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bike paths location and dimensions (with tactile warnings as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk location and dimensions (with tactile warnings as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections for sidewalk (public sidewalk to have a minimum of 4" concrete over 2" stone base with the exception of sidewalk thru the approach which has a minimum of 6" concrete over 4" stone base)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk runs through approach "at grade" with ADA detectable warnings either side (if applicable), parking lot curb and approach curb taper down and terminate at the sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curb and gutter location and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curve radii of approach curb returns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approach curb return is 3' from property line extended within the site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross-section for approach (minimum 6" concrete over 4" stone base if the approach is off of an improved street)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approach width (45' maximum curb cut)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turning template if approach greater than 45' curb cut
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sight distance calculations (if deemed necessary)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage, including street name signs (if applicable)

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Stormwater management facility location and dimensions

#### 4. Utility Plan

Acceptable    Deficient    N/A

All public utilities shall be centered in 20' easements

No public utility within the influence of stormwater management facilities

Adequate separation between public utilities and structures or other site features shall be provided. Provide the greater of 10' or a 1:1 slope from the bottom of the pipe to the ground surface as minimum separation.

#### Water

Plan and profile view of proposed watermain – highlight crossings

Proposed public water main (minimum 8" diameter ductile iron)

Verify cover over watermain (min. 5.5' and max 7')

Valve vaults spaced so no more than 20 units are shut down due to a break or 1000', whichever is more restrictive

48" valve vault for watermain up to 8" diameter, 60" valve vault for watermain up to 12" diameter, 72" valve vault for watermain greater than 12"

If watermain is proposed to be stubbed, it should end with a hydrant then valve in vault, then full section of main with a blind flange and thrust block. The end shall be marked with a 4x4 post painted blue.

Hydrants spaced maximum of 300' in line

All hydrants shall have 3' clear space around them

Provide a note to coordinate water taps with the City's Public Works Department – Water Distribution Division (847) 697-3160

No service connection to water mains larger than 12" in diameter

No 3" diameter services

Call out conflicts with sewer & water; provide separation information, invert and top of pipe, follow IEPA separation requirements for protection of water supply

#### Sanitary

Plan and profile view of proposed public sewer main

i. Pipe lengths (not greater than 300' spacing between manholes)

ii. Pipe slope (minimum of 10% greater than EPA minimum)

iii. Pipe diameter (minimum 8" diameter)

iv. Pipe material (minimum depending on depth)

Sanitary sewer rim, invert elevations and structure sizes.

Sanitary services wye into main, use a saddle if no stub available

For sanitary main extensions, core and boot existing sanitary structures

Check inverts to verify need of a drop connection, greater than a two foot difference in invert requires an outside drop, otherwise the invert shall be within 6" of the springline of the mainline pipe.

#### Storm

Plan and profile view of proposed public sewer main

i. Pipe lengths (not greater than 300' spacing between manholes)

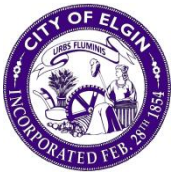
ii. Pipe slope

iii. Pipe diameter (minimum 12" diameter, including service connections in the right-of-way)

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- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iv. Pipe material (RCP for all public sewer, including service connections in the right-of-way) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm sewer rim, invert elevations and all structure sizes.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify open versus closed lid on storm sewer structures                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide note to core, brick and mortar connections into existing storm structures.              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Use open bottom catch basins or dry wells   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No blind taps of storm sewer  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adjust rims and change frame and grate of existing structures if necessary                      |

#### **Street Lights**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed public street lights (if necessary) to meet City Standards |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Relocated public street lights (if necessary), no in-line splices   |

#### **4. Grading and Erosion Control Plan (may be separate SWPPP)**

- | Acceptable               | Deficient                | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing 1' contours (grayscaled)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed 1' contours  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed contours shall not create ponding on adjacent property   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approach slope does not exceed an algebraic difference of 8% with the street.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approach to ramp down to street to prevent street drainage from entering the site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm water flow off the site onto the street is prohibited   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No back of curb shall be exposed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any cuts or fills to the existing conditions do not cause cover over public utilities to be below minimum or in excess of maximum allowable |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rim elevations of all structures  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Finished floor elevations   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4:1 maximum slope within stormwater management facilities   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | NWL of stormwater management facilities   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | HWL of stormwater management facilities   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Table of stage storage volumes of stormwater management facilities  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Overland flow routes  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cross-sections of overland flow routes with HWL elev. in overflow condition.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detail of weir  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detail of outlet control structure  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rip-rap or other stabilization downstream of FES  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rip-rap or other stabilization of overflow weir   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Concrete washout area indicated on plans greater than 50' from d/s open grate   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Slopes greater than 3:1 shall provide suitable permanent stabilization  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Silt fence downstream of any slope  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction entrance   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ditch checks if required  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Structure/Inlet protection  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of stockpile(s) surrounded by silt fence   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Seeding (rates, species, dates, fertilization, temporary or permanent)  |

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- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Phasing plan with construction limits designated   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Erosion control inspection and maintenance schedules with responsible parties identified |

#### 5. Roadway Improvement

- | Acceptable               | Deficient                | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing conditions (grayscaled)                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Demolition plan (if extensive)                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed geometrics                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stationing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Limits of construction                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ROW dimensions  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Centerline plan and profile                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utility plan and profile if any proposed under pavement |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sidewalk / bike path                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grinding and overlay limits                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street lighting   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pavement markings                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signage   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Match lines if necessary                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Typical cross-section                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plat of Dedication (if applicable)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Traffic Study (if applicable)                           |

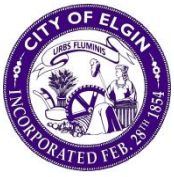
#### 6. Additional Sheets

- | Acceptable                     | Deficient                | N/A                      |  |
|--------------------------------|--------------------------|--------------------------|--|
| <b>City of Elgin Standards</b> |                          |                          |  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | City of Elgin Standard Detail Sheets – (ATTACHMENT 1)  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | City of Elgin General Notes Sheet – (ATTACHMENT 2)   |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | City of Elgin Standard Street Light Detail Sheet – (ATTACHMENT 3)  |
| <b>General Notes</b>           |                          |                          |  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | Notes consistent with plan set   |
| <b>Site Details</b>            |                          |                          |  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | Details cross-referenced and consistent with site plan   |
| <b>SWPPP (if separate)</b>     |                          |                          |  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | Erosion Control Details and Stormwater Pollution Prevention Plan, use NRCS standard details as provided in the Illinois Urban Manual as appropriate. |
| <b>Landscape Plan</b>          |                          |                          |  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | Plan consistent with site plan   |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | i. No trees within 5' of public utilities  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | ii. Identify utility structures and verify proposed landscaping does not restrict access and visibility of these structures                          |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | iii. No woody vegetation on stormwater facility berms  |
| <input type="checkbox"/>       | <input type="checkbox"/> | <input type="checkbox"/> | iv. Plant Parkway Trees, if applicable   |

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- v. Verify seed mix for basin is adequate depending on wet/dry bottom basin

#### II. STORMWATER MANAGEMENT – INCLUDE THE FOLLOWING MATERIALS:

##### If site in a subdivision with stormwater management

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibit showing percent impervious and pervious areas with calculations. If impervious area exceeds allowable, submit complete application and report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide BMPs where possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate of Costs for erosion control measures and maintenance

##### If the site is not in a subdivision with stormwater management or if proposed impervious area exceeds the allowable provided by the subdivision

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater application as found on the City's web page or at the end of Kane County's technical manual.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater report as required by Title 21
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland Delineation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate of Costs for all items required to be compliant with Title 21
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check for 2% of the approved cost estimate to establish an escrow account for the review of the stormwater submittal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bond for 110% of the approved cost estimate in standard format – (ATTACHMENT 8)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval by City consultant

#### III. OTHER AGENCY PERMITS

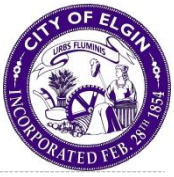
Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IDOT correspondence, if adjacent to IDOT jurisdictional roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KDOT correspondence, if adjacent to KDOT jurisdictional roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cook County DOT correspondence, if adjacent to Cook County DOT jurisdictional roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Metropolitan Water Reclamation District of Greater Chicago (Cook County) Watershed Management Permit (just notify applicant if development is in Cook County and make it a condition of approval)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Army Corps of Engineers correspondence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IDNR correspondence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IEPA permit applications for sanitary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IEPA permit applications for water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of NOI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any other applicable agency having jurisdiction over the project area

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**IV. OTHER FORMS/INFORMATION**

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's estimate of construction costs for public improvements in Standard Format (ATTACHMENT 4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering fees, see schedule of fees (ATTACHMENT 5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary Sewer Inspection Memorandum for public sewer construction – (ATTACHMENT 6)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bond/LOC with Undertaking – 110% of the approved engineer's estimate of construction costs for public improvements (THE ORIGINAL DOCUMENT MUST BE IN HAND PRIOR TO APPROVING THE PERMIT)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Bond/LOC approved by Legal or in standard format – (ATTACHMENTS 7, 9, 10)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Bond/LOC approved by Finance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full time inspector hired by developer and approved thru FRWRD for public sanitary main construction, inspection notes to be provided on a weekly basis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements if needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Verify Easement is centered over Utility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Legal Description is accurate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Easement in a standard format (ATTACHMENTS 11 & 12)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Approved by Legal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Executed original on mylar <i>Note: Engineering to hold executed copy of easement until construction is complete and utility locations have been verified.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vi. Provide \$120 recording fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide review consultant with Escrow Account information for processing of invoices and review fees

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Fax 847/931-5965

**V. PRIOR TO OCCUPANCY**

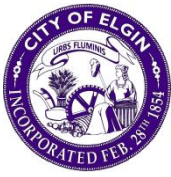
Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As-builts of public improvements and stormwater management facilities in accordance with Title 18 & 21 in mylar and digital form (AutoCAD and pdf)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Rim and inverts of structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Length and slope of pipe sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Verification of finished grades of stormwater management facilities with revised stage storage volume table
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Finished floor elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Elevations of watermain every 50' to verify cover
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vi. Hydrant ring elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vii. Deviations from the engineering approved plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Easements due to field modifications if needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Verify Easement is centered over Utility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Legal Description is accurate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Easement in a standard format – (ATTACHMENTS 11 & 12)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Approved by Legal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Executed original on mylar <i>Note: Engineering to hold executed copy of easement until construction is complete and utility locations have been verified.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vi. Provide \$120 recording fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Televising of public sewers (sanitary and storm) after construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Watermain pressure test reports with passing results
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written request for release of bond
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final waivers of lien for all bonded work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements and public improvements acceptance by Council

Project Name \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_





**City of Elgin**  
**SITE PLAN**  
**Engineering Submittal Checklist**

Department of Public Works  
Engineering Division  
1900 Holmes Road  
Elgin, IL 60123-1200  
Phone 847/931-5955  
Fax 847/931-5965

ATTACHMENTS

- 1  [City of Elgin Standard Detail Sheets](#) - 2 sheets
- 2  [City of Elgin General Notes Sheet](#) - 1 sheet
- 3  [City of Elgin Standard Street Light Detail Sheet](#) - 1 sheet
- 4  [Engineer's Estimate of Construction Costs Standard Format](#) - 4 sheets
- 5  [Site Plan Engineering Permit Fee Schedule](#) - 1 sheet
- 6  [Sanitary Sewer Inspection Memorandum](#) - 1 sheet
- 7  [Performance Bond for Issuance of Development Permit Standard Format](#) - 1 sheet
- 8  [Soil Erosion Control Performance Bond Standard Format](#) - 1 sheet
- 9  [Letter of Credit Standard Format](#) - 3 sheets
- 10  [Undertaking in Lieu of Completion Bond](#) - 2 sheets
- 11  [Grant of Easement Standard Format](#) - 1 sheet
- 12  [Easement Provisions for Use on Plats Standard Format](#) - 8 sheets
- 13  [Water Main Hydrostatic Testing Procedure](#) – 3 sheets

Project Name \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Elgin

## SITE PLAN

### Engineering Submittal Checklist

Department of Public Works  
Engineering Division  
1900 Holmes Road  
Elgin, IL 60123-1200  
Phone 847/931-5955  
Fax 847/931-5965

#### Site Plan Approval Checklist

*The following items need to be approved and in the file prior to issuance of permit and commencement of construction.*

Item	Description	Date of Document	Date Last Revision	Date Received
1	<input type="checkbox"/> Final Engineering Plans Approved (refer to checklist)	_____	_____	_____
2	<input type="checkbox"/> EOPC for infrastructure improvements including mass grading & soil erosion control and any offsite improvements	_____	_____	_____
3	<input type="checkbox"/> Surety in the form of cash, letter of credit or bond for 110% of the Estimate of Cost -- THE ORIGINAL DOCUMENT MUST BE IN HAND PRIOR TO HAVING THE FINAL PLAT ON THE AGENDA	_____	_____	_____
	<input type="checkbox"/> Approval of Bonding Agent from Finance	_____	_____	_____
	<input type="checkbox"/> Approval of Bond Format from Legal	_____	_____	_____
4	<input type="checkbox"/> Kane County Stormwater Approval (staff or consultant)	_____	_____	_____
5	<input type="checkbox"/> Metropolitan Water Reclamation District of Greater Chicago (Cook County) Watershed Management Permit (just notify applicant if development is in Cook County and make it a condition of approval)	_____	_____	_____
6	<input type="checkbox"/> IEPA Permits	_____	_____	_____
7	<input type="checkbox"/> Army Corp Permits (if applicable)	_____	_____	_____
8	<input type="checkbox"/> Review consultant fees up-to-date; or Escrow Account balance sufficient for outstanding invoices.	_____	_____	_____

Project Name \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_