

City of Elgin

SUBDIVISION FINAL ENGINEERING

Engineering Submittal Checklist

Department of Public Works
 Engineering Division
 1900 Holmes Road
 Elgin, IL 60123-1200
 Phone 847/931-5955
 Fax 847/931-5965

If this is a re-submittal, please provide a point-by-point response to previous review comments, identifying how each comment has been addressed, location in the plan set of the changes made to address the comment and also identify any additional changes made from the previous submittal.

I. FINAL ENGINEERING PLANS - PLEASE PROVIDE ALL DOCUMENTS DIGITALLY IN ADDITION TO ONE FULL SET OF PLANS. PLEASE NOTE THAT ADDITIONAL COPIES MAY BE REQUESTED.

All sheets shall have the following general plan sheet information as applicable:

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow (pointing up or right)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale (1"=40' or 1"=50', unless overall plans)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vertical scale (1"= 5')
Title Box :			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Plan title and revision date on the right side border
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Sheet name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Subdivision name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Developer's contact information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Engineer's contact information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vi. Designed by, drafted by and checked by names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vii. Revision block with revision number and date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viii. Sheet number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled background layer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (on all sectional sheets) with sheet numbers and boundaries identified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing conditions to 100' beyond the site limits in all directions

Include the following sheets at a minimum:

1. Cover Sheet

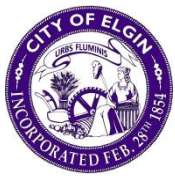
Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title: "FINAL ENGINEERING IMPROVEMENT PLANS FOR (name of subdivision)"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map (1" = 1000' to 1" = 2500') including all roads and main features
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benchmarks (USGS NGVD 29) within the vicinity (2 minimum)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Elgin contact information – (ATTACHMENT 1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J.U.L.I.E. information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility companies contact information: company name, address, phone number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Index of Sheets (total numerical)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surface Water Drainage Statement – (ATTACHMENT 2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original Signature and Seal of a registered professional engineer of Illinois (at least on approval copy)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GASB Reporting Information (Table Form) – (ATTACHMENT ?)

2. Overall / Phasing Plan (if applicable)

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One sheet showing the entire site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limit of each proposed phase numbered in sequence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing features: labeled streets, drainage facilities, waterways, railroad, utilities

Project Name _____

Prepared by: _____ Date: _____



City of Elgin

SUBDIVISION FINAL ENGINEERING

Engineering Submittal Checklist

Department of Public Works
Engineering Division
1900 Holmes Road
Elgin, IL 60123-1200
Phone 847/931-5955
Fax 847/931-5965

Proposed features: streets with names, numbered lots and outlots

3. Master Utility Plan

Acceptable Deficient N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing features adjacent to site or relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Watercourses with floodway , 100 year floodplain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Lot (lines & number)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed streets with names (matching final plat)

Proposed utilities:

Water-main System:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Connections to existing watermain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Loops
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. No dead ends
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Identify transmission mains with sizes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vi. Valve vaults (with #) spaced so no more than 20 units are shut down due to a break or 1000' whichever is more restrictive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vii. Hydrants (with #) spaced maximum of 300' in line

Sanitary Sewer System:

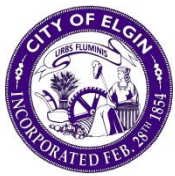
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Connection(s) to existing sanitary sewer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Identify trunk mains with sizes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Manholes (with #)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Sanitary Service Cleanouts to be noted if service lines are greater than 100'

Storm Sewer System:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Connections to existing storm sewer (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Discharge into appropriate management facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Manholes (with #)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Catch basins (with #): off main line, sequence of two maximum
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vi. Existing drain tile connected to proposed storm system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vii. Detention facilities with HWL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	viii. Drainage divides with 100 year overflow routes identified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No public utility within the influence of stormwater management facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street lights (with #)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Match lines with sheet reference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase lines

Project Name _____

Prepared by: _____ Date: _____



City of Elgin

SUBDIVISION FINAL ENGINEERING

Engineering Submittal Checklist

Department of Public Works
 Engineering Division
 1900 Holmes Road
 Elgin, IL 60123-1200
 Phone 847/931-5955
 Fax 847/931-5965

4. Grading Plan

Acceptable Deficient N/A

Existing topography:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. 1' Contours lines |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Grayed out line |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. 100 feet beyond parcel limits |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing footprints, and foundation elevation of structures on adjacent properties |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed topography (1' contour lines) compatible with adjacent existing topography |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any cuts or fills to the existing conditions do not cause cover over public utilities to be below minimum or in excess of maximum allowable |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Foundation "footprints" and foundation elevation (including lowest openings) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Driveway approach slope between 2% and 6% |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street centerline stationing with elevation every 50' |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Curb elevation every 50', at lot line extensions, at PC's & PT's, and at overflow crossings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sidewalk and pathways |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lot lines and lot numbers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed elevation at each lot corner and side yard, drainage direction included |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rim elevations of all structures, including FES |

Grading slope within acceptable range:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Residential yard slope 4:1 (25%) maximum, 50:1 (2%) minimum |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Within stormwater management facilities: 4:1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Other areas: 3:1 (33%) maximum, 50:1 (2%) minimum |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100-year overflow routes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cross-section(s) of overflow swale(s) with HWL elevations during overflow condition |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detention basin topography |

Detention Basin Data:

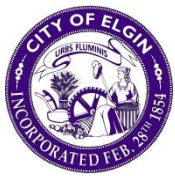
- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. NWL & HWL |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Detention & retention capacity (required & proposed) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Top of berm elevation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vi. Overflow weir elevation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. All building openings are at least 2' higher than HWL or overflow elevations (if tributary area < 20 acres) |

Detention Basin Details:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Restrictor structure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Embankment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Overflow Weir |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vi. Level spreader |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. Basin cross section |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100-year floodplain elevation and limit |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floodway elevation and limits |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wetland and its buffer limits |

Project Name _____

Prepared by: _____ Date: _____



City of Elgin

SUBDIVISION FINAL ENGINEERING

Engineering Submittal Checklist

Department of Public Works
Engineering Division
1900 Holmes Road
Elgin, IL 60123-1200
Phone 847/931-5955
Fax 847/931-5965

5. Plan and Profile

Acceptable Deficient N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Right of way width
- Lot lines
- Lot Numbers
- Easements
- Building setback lines
- Building envelopes

Street information:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- i. Centerlines with stationing, PC's and PT's, curve data
- ii. Curb and gutter: location, type, radii, and dimensions (if different from the typical section), PC's and Pt's
- iii. Street names
- iv. Street width (back to back of curb): collector/commercial/industrial=36', minor=30', frontage access = 24'
- v. Cul-de-sac: 26' road back to back of curbs, circular terminus pavement with 90' back to back of curbs

Street profile with vertical curve data. Gradient => 0.4%

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- i. Major/Minor arterial: 5% maximum
- ii. Collector street: 7% maximum
- iii. Minor and Cul-de-sac street: 9% maximum
- Profile at existing ground along centerline
- Vertical Curves where appropriate (check for abrupt changes or bumps)
- Station equation for all street intersections

Sidewalk:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- i. Both sides of the street
- ii. 1' inside ROW
- iii. 5' width
- iv. Sidewalk crossing street showing ramps with ADA detectable warnings both sides and comply with IDOT regulations (slope < 1:12, within full depressed curb)
- v. Sidewalk crossing approach "at grade" with ADA detectable warnings both sides, parking lot curb and approach curb taper down and terminate at the sidewalk (commercial and industrial)
- Bike-Path: location & dimensions (=>10' width, 2" asphalt, 6" gravel base) with warnings
- Elevation reference at both ends of profile grid
- Profiles of any existing underground utilities including identification, size, slope, and invert elevations at all structures
- Adjust rims and change frame and grate of existing structures as necessary

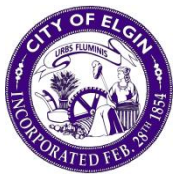
Watermain:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- i. Minimum 8" diameter ductile iron pipe (show actual)
- ii. Cover: minimum of 5.5' and maximum of 7'
- iii. 48" vault for =< 8" pipe; 60" for >8" to <16" pipe; 72" for =>16"
- iv. VV location by station and offset
- v. Rim elevation
- vi. Fire hydrant location by station and offset
- vii. Bottom flange elevation
- viii. No services to a water main larger than 12" in diameter

Project Name _____

Prepared by: _____ Date: _____



City of Elgin

SUBDIVISION FINAL ENGINEERING

Engineering Submittal Checklist

Department of Public Works
Engineering Division
1900 Holmes Road
Elgin, IL 60123-1200
Phone 847/931-5955
Fax 847/931-5965

5. Plan and Profile (continued...)

Acceptable Deficient N/A

Sanitary Sewer:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Minimum 8" diameter (show actual) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Length: maximum 300' runs between MH's |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Slope: minimum required by IEPA plus a minimum 10% factor of safety to accommodate contractor error |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iv. MH location by station and offset |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. Rim and invert elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vi. External drop connection if invert difference is greater than two foot |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vii. Core and boot existing sanitary structures for sanitary main extensions |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | viii. Sanitary services with "Y" connection into main flow direction |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ix. Sanitary services connection to main only (no MH connection) |

Storm Sewer:

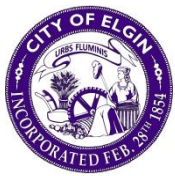
- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Minimum 12" diameter (show actual) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. Length: maximum 300' sections between structures, with slope |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Slope: minimum and maximum to maintain flow at 2 ft/s cleanout velocity but not to exceed 15 ft/s |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iv. Structure identification (MH, CB), no inlets permitted |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. Structure location by station and offset |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vi. Frame / grate and type of lid (open / closed) identification |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | vii. Rim and invert elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | viii. No more than two (2) catch basins shall be allowed on a main line and they need to be at the upstream end of the line. (No in-line catch basins are permitted) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ix. Maximum distance from a clean-out point (a structure in the public ROW and adjacent to a paved surface) to the farthest structure in rear yards shall be 300' |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x. All connections need to be made to a structure (no blind taps to main) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xi. Provide a note to core, brick and mortar connections into existing storm structures |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | xii. Private storm sewer connection to a main shall be 12" RCP |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maintain a minimum of 10' horizontal separation or a minimum 18" vertical separation (water-main over sewer) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify sewer with water-main crossing conflicts and provide separation information, invert and top of pipe. Follow IEPA regulations for water-main protection |

Street lights (symbol only):

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. 6' separation from any underground structure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. 5' separation from any surface structure and its foundation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | iii. Relocated public street lights identified |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street signs (symbol only) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Driveway approach location |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adequate separation between public utilities, structures and other site features shall be provided |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Highlight limits of trench backfill |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Match line, both ends, with sheet sequence and station sequence |

Project Name _____

Prepared by: _____ Date: _____



City of Elgin

SUBDIVISION FINAL ENGINEERING

Engineering Submittal Checklist

Department of Public Works
 Engineering Division
 1900 Holmes Road
 Elgin, IL 60123-1200
 Phone 847/931-5955
 Fax 847/931-5965

6. Soil Erosion and Sedimentation Control

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction entrance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Silt fence downstream of any slope
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Silt fence surrounding stockpile
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Silt fence surrounding the parcel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ditch checks on swales and drainages paths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intake structure protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rip-rap downstream of FES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overflow weir stabilization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary riser at outlet structure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level spreader (if necessary)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special erosion control measures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion control maintenance schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent stabilization plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seeding description

7. Erosion Control Details

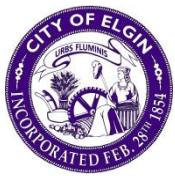
Acceptable	Deficient	N/A	
			Existing topography:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. 1' Contours lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Gray line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. 100 feet beyond parcel limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Source identified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing footprints, and foundation elevation of structures on adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed topography (1' contours) compatible with adjacent existing topography
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Pollution Prevention Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NRCS standard details as provided in the Illinois Urban Manual as appropriate

8. Street Lighting, Signage and Pavement Marking Plan

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend (wattage of lights, type of signs and type of pavement markings)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maximum light separation (250' standard, 225' ornamental)
			Light at all intersections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. 400W arterial intersection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. 250W collector intersection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. 175W minor intersection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Other agreements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light at end of cul-de-sac
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light at the top of "T" intersection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify relocated street lights and note no in-line splices are permitted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street name sign at all intersections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30 mph "Speed Limit" sign at each entrance to the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stop signs at all intersections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stop bars at major intersections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25 mph "Speed Limit" sign if centerline curve radius is less than 200'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"End of Road" sign & reflectors (street stub)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of traffic control signage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pavement marking with dimensions

Project Name _____

Prepared by: _____ Date: _____



City of Elgin

SUBDIVISION FINAL ENGINEERING

Engineering Submittal Checklist

Department of Public Works
 Engineering Division
 1900 Holmes Road
 Elgin, IL 60123-1200
 Phone 847/931-5955
 Fax 847/931-5965

9. City of Elgin Standard Street Light Details – (ATTACHMENT 4)
VERIFY ORNAMENTAL STANDARD FOR WEST OF RANDALL ROAD

10. City of Elgin Standard Street Name Sign Details – (ATTACHMENT 5)

11. Landscape Plan

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parkway trees spaced every 40' maximum
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5' separation to any other public utility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify utility structures and verify proposed landscaping does not restrict access and visibility of these structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No woody vegetation on stormwater facility berms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify seed mix for basin is adequate depending on wet/dry bottom basin

12. Roadway Improvement to Existing Roads

Acceptable	Deficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing conditions (grayscaled)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stationing
Proposed improvements:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Geometrics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Location (station + offset)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROW dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plat of Dedication (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demolition plan (if extensive)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Centerline and utility plan and profile
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limits of construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk and bike-path
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pavement markings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grinding and overlay limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical cross-section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Match lines (if necessary)

13. Summary of Quantities Table delineating Public vs Private Infrastructure

14. City of Elgin General Notes Sheet – (ATTACHMENT 6)

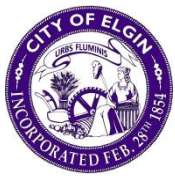
15. City of Elgin Standard Details – (ATTACHMENT 7)

16. Developer's General Notes

17. Developer's Details

Project Name _____

Prepared by: _____ Date: _____



City of Elgin

SUBDIVISION FINAL ENGINEERING

Engineering Submittal Checklist

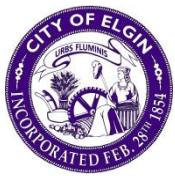
Department of Public Works
Engineering Division
1900 Holmes Road
Elgin, IL 60123-1200
Phone 847/931-5955
Fax 847/931-5965

ATTACHMENTS

- 1 [City of Elgin Contact Information](#) – 2 sheets
- 2 [Drainage Statement](#) – 1 sheet
- 3 [City of Elgin Standard Street Light Detail Sheet](#) - 1 sheet
- 4 [City of Elgin Ornamental Street Light Detail Sheet](#) – 1 sheet
- 5 [City of Elgin Standard Street Name Sign Sheet](#) – 1 sheet
- 6 [City of Elgin General Notes Sheet](#) - 1 sheet
- 7 [City of Elgin Standard Detail Sheets](#) - 2 sheets
- 8 [Signature block \(plat of subdivision\)](#) – 1 sheet
- 9 [Grant of Easement Standard Format](#) - 1 sheet
- 10 [Easement Provisions for Use on Plats Standard Format](#) - 8 sheets
- 11 [Engineer's Estimate of Construction Costs Standard Format](#) - 3 sheets
- 12 [Performance Bond for Issuance of Development Permit Standard Format](#) - 1 sheet
- 13 [Mass Grading and Soil Erosion Control Performance Bond Standard Format](#) - 1 sheet
- 14 [Letter of Credit Standard Format](#) - 3 sheets
- 15 [Undertaking in Lieu of Completion Bond](#) - 2 sheets
- 16 [Sanitary Sewer Inspection Memorandum](#) - 1 sheet
- 17 [Watermain Hydrostatic Testing Procedure](#) – 3 sheets

Project Name _____

Prepared by: _____ Date: _____



City of Elgin

SUBDIVISION FINAL ENGINEERING Engineering Submittal Checklist

Department of Public Works
Engineering Division
1900 Holmes Road
Elgin, IL 60123-1200
Phone 847/931-5955
Fax 847/931-5965

Subdivision Approval Checklist

The following items need to be approved and in the file prior to going to City Council for the final plat approval.

Item	Description	Date of Document	Date Last Revision	Date Received
1	<input type="checkbox"/> Final Engineering Plans Approved (refer to checklist)	_____	_____	_____
2	<input type="checkbox"/> Final Plat Approved (refer to checklist)	_____	_____	_____
3	<input type="checkbox"/> EOPC for infrastructure improvements including mass grading & soil erosion control and any offsite improvements	_____	_____	_____
4	<input type="checkbox"/> Surety in the form of cash, letter of credit or bond for 110% of the Estimate of Cost -- THE ORIGINAL DOCUMENT MUST BE IN HAND PRIOR TO HAVING THE FINAL PLAT ON THE AGENDA	_____	_____	_____
	Approval of Bonding Agent from Finance	_____	_____	_____
	Approval of Bond Format from Legal	_____	_____	_____
5	<input type="checkbox"/> Kane County Stormwater Approval (staff or consultant)	_____	_____	_____
6	<input type="checkbox"/> Metropolitan Water Reclamation District of Greater Chicago (Cook County) Watershed Management Permit (just notify applicant if development is in Cook County and make it a condition of approval)	_____	_____	_____
7	<input type="checkbox"/> IEPA Permits	_____	_____	_____
8	<input type="checkbox"/> Army Corp Permits (if applicable)	_____	_____	_____
9	<input type="checkbox"/> Review consultant fees up-to-date; or Escrow Account balance sufficient for outstanding invoices.	_____	_____	_____
10	<input type="checkbox"/> Subdivision Fee (3% of EOPC per Ord G37-13)	_____	_____	_____

Project Name _____

Prepared by: _____ Date: _____