

## **DETAILED GRADING PLAN CHECKLIST (NEW DEVELOPMENT)**

### **GENERAL**

1. Plan is signed and sealed by an Illinois registered professional engineer including date signed and license expiration date.
2. A North arrow is included and the drawing is to scale.
3. Datum should be the same as the master grading plan. At least one City of Naperville benchmark must be referenced. The benchmarks are available at [www.naperville.il.us/surveymonuments.aspx](http://www.naperville.il.us/surveymonuments.aspx).
4. A Legal description is included.
5. The dimensions of the home to the property lines must be shown.
6. The side and rear yard easements should be shown.
7. Known hardscape features (i.e. decks, patios, sidewalks, etc.) should be shown on the detailed grading plan. If unknown, please note that a permit may be required for certain installations.
8. A disposition of comments should be included in all subsequent submittals.

### **DRIVEWAY**

1. Location matches the approved MGP.
  - If the location does not match, the new location must meet the City's Standard Detail [590-06 – Typical Residential Driveway](#).
2. The driveway width at the ROW line does not exceed 20 feet.
3. Concrete, asphalt, and brick pavers (including permeable) are acceptable materials; gravel may not be used. A right-of-way covenant is required for any materials other than conventional concrete or asphalt, including but not limited to stamped concrete, stamped asphalt and brick pavers. A signed right-of-way encroachment agreement (attached) must be submitted to the City prior to the final inspection.
  - If the material is called out and it is standard asphalt or concrete, provide comment regarding right-of-way agreement if material is changed.
  - If the material is called out and it is a non-standard material, provide comment regarding the need for a right-of-way agreement.
  - If the material is not called out, provide comment regarding the need for a right-of-way agreement if material is non-standard.
4. The driveway slopes must be between 2% and 10% away from the building. Permeable pavements are allowed to have slopes less than 2%.
5. The apron slopes must be between 2% and 6%.
6. Driveway design should only include an area that is measured 15 feet from the building setback line, and then taper to 20 feet maximum at the ROW line.
7. [Refer to Standard Detail 590-06 – Typical Residential Driveway](#) for additional requirements pertaining to circular driveways and driveways located near intersections.

### **GRADING**

1. Top of foundation (T/F) matches approved foundation on Master Grading Plan (MGP) (+/- 0.1 ft).
2. Provide the proposed basement floor elevation.
  - If basements are deeper than 8 feet display how groundwater will be managed
3. Perimeter grades match approved MGP (+- 0.1 ft if grades work).
4. Two spot elevations (Datum Points), one on either side of the lot at the building setback line, must be indicated.
5. Slopes are between 1.5% and 25%.
6. Rim elevations match approved MGP, if not a note stating that they are as-built grades is required.
7. If applicable, the lookout or walkout elevation is 1.5 feet above the high water elevation.

8. Proposed retaining walls must be shown, with the top and bottom of the wall elevations called out. Walls greater than three feet in height require submittal of structural calculations prepared and signed and sealed by an Illinois registered Structural Engineer.
9. Window wells are shown and are not adjacent to an overland overflow route.
10. Provide top of window well elevations.
11. If the property has an overland overflow route, the black arrow and typical cross-section from the master grading plan should be shown.
12. No driveway, deck, patio, structure or sidewalk encroaches into any easements. No concrete or asphalt can be placed in the easements. Brick pavers are ok.
  - Applicant must apply for an easement encroachment for any structure in an easement.

### **EROSION CONTROL**

1. Perimeter erosion barrier (silt fence or other) must be shown.
2. Storm structures on and adjacent to the property must have sediment protection installed. Filter baskets are the preferred method of protection.
3. Construction fence shown around the perimeter of the site.

### **UTILITIES**

1. Provide sump pump location, if connected this should be indicated on the plan.
2. Existing and proposed water and sanitary service including size and connections must be shown on the plans. Connections must be shown to the main and not to B-boxes or stubs.
3. Storm structures adjacent to or on the property shall be shown. Any stubs should also be shown.

### **BEST MANAGEMENT PRACTICES (BMP'S)**

1. A table outlining the existing impervious area, the proposed impervious area and the calculated difference should be included on the detailed grading plan. A statement regarding whether Best Management Practices are required must accompany the table.
2. If BMP's are required, the following shall be provided on the detailed grading plan:
  - The location of the BMP(s) should be called out.
  - Details of the BMP design should be included (type, dimensions, etc.).
3. Please note: If BMP's are required, documentation will be required to be submitted with the Final Grading Survey to demonstrate that the BMP is restricted by an easement.

### **DETAILS**

1. Include any City standard details that are applicable. PDF copies of the standard details are located at [www.naperville.il.us/standspecdetails.aspx](http://www.naperville.il.us/standspecdetails.aspx). The following are commonly required:
  - Typical Residential Driveway (590.06)
  - Sidewalk (590.30)
  - Temporary Erosion Control Measure - Silt Fence (790.03).
  - Sump Pump Connection (290.30)
  - Appropriate drainage structures and storm sewer details (290.01-290.31)
  - Utility Trench Paving Section (590.12 or 590.13 )
  - Sanitary and water connection details (490.20, 390.20)
  - Other \_\_\_\_\_

**P.I.N.:**

**Address:**

**PREPARED BY:**

LEGAL  
DEPARTMENT  
CITY OF  
NAPERVILLE  
400 SOUTH EAGLE  
STREET  
NAPERVILLE, IL  
60540

**RETURN TO:**

CITY CLERK  
ATTENTION:  
T.E.D. CITY OF  
NAPERVILLE  
P.O. BOX 3020  
NAPERVILLE, IL 60566-7020

**RIGHT-OF-WAY ENCROACHMENT AGREEMENT**

**THIS EASEMENT ENCROACHMENT AGREEMENT** is entered into this \_\_\_\_\_ Day  
of \_\_\_\_\_, 201\_\_\_\_, between \_\_\_\_\_,  
owner(s) of the property commonly known as \_\_\_\_\_,  
Naperville, Illinois 605\_\_\_\_, ("OWNER(s)") and the City of Naperville, an Illinois  
Municipal Corporation, with offices at 400 South Eagle Street, P.O. Box 3020, Naperville, Illinois  
60566-7020 ("CITY").

**WHEREAS**, the OWNER(s) owns certain real property legally described as:

("SUBJECT PROPERTY")

**WHEREAS**, by plat of subdivision for the SUBJECT PROPERTY, the CITY OF NAPERVILLE has  
previously recorded its rights to a dedicated public right-of-way including the parkway adjacent to the  
SUBJECT PROPERTY; and

**WHEREAS**, the OWNER(s) desire to install a DRIVEWAY APRON or SERVICE WALK constructed of  
an alternative paving material which will encroach on the CITY'S parkway on the SUBJECT PROPERTY;  
and

**WHEREAS**, the CITY has determined to allow the OWNER(s) to encroach on the CITY'S parkway subject to the terms and conditions of this Covenant.

**NOW THEREFORE**, in consideration for the CITY allowing the encroachment to continue in place and the premises and mutual promises contained herein, the OWNER(s) declare that:

1. The foregoing recitals are substantive and are incorporated by reference in this paragraph 1 as though fully set forth.
2. The CITY does hereby grant to the OWNER(s) a perpetual right to encroach upon said parkway to the extent depicted on **Exhibit A**, attached hereto and incorporated herein so long as the proposed improvements continue unimpaired upon the parkway.
3. The encroachment herein acknowledged does not under any circumstances abrogate or nullify the CITY's rights and interests in and to the dedicated public right-of-way, including the parkway.
4. The OWNER(s) shall retain all the risks and liabilities associated with encroaching on the CITY's parkway, including without limitation, the risk that the CITY may remove the driveway apron or service walk without any prior notice to the OWNER(s). The OWNER(s) shall be solely responsible for the CITY's cost to remove the encroachment to gain access to any of its public utilities in the easement for any purpose.
5. The CITY shall not be responsible for any costs incurred by the OWNER(s) to repair or replace the encroachment if it is damaged or destroyed by the CITY.
6. The OWNER(s) shall hold harmless, indemnify and defend the CITY from and against any and all liability, claims, demands, and causes of action arising out of or related to any loss, injury, death, or loss or damage to property resulting from the CITY'S use of the easement for any of its intended purposes.
7. The OWNER(s) shall hold harmless, indemnify and defend the CITY from and against any and all liability, claims, demands, and causes of action arising out of or related to any loss, injury, death, or loss or damage to property resulting from the OWNER(S)' construction of or use of the driveway apron or service walk.
8. The OWNER(s) have read and fully understand that this Agreement is an agreement to indemnify the CITY, its officials, agents, employees, and attorneys, and the OWNER(s) fully intend to be bound by the terms of this Agreement and that it shall further bind the OWNER(s)' assigns, heirs, executors or administrators.
9. This Agreement shall be a covenant running with the land and shall be recorded in the office of the County Recorder in the county where the SUBJECT PROPERTY is situated.

