



## DRAWING REQUIREMENTS / CHECKLIST

### Preliminary Engineering Plans

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*Name of Subdivision*

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*Date of Submission*

**NOTE:** *To properly execute this checklist, the developer or his engineer shall:*

- 1. Insert the required information.*
- 2. Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.*
- 3. Denote those items, which the Subdivider considers "not applicable" to this particular subdivision by checking the box marked "N/A."*

**Format/Cover Sheet:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Appropriate number of copies of preliminary plan submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans are prepared on 24-inch by 36-inch sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plan scale is not less than 1" to 50'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimum profile scale is 1" to 50' horizontal and 1" to 10' vertical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A title sheet is included with each set of preliminary plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Name of proposed subdivision is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location given by town, range, section, or other legal description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Name and address of owner, trust, corporation or Subdivider having control of project is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Name and seal of registered engineer or surveyor who prepared topographic survey is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Name and address of the designer of the plan is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. North direction is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Date of preparation and date of revision, if any, is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A location map is included indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. A scale of not less than 1" to 1000'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Use of surrounding land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Ownership of the surrounding land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Alignment of existing streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Section and corporate lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Boundary line of proposed subdivision is clearly shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
15. Total approximate acreage is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Existing zoning classification is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Include the following <i>Existing</i> information within subdivision boundaries and up to 100' outside of the subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Previously platted streets and other rights-of-way, with improvements, if any, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Railroad rights-of-way, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Utility rights-of-way, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Telephone/ Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Parks and other open spaces indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Easements, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Purpose (i.e. utility, drainage, stormwater, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Permanent buildings and structures, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Setback lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
3. Name of owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Section and corporate lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Sanitary Sewers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevation at manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Water mains, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Valves, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Valve manhole, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Valve box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Fire hydrants and auxiliary valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Culverts, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Storm sewers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Catch basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Watercourses, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. High-water location and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Width of easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Location of easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
5. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. FEMA floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. FEMA base flood elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Monuments and survey markers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Existing contours at vertical levels of not more than 2'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Bench mark, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Soil Sampling and Testing reports used for compliance with IEPA & CCDD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Soil bearing data is given, if required by Development Engineering, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Location of Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Depth of Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Soil bearing Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Moisture content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Include the following <i>Proposed</i> information within subdivision boundaries and up to 100' outside of the subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Layout of streets, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Street type, (i.e. Estate, Local, Collector, Arterial)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Right-of-way width per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Roadway width per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Through street shown extended to boundaries of subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cul-de-sac street design per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Stormwater runoff pattern on paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Names of streets:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Not duplicating the name of any street heretofore used in the City or its environs, unless the street is an extension of any already existing street, in which case the name shall be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Street improvement plan including truck turning template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Utility easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. 10' wide around perimeter of each lot, side yard may be reduced to 5' where the side lot line of a detached single-family residential lot abuts the side lot line of another detached, single-family residential lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Purpose is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Centerline profiles of all streets showing compliance with minimum and maximum gradients identified in the Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Block layout, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Blocks do not exceed 1200' in length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Blocks over 900' long include pedestrianways at approximate center and/or additional access ways to parks, schools, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Lot layout, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Lot dimensions comply with Zoning Ordinance (Title 17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lot areas comply with Zoning Ordinance (Title 17). Areas may be listed by schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Building setback lines shown and properly dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed land use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lot numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lots are as nearly rectangular in shape as is practicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lot lines are substantially at right angles to the street lines and radial to curved street lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Double frontage lots only where lots back upon an arterial street and front on an access street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Additional depth allows screen planting along arterial frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Additional depth for lots abutting watercourse, drainage way, channel, wetland, or stream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Due regard for natural features, such as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Watercourses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Historic items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b><i>ITEMS TO BE INCLUDED</i></b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
d. Other similar conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Areas intended to be dedicated for public use, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. School sites, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Parks / public areas conform to the Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. School sites, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Topographic information, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Proposed changes in elevation, 2' minimum contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Stormwater storage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Normal water level (NWL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. High water level (HWL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Emergency overflow elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Storage volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Overflow routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Sanitary sewer layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Invert elevations at manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Manhole locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Service locations and connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Water main layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fire hydrants spaced per requirements in Engineering Inspection and Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Service locations and connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Storm sewer layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Catch basins spaced per requirements in Engineering Inspection and Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Stormwater is not carried across or around any intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Surface water drainage pattern for each individual lot and block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b><i>ITEMS TO BE INCLUDED</i></b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
O. Street light layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Locations and typical street light detail, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Statement by Subdivider that street lights will be installed in accordance with City standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Typical street cross section, showing base construction, surfacing, concrete curb and sidewalk per the Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Sidewalks are shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Indication on drawings or by certificate that Subdivider is aware of his responsibility for installation of street signs, and for seeding and tree planting in all parkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Required volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing release rate and proposed release rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Overland flow route water surface elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Watershed and sub-watershed delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Basin sizing calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Release structure / restrictor design calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Wetland inventory and Wetland Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: \_\_\_\_\_

*Name*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Organization / Company*

\_\_\_\_\_

*Date*

Reviewed by: \_\_\_\_\_

*Name*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Organization / Company*

\_\_\_\_\_

*Date*



**DRAWING REQUIREMENTS / CHECKLIST**  
**Final Engineering Plans**

*PLEASE NOTE: These requirements are needed for Final Engineering Plans and are in addition to Preliminary Engineering Plan Drawing Requirements*

\_\_\_\_\_ *Name of Subdivision* \_\_\_\_\_ *Date of Submission*

- NOTE:** To properly execute this checklist, the developer or his engineer shall:
1. Insert the required information.
  2. Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
  3. Denote those items which the Subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."

**Format / Cover Sheet:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Plat has been submitted within 12 months of the date of approval by the City Council of the preliminary plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans are on 24-inch by 36-inch sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A title sheet is included with each set of plans, and includes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Name of the subdivision and unit number,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Type of work covered,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Location map showing relation of area to be improved to streets,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. An index of sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. A summary of quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Name, address, and seal of registered engineer preparing the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Date of preparation and revisions, if any, is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plan and profiles include	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Horizontal scale is no less than 1 inch to 50 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Vertical scale is no less than 1 inch to 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cross sections are submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Horizontal and vertical scales are no less than 1 inch to 10 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
7. North direction is shown for each separate plan view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. An adequate number of bench marks are shown with elevations referenced to mean sea level, and the City's Geodetic Control Network to facilitate checking of elevations without more than one setup of a surveyor's level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Delineation is shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Sanitary Sewer Improvements:</u></b>			
10. An authorized Illinois Environmental Protection Agency Permit for the sanitary sewer extension accompanies the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Sanitary sewer plans and specifications are complete and conform to the standards and requirements of City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded and denote all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. All properties in the subdivision are served and house service connections are provided,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The proposed pipe sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The plan conforms to the overall City plan for any trunk sewers traversing the subdivision,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The distance between manholes is not exceeded,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. The invert elevation of each manhole is shown,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Proposed pipe materials,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Profile of existing and proposed ground surfaces,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Risers are shown for individual house service laterals where needed,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Pipe joints are of permitted type,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Specifications include provisions for checking of infiltration or exfiltration,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Standard details are shown and include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Standard manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Drop manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Standard riser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Standard service installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b><u>Water main Improvements:</u></b>			
12. An authorized Illinois Environmental Protection Agency permit for the water main installation accompanies the plans;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Water distribution plans and specifications are complete and conform to City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. All properties in the subdivision are served and provisions are made for service connections within the property lines,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The proposed pipe sizes,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The plan conforms to the City's overall plan for any trunk lines which might traverse the subdivision,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Valve and hydrant spacing and location conform to the approved preliminary plan,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Material and joint specifications comply with the City's standards,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Specifications include provisions for testing and sterilization of all new water distribution facilities,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Standard details are shown and include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Valve manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standard cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Standard hydrant installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Roadway, Storm Sewer, &amp; Grading Improvements:</u></b>			
14. Street plans, including storm sewers, are complete and conform to the City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. The location of streets and width of pavements conform to those indicated on the approved preliminary plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Plan shows curb, gutter and sidewalk locations, and include the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Corner curb radius	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Curve data for all horizontal curves and tangents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Direction of flow along all curbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. No surface water is carried across or around any street intersection, or for a distance greater than 600 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Cross sections as necessary to identify proposed street elevations in relation to adjacent lot and sidewalk elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Catch basin invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The proposed pipe sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Storm sewer elevations do not conflict with any other underground utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Storm sewer is connected with an adequate outfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Curve data is given for vertical road curves,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The storm sewer system is designed to provide sufficient capacity for the draining of upland areas contributing to the storm water runoff on the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Storm sewer design computations are submitted with plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. A surface water drainage pattern is shown for each block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Material specifications comply with City standards and include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Paving base materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Paving surface materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pipe materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Cross sections for each street type that include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Pavement construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Concrete curb and gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Concrete sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Street light plans are complete and conform to City standards as identified in Title 12.30- Street Improvements or as revised or superseded, and include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Pole locations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Spacing,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Average maintained foot-candle illumination (calculated),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Control system and wiring diagram,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Typical section showing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type of base and pole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Bracket or arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Luminaire, indicating type of lamp and wattage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mounting height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
16. Parkways improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Removal of stumps, trees that cannot be saved, boulders, and all other similar items,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Grading, installation of topsoil, and seeding or sodding,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Planting of trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Street signs are shown to be installed, at all street intersections not previously marked, in accordance with The City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Stormwater Management:**

18. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Required volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Stage storage chart on detention pond grading plan identifying elevation, proposed volume and as-built volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing release rate and proposed release rate,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Overland flow route water surface elevations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Watershed and sub-watershed delineation,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Basin sizing calculations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Release structure / restrictor design calculations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Wetland inventory and Wetland Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: \_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Organization / Company*

\_\_\_\_\_  
*Date*

Reviewed by: \_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Organization / Company*

\_\_\_\_\_  
*Date*

**DRAWING REQUIREMENTS / CHECKLIST**

**Record Drawings (As-built Drawings)**

**THE RECORD DRAWINGS SHALL BE PREPARED BY THE ORIGINAL DESIGN ENGINEER AND INCLUDE THE COMPLETE SET OF APPROVED FINAL ENGINEERING DRAWINGS AND SHALL INCLUDE THE FOLLOWING INFORMATION:**

**General:**

- All sheets in approved Final Engineering Drawings shall be submitted and labeled as “Record Drawings” and dated.
- One (1) paper set of as-built drawings shall be submitted for review and comment.
  - Once the as-built plans are approved*
    - o *One (1) CD containing all electronic AUTOCAD (.dwg) or Microstation (.dgn) design file drawings,*
    - o *One (1) set of signed and sealed mylars of approved as-built drawings, and*
    - o *One (1) paper set of signed and sealed of approved as-built drawings for final record keeping shall be submitted.*
- Plans shall be signed and sealed by a Registered Professional Engineer with the following certificate.

**STATEMENT OF OPINION**

Pursuant to the St. Charles Municipal Code, I \_\_\_\_\_, a registered Professional Engineer in the State of Illinois, hereby declare that these “Record Drawings” pertaining to (water main, sanitary sewer, storm sewer) (storm water management) (outdoor lighting) consisting of Sheets \_\_\_\_\_ and \_\_\_\_\_ included herewith, have been prepared for a certain project know as \_\_\_\_\_ and contain information as obtained by the surveyor, \_\_\_\_\_, and the contractor, \_\_\_\_\_.

It is my professional opinion that these “Record Drawings” adequately depict the Record Drawing Information required by the City of St. Charles and substantiate that the improvements constructed as part of this project will function in substantial conformance to the design intent of the approved Engineering Plans.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Illinois Registration Number: \_\_\_\_\_

(SEAL)

- Plans shall note what record information is being submitted and the date of preparation.

- All utilities shall be labeled either as “Private” or “Public”. It shall be noted somewhere on the as-built plans that “Private utility mains shall not be maintained by the City of St. Charles”.

### **Streets / Roadways:**

- T/C, center line, T/C grades at 50-foot centers.
- Verify grading in cul-de-sacs and at curb returns/intersections by comparing proposed and existing elevations at locations shown on Final Plans.
- Note extent of sidewalk construction at the time of drawing preparation.
- Note whether surface course is placed at time of drawing preparation.

### **Storm Sewers:**

- Note changes in alignment or size of sewers or manholes due to field changes. Cross out approved conditions and add existing conditions.
- Rim and invert elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Calculate revised pipe slopes and note on the plans.
- Denote location of stubs for sump service connections.

### **Detention Pond / Drainage**

- Provide as-built topography for stormwater management basins (one {1} foot contour). ***Complete stage storage chart on the stormwater management basin as-built that compares the proposed stage storage volumes with as-built volumes.***
- Verify restrictor size and elevation. Cross out approved conditions and add existing conditions.
- Verify emergency overflow size and elevation. Cross out approved conditions and add existing conditions.
- Verify overflow swales and major drainage route grading by comparing approved and existing spot elevations.

- Provide revised calculations, includes modeling of As-built conditions, for any variances to the approved Final Engineering plans depicting that minimum detention volumes have been obtained or exceeded.

**Sanitary Sewers:**

- Note changes in alignment or size of sewers or manholes due to field changes. Cross out approved conditions and add existing conditions.
- Rim and invert elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Calculate revised pipe slopes and note on the plans. Note size and location of services with a distance to nearest manhole.

**Water Main:**

- Note changes in alignment or size of mains due to field changes. Cross out approved conditions and add existing conditions.
- Rim and top of pipe elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Note size and location of B-Boxes with two (2) physical ties to (in order of preference):
  - a) An above-ground physical element, i.e., fire hydrant, light pole, building corner.
  - b) A manhole or Valve Vault.
  - c) Property corners.

**Electric:**

- Location of streetlights and routing of cables feeding to transformers or secondary pedestals.

**Other Utilities (Gas, Phone, Cable):**

- Location and routing of utilities servicing development.

(Ord. No. 2013-M-15 § 5.)