

SINGLE FAMILY GRADING CHECKLIST

The following is a list of topics reviewed with the Detailed Grading Plan Process

Eight (8) copies of a detailed grading plan must be submitted signed and sealed by an Illinois registered Professional Engineer and must include:

- North Arrow & Scale
 - City of Naperville Benchmarks (see our website at www.naperville.il.us)
 - Statement of release or no release for future FOIA requests.
 - **Spot grade elevations at the location where the building setback line intersects with the side property line.**
1. **Driveways:**
 - a. 3 types – Concrete, Bituminous or Brick Paver. No gravel drives.
 - b. Slopes – away from house, 2% minimum and 10% maximum. Driveway aprons do not exceed 6%.
 - c. 2 entrances are possible; look at City of Naperville Standard detail ‘Typical Residential Driveway Detail PVMT 9.’
 - d. Circular driveways are not permitted when the property frontage is less than 75 feet.
 - e. The minimum driveway width at the right-of-way is 9-feet and the maximum driveway width at the right-of-way is 20-feet; it can open up to 24 feet at the street, see ‘Typical Residential Driveway Detail PVMT 9.’
 - f. Driveway width at the garage should not be excessively wider than the doors.
 - g. Curb shall be added to driveways that are adjacent to a property line.
 - h. If subdivision lots, with approved master grading plans, do not have driveway locations that match the approved location, I separate letter is required from the engineer of record for that subdivision stating the relocation of the driveway is acceptable.
 2. **Off Street parking:**
 - a. Off street parking is a difficult concept since it is hard to determine what this might be. Look for areas with driveway surface out of line with the drive which will allow for one or more than one car to park. Typically, this location will be aside a garage door or along a garage, possibly in a front yard. Turning around areas are typically OK. Use reason. No parking spaces will be allowed in the required front yard building setback.
 3. **Sidewalks:**
 - a. Sidewalks shall be shown to match the approved master grading plan.
 - b. The sidewalk shall go through the driveway; rather than, stopping at each side.
 - c. If the sidewalk must be on private property, an easement for this must be available.
 4. **Grading**
 - a. **Due to height requirements, the existing elevations, at the property lines where the building setback intersects the side property lines shall be clearly called out on the plan. For corner lots, use the side of the house the front door is located on.**
 - b. 1-foot contours should be provided. If slopes are great and you need them, request them.
 - c. If there is a Master Grading Plan (most commonly in combination with a newer subdivision),
 - i. All perimeter points should be the same, including any drainage structures in the area.
 - ii. Top of foundation shall match
 - iii. Drainage structures rims shall match
 - iv. Other items reviewed to consistency: floodplain, driveway locations, basement window locations, and low points for variable top of foundation, and any other specialty items.
 - d. Show all easements.
 - e. The grading should indicate neighboring grades.
 - f. Spot elevations for break points should be indicated.
 - g. Make sure the swales work properly.
 - h. Make sure the overflow route is shown.
 - i. Proposed retaining walls must be shown and the top and bottom of the wall must be called out.
 - j. Window wells, when applicable
 - i. The elevations of the top of the window wells must be shown, if applicable.
 - ii. The window wells may not encroach into any easements. The electrical department will determine the side of the property where a 5-foot easement will be required for service to the structure.
 - iii. Window wells may not be located adjacent to an overland flow route.
 5. **Proposed Utilities**
 - a. Plan shall show all existing/proposed utilities and structures. This includes all manholes, valve vaults, b-boxes, valve boxes, streetlights, etc. If the elevations are different than the approved master grading plan, a note should be added to explain why.
 - b. **All existing electrical poles/overhead wires shall be shown and dimensioned on the plan. Required code clearances must be maintained.**
 6. **Miscellaneous, useful information**
 - a. Call 630-420-6082 to schedule inspections.
 - b. Any property that is located adjacent to a river or creek, a DuPage County Permit will be required prior to City approval. This may include sections 3, 4 and/or 5 in the County Stormwater Submittal that can be found on the County’s website. A county pre-application meeting will be required by the county for any projects they need to review, a conceptual idea of the site is required for discussion purposes at the meeting. . The county’s review timeline varies on the number of special management areas that are affected. This permit may take a few months to obtain and the process should be started as soon as possible. As of April 1, 2005, the county requires a \$200 application fee that is required at the time of submittal to the county.
 - c. The dimensions of the home to the property lines shall be shown. The setbacks (front, sides, and rear) shall be shown or called out on the detailed grading plan.