



Naperville

SUBMITTAL LIST

Submittal Type	File Naming	Submittal Description	Document Sheet Size
APPLICATION MATERIALS			
Application for Engineering Approval	Engineering Application-Submittal Number	City of Naperville Application for Engineering Approval	8.5" x 11"
Disclosure of Beneficiaries	Disclosure of Beneficiaries	In compliance with Title 1 (Administrative), Chapter 12 (Disclosure of Beneficiaries) of the Naperville Municipal Code ("Code"), as amended, the disclosures are required when any person or entity applies for permits, licenses, approvals, or benefits from the City of Naperville unless they are exempt under 1-12-5:2 of the Code.	8.5" x 11"
Legal Description (MS Word)	Legal Description-Submittal Number (e.g. Legal Description-1)	Written legal description of the property, including reference to PIN and address (if assigned)	8.5" x 11"
Petition for Development Approval	Development Petition-Submittal Number	City of Naperville Petition for Development Approval	8.5" x 11"
Petition for Zoning Variance	Zoning Variance Petition-Submittal Number	City of Naperville Petition for Zoning Variances	8.5" x 11"
Response to Standards	Response to Standards-Submittal Number	Written responses to the applicable Municipal Code standards for consideration by Plan Commission and City Council intended to explain and justify requests for Rezoning (6-3-7:1), Planned Unit Development or Major Change to a Planned Unit Development (6-4-2), Conditional Use (6-3-8:2), Subdivision Variance (7-1-8:1), Subdivision Deviation (7-1-8:2), Variance (6-3-6:2) and/or Landscape Variance (5-10-7) intended to explain/justify request. Response to Standards Templates	8.5" x 11"

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PLAN SUBMITTALS			
Annexation Plat	Annexation Plat-Submittal Number	Plat of Annexation depicting the area to be annexed prepared by IL licensed land surveyor per IL Plat Act	24" x 36"
Autoturn Exhibit	Autoturn Exhibit-Submittal Number	Auto-turn Exhibit illustrating how vehicles, such as fire trucks (Fire Department Vehicle Dimensions), can maneuver through the site.	24" x 36"
Building Elevations	Building Elevations-Submittal Number	Full color building elevations drawn to scale detailing all building materials, color, type, and placement on all sides of a building, including the locations and screening of all rooftop mechanical equipment. Include brick calculation information for duplex, townhome and multi-family developments.	11" x 17" or 24" x 36"
Easement Plat	Easement Plat-Submittal Number	Plat of Easement depicting easements and containing easement provisions prepared by IL licensed land surveyor per IL Plat Act	24" x 36"
Field Change	Field Change #Field Change Number-Submittal Number (i.e., Field Change #1-1	Plan detailing modifications to final engineering and/or final landscape plans proposed after issuance of a site permit	24" x 36"
Final Engineering Plan	Final Engineering-Submittal Number	Final Engineering Plan signed and sealed by an IL licensed engineer	24" x 36"
Final Landscape Plan	Final Landscaping-Submittal Number	A plan illustrating existing and proposed plantings, grading, and ground covers prepared in accordance with the requirements of Municipal Code Section 5-10-4 .	24" x 36"
Final PUD	Final PUD Plat-Submittal Number	Prepared by IL licensed land surveyor in accordance with Municipal Code Section 6-4-5 .	24" x 36"
Final Subdivision Plat	Final Subdivision Plat-Submittal Number	Prepared by an IL licensed land surveyor in accordance with Municipal Code Section 7-1 . The Plat Review Checklist and the Certificates & Statements documents provide surveyors with the City's standards and certificates for use when preparing all types of plats.	24" x 36"
Open Space Exhibit	Open Space Exhibit-Submittal Number	An illustration depicting areas and calculation of open space per Municipal Code Section 6-4-3:3 .	24" x 36"
Photometric Plan	Photometric Plan-Submittal Number	Plan drawn to scale containing foot-candle measurements extending to all property lines, and	24" x 36"

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		details of light fixture locations, height, style, as well as, luminaire screening and details in compliance with Section 6-14-4 of the Naperville Municipal Code	
Preliminary Engineering Plans	Prelim Engineering-Submittal Number (e.g. Prelim Engineering-1)	Preliminary Engineering Plans created by an IL licensed engineer	24" x 36"
Preliminary Landscape Plan	Prelim Landscaping-Submittal Number	A general illustration of proposed locations and quantities of landscaping materials in accordance with the requirements of Municipal. Code Section 5-10-4 .	24" x 36"
Preliminary PUD Plat	Prelim PUD Plat-Submittal Number	Prepared by IL licensed land surveyor in accordance with Municipal Code Section 6-4-5	24" x 36"
Preliminary/Final PUD Plat	Prelim-Final PUD Plat-Submittal Number	Combining the requirements of Preliminary and Final PUD Plats into a single document, a Preliminary/Final PUD Plat is prepared by IL licensed land surveyor in accordance with Municipal Code Section 6-4-5	24" x 36"
Preliminary Subdivision Plat	Prelim Subdivision Plat-Submittal Number	Preliminary Subdivision Plat created by an IL licensed land surveyor	24" x 36"
Preliminary/Final Subdivision Plat	Prelim-Final Subdivision Plat-Submittal Number	A single plan combining requirements for preliminary and final subdivision plats prepared by an IL licensed land surveyor. See Final Subdivision Plat for additional detail.	24" x 36"
Record Drawings	Record Drawings-Submittal Number	Record drawings prepared by an IL licensed engineer to verify that the intent of the approved engineering design has been met through the construction of the project. Record drawings shall be prepared in accordance with Section 110 (Record Drawings) of the Naperville Standard Specifications .	24" x 36"
ROW Vacation Plat	ROW Vacation Plat-Submittal Number	Plat of Vacation depicting the right-of-way to be vacated prepared by IL licensed land surveyor per IL Plat Act.	24" x 36"
Sign Packet	Sign Packet-Submittal Number	Site plan and elevations denoting number, type, materials, structural components used to give sign(s) support and how sign(s) will be attached to building/ground and illuminated (if applicable), fastener types and number used, weight of sign(s) and dimension of sign(s) to scale in accordance with Chapter 16 of the Naperville Municipal Code.	8.5" x 11"

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Site Plan	Site Plan-Submittal Number	Plan drawn to scale illustrating the property lines, location and dimensions of all existing and proposed structures, parking lots, roadways and rights-of-way, sidewalks, bicycle parking areas and paths, ground signs, refuse disposal areas, fences, freestanding electrical equipment, and other structures on the subject property.	24" x 36"
Tree Preservation Plan	Tree Preservation-Submittal Number	A plan detailing the species, location, size and condition of all existing plant materials indicating those to be removed and those to be preserved in accordance with the Municipal Code Section 5-10-5 .	24" x 36"
REPORTS AND OTHER DOCUMENTS:			
Cost Estimate (aka Engineer's Opinion of Probable Construction Cost)	Cost Estimate-Submittal Number	A detailed breakdown of the costs of all improvements that require surety. Must be prepared by an IL licensed Engineer. See the Public Improvements Table for a list of items subject to the surety requirement.	8.5" x 11"
Parking Study	Parking Study-Submittal Number	Study analyzing the parking supply and demand of a proposed development, typically associated with a variance request	8.5" x 11"
Petitioner's Response Letter	Submittal Type Response Letter-Submittal Number (e.g. Final Engineering Response Letter-2)	Written response added as text boxes next to each review comment in the Markup Summary, explaining how each comment has been addressed in the revised submittal.	n/a
Stormwater Report	Stormwater Report-Submittal Number	Stormwater Report signed and sealed by an IL licensed engineer	8.5" x 11"
Traffic Study	Traffic Study-Submittal Number	Study detailing information associated with existing and proposed traffic volumes, patterns, accident data, etc. as requested	8.5" x 11"