



FINAL GRADING SURVEY CHECKLIST (TEARDOWN/REDEVELOPMENT)

ADDRESS: _____

PERMIT #: _____ **DATE:** _____

GENERAL

Developer Use		City Use		
<u>Compl.</u>			<u>Not</u>	
<u>With</u>	<u>N/A</u>	<u>Sat.</u>	<u>Sat.</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Plan is signed and sealed by an Illinois registered professional engineer including date signed and license expiration date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. A North arrow is included and the drawing is at a 1:10 scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Engineer's Certificate – See certificate template for required language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A Legal description is included.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. No decks, patios, or structures encroach into any easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. The final grading survey generally conforms to the approved detailed grading plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Any hardscape features (patios, decks, pools, sidewalks, etc) shall meet one of the following conditions: <input type="checkbox"/> Must be shown on the approved Detailed Grading Plan in their entirety. <input type="checkbox"/> Must be under 500 square feet. <input type="checkbox"/> Must be covered under a separate permit.
				8. A disposition of comments should be included in all subsequent submittals.

Comments:

DRIVEWAY

Developer Use

City Use

Compl.

With

N/A

Sat.

Not

Sat.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. The driveway width at the right-of-way line must be between 9 and 20 feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The driveway slopes are between 2% and 10% and slope away from building. Permeable pavements are allowed to have slopes less than 2%. If the surrounding terrain is flat, slopes as low as 1% are allowed for concrete driveways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The apron slopes are between 2% and 6%. Permeable pavements are allowed to have slopes less than 2%. If the surrounding terrain is flat, slopes as low as 1% are allowed for concrete driveways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Where a driveway width exceeds 20 feet at the garage doors, a driveway must taper down to 20 feet wide at the property line. The taper must begin no further than fifteen feet from the front yard setback line (away from the house). A curvilinear taper may be used provided that all driveway pavement is located within an area formed by a straight line between the start and end of the taper (Ordinance 07-032).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Circular driveways on corner lots are constructed in accordance with the requirements of Section 9-11-3 of the Municipal code, including proximity to intersections and allowance of one driveway per street.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. If there is more than one driveway entrance onto the street, the lot frontage must exceed 75' and the sum of the driveway widths at the property line does not exceed 26.7% of the lot frontage. $(W1 + W2 \leq F/75 * 20)$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. The cross-slope of the public sidewalk does not exceed 2%. Spot grades should be provided at the four corners of sidewalk where it intersects with the driveway.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. If the driveway apron material is non-standard (i.e. something other than standard concrete or asphalt), a right-of-way encroachment agreement has been submitted for recording.

Staff Comments:

GRADING

Developer Use

City Use

Compl.

Not

With

N/A

Sat.

Sat.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. All side and rear yard slopes are at least 1.5% but less than 25%. If this fails, you must check the following item:</p> <p><input type="checkbox"/> Are the grades unable to be met due to a specific reason such as saving a tree? If so, a tree letter must be submitted to the City with the detailed grading plan or final grading survey. Must be field verified.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>2. All run-offs are directed away from the foundation of the building, with a minimum slope of 2% and 0.5 feet of exposed foundation is provided.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Perimeter grading matches all adjacent landscaped lots. Check the existing grade to make sure it is within +/- .1' of the proposed grade. If this fails, you must check the following items:</p> <p><input type="checkbox"/> No low, un-drained areas are present on the lot: the overall drainage works for the property. Must be field verified.</p> <p><input type="checkbox"/> The grading of this lot will not cause any adjacent lot to result in grades of less than 1.5% or steeper than 25%. Use the proposed T/F elevation, assume that the adjacent house has a similar configuration as the home that is being review and estimate the slope that would extend to the property line.</p> <p><input type="checkbox"/> The condition (sodded, seeded, fine graded, not graded) of this and all adjacent lots, along with the date of condition, is indicated on the survey. Not required, but helpful to determine if adjacent lots will grade properly.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Window wells are shown and elevation of the top of the window well is consistent with the top of foundation.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Overland flood routes are shown, if applicable.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Base flood elevation or high water level of adjacent detention basins is shown, if applicable.</p>

Staff Comments:

UTILITIES

Developer Use		City Use		
<u>Compl.</u>			<u>Not</u>	
<u>With</u>	<u>N/A</u>	<u>Sat.</u>	<u>Sat.</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Location, type and size of storm sewer and appurtenant structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Storm sewer rim and invert elevations, and pipe slopes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Storm sewers clearly identified as public or private.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Location of sump pump and downspouts and indicate if the sump pump and/or downspouts are tied into a storm sewer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. If the sump pump is connected, confirm if there is an air gap.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Location and dimensions of dry well/infiltration trench, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Location of the water service B-Box.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Location of the sanitary service clean-out.

Staff Comments:

BEST MANAGEMENT PRACTICES

Developer Use		City Use		
<u>Compl.</u>			<u>Not</u>	
<u>With</u>	<u>N/A</u>	<u>Sat.</u>	<u>Sat.</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A table outlining the previous impervious area, the constructed impervious area and the calculated difference should be included on the final grading survey (see attached examples). A statement regarding whether Best Management Practices are required must accompany the table.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If BMP's are required, the following are required: <ul style="list-style-type: none"> <input type="checkbox"/> The location of the BMP(s) should be shown on the plan. <input type="checkbox"/> Details of the BMP design (type, dimensions, etc) should be shown on the plan. <input type="checkbox"/> A BMP Easement Agreement is required to be recorded.

Staff Comments:

FINAL GRADING PLAN ENGINEER'S CERTIFICATE



PURSUANT TO SECTION 5-2A-1 OF THE NAPERVILLE MUNICIPAL CODE AS AMENDED, THE UNDERSIGNED, AN ILLINOIS REGISTERED PROFESSIONAL ENGINEER, HEREBY STATES THAT THE GRADING OF THE LOT REFERENCED BELOW HAS BEEN COMPLETED IN SUBSTANTIAL CONFORMANCE WITH THE INTENT OF THE APPROVED GRADING PLAN FOR THE CONSTRUCTION SITE PURSUANT TO CHAPTER 7 OF TITLE 5 OF THE MUNICIPAL CODE:

CONSTRUCTION SITE

COMMON ADDRESS: _____

LOT: _____ SUBDIVISION: _____

APPROVED MASTER GRADING PLAN DATED: _____

INDIVIDUAL SITE DEVELOPMENT PLAT WITH THE LATEST REVISION DATE OF: _____

PREPARED BY _____

ON BEHALF OF _____

DRAWINGS AND/OR EXHIBITS SUPPORTING SAID STATEMENT ARE ATTACHED HERETO AND MADE A PART HEREOF.

THE UNDERSIGNED DENIES ANY RESPONSIBILITY FOR THE ELEVATIONS OR CONDITIONS OF SAID SITE AFTER THE DATE OF MEASUREMENT. CHANGES IN GRADE OF SAID SITE DUE TO SODDING, LANDSCAPING, EXCAVATING, FILLING, EROSION OR OTHER CAUSES ARE OUTSIDE THE SCOPE OF THIS STATEMENT, AND FUTURE SERVICES RELATING TO THE SITE WILL NOT BE PERFORMED UNLESS THE UNDERSIGNED IS RETAINED BY THE CONSTRUCTION SITE OWNER FOR SUCH PURPOSE. NO OPINION IS GIVEN THAT THE CONSTRUCTION SITE WILL DRAIN ADEQUATELY OR IN CONFORMANCE WITH THE EXPECTATIONS OF OTHER PARTIES OR THAT CONDITIONS OFF-SITE OR ON ADJACENT OR DOWNSTREAM CONSTRUCTION SITES MAY ADVERSELY IMPACT SAID CONSTRUCTION SITE.

POST CONSTRUCTION BEST MANAGEMENT PRACTICES (BMP'S) WERE/WERE NOT REQUIRED FOR THIS SITE. IF BMP'S WERE REQUIRED, THEY WERE ADDRESSED THROUGH THE CONSTRUCTION OF (INDICATE BMP DESIGN). I, (NAME), CERTIFY THAT THE BMP'S ARE IN ACCORDANCE WITH THE DUPAGE COUNTY STORMWATER MANAGEMENT ORDINANCE (APRIL 2013). (INSERT AN O&M STATEMENT SPECIFIC TO THE TYPE OF BMP INSTALLED).

DATE OF FIELD SURVEY: _____

LICENSED PROFESSIONAL ENGINEER

LICENSE EXPIRES ON _____

CONDITION OF LOT AND/OR COMMENTS: _____

FINAL GRADING PLAN ENGINEER'S CERTIFICATE



PURSUANT TO SECTION 5-2A-1 OF THE NAPERVILLE MUNICIPAL CODE AS AMENDED, THE UNDERSIGNED, AN ILLINOIS REGISTERED PROFESSIONAL ENGINEER, HEREBY STATES THAT THE GRADING OF THE LOT REFERENCED BELOW HAS BEEN COMPLETED IN SUBSTANTIAL CONFORMANCE WITH THE INTENT OF THE APPROVED GRADING PLAN FOR THE CONSTRUCTION SITE PURSUANT TO CHAPTER 7 OF TITLE 5 OF THE MUNICIPAL CODE:

CONSTRUCTION SITE

COMMON ADDRESS: _____

LOT: _____ SUBDIVISION: _____

APPROVED MASTER GRADING PLAN DATED: _____

INDIVIDUAL SITE DEVELOPMENT PLAT WITH THE LATEST REVISION DATE OF: _____

PREPARED BY _____

ON BEHALF OF _____

DRAWINGS AND/OR EXHIBITS SUPPORTING SAID STATEMENT ARE ATTACHED HERETO AND MADE A PART HEREOF.

THE UNDERSIGNED DENIES ANY RESPONSIBILITY FOR THE ELEVATIONS OR CONDITIONS OF SAID SITE AFTER THE DATE OF MEASUREMENT. CHANGES IN GRADE OF SAID SITE DUE TO SODDING, LANDSCAPING, EXCAVATING, FILLING, EROSION OR OTHER CAUSES ARE OUTSIDE THE SCOPE OF THIS STATEMENT, AND FUTURE SERVICES RELATING TO THE SITE WILL NOT BE PERFORMED UNLESS THE UNDERSIGNED IS RETAINED BY THE CONSTRUCTION SITE OWNER FOR SUCH PURPOSE. NO OPINION IS GIVEN THAT THE CONSTRUCTION SITE WILL DRAIN ADEQUATELY OR IN CONFORMANCE WITH THE EXPECTATIONS OF OTHER PARTIES OR THAT CONDITIONS OFF-SITE OR ON ADJACENT OR DOWNSTREAM CONSTRUCTION SITES MAY ADVERSELY IMPACT SAID CONSTRUCTION SITE.

POST CONSTRUCTION BEST MANAGEMENT PRACTICES (BMP'S) WERE/WERE NOT REQUIRED FOR THIS SITE. IF BMP'S WERE REQUIRED, THEY WERE ADDRESSED THROUGH THE CONSTRUCTION OF (INDICATE BMP DESIGN). I, (NAME), CERTIFY THAT THE BMP'S ARE IN ACCORDANCE WITH THE DUPAGE COUNTY STORMWATER MANAGEMENT ORDINANCE (APRIL 2013). (INSERT AN O&M STATEMENT SPECIFIC TO THE TYPE OF BMP INSTALLED).

DATE OF FIELD SURVEY: _____

LICENSED PROFESSIONAL ENGINEER

LICENSE EXPIRES ON _____

CONDITION OF LOT AND/OR COMMENTS: _____

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 _____, 20__, 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.

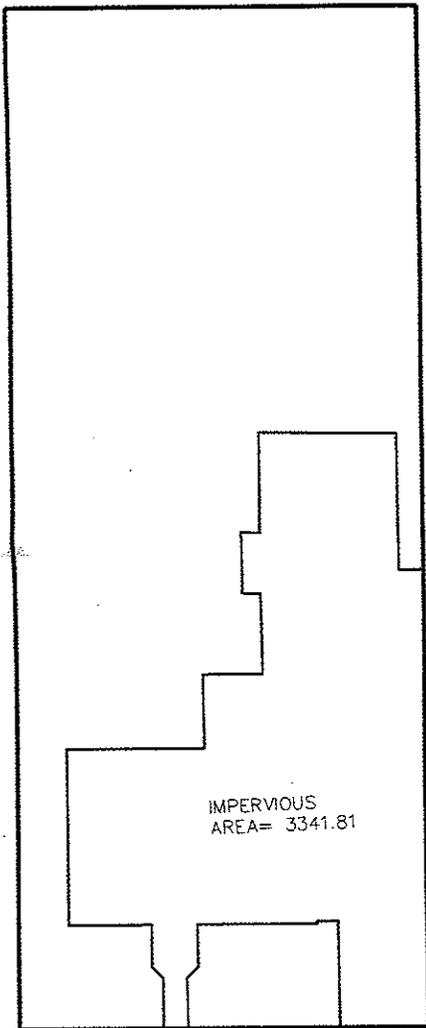
4. The OWNER(s) shall retain all the risks and liabilities associated with encroaching on the CITY's parkway, including without limitation, the risk that the CITY may remove the driveway apron or service walk without any prior notice to the OWNER(s). The OWNER(s) shall be solely responsible for the CITY's 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.

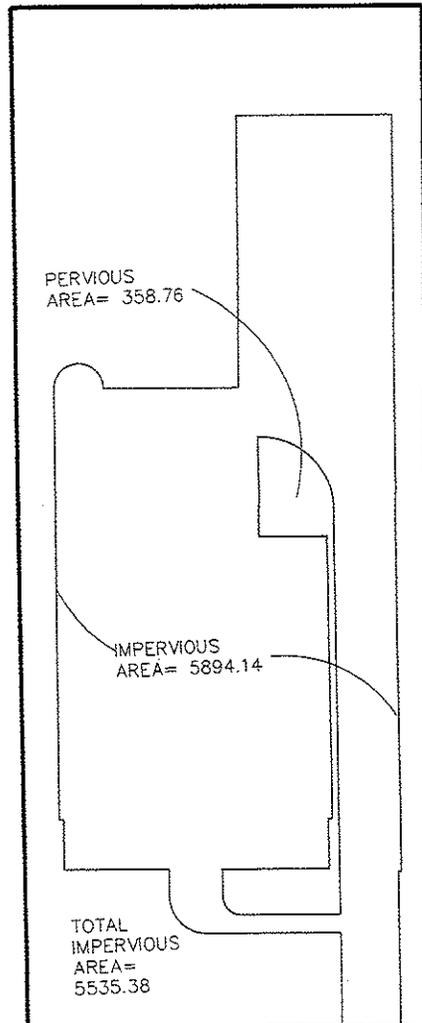
6. The OWNER(s) shall hold harmless, indemnify and defend the CITY from and against any and all liability, claims, demands, and causes of action arising out of or related to any loss, injury, death, or loss or damage to property resulting from the CITY'S use of the easement for any of its intended purposes.

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.



EXISTING
SCALE: 1" = 20 FEET



PROPOSED
SCALE: 1" = 20 FEET

BMP Example 1

General Impervious Area Table with Figures Visually Showing the Pervious and Impervious Areas

<u>PERVIOUS/ IMPERVIOUS CALCULATIONS:</u>		
ITEM:	EXISTING:	PROPOSED:
LOT AREA:	10,885	10,885
IMPERVIOUS AREA: (FOOTPRINT,WALK & DRIVE)	3,342	5,536
PERVIOUS AREA:	7,543	5,349
NET INCREASE IN IMPERVIOUS AREA:	2,194	
NET INCREASE IN IMPERVIOUS AREAS LESS THAN 2500 S.F. THEREFORE NO BEST MANAGEMENT PRACTICES ARE REQUIRED		

BMP Example 2

Detailed Impervious Area Table

<u>IMPERVIOUS CALCULATIONS:</u>			
	EXISTING	PROPOSED	NET
PATIO	0 S.F.	0 S.F.	
WALK	0 S.F.	398 S.F.	
DRIVE	0 S.F.	602 S.F.	
HOUSE	1,613 S.F.	1,845 S.F.	
TOTAL	1,613 S.F.	2,845 S.F.	1,232 S.F.
NET INCREASE IN IMPERVIOUS AREA IS LESS THAN 2,500 S.F., THEREFORE NO BEST MANAGEMENT PRACTICES REQUIRED.			