



ENGINEERING CHECKLIST & TRANSMITTAL

Date Submitted: _____ Checklist for Permit #: _____

Applicant Name: _____ Phone: _____ Email: _____

Project Address: _____ Project Type: _____

General Contractor: _____ Phone: _____ Email: _____

Attachments: Copy of Permit Application Plat of Survey _____ Copies of Eng. Plans Other: _____

<input type="checkbox"/> Patio Installation/Expansion and/or Driveway Expansion	SUBMISSION REQUIREMENTS
<input type="checkbox"/> Plat of Survey must be submitted (<u>marked</u> to reflect any existing driveways, sidewalks and proposed installations).	
<input type="checkbox"/> Dimensions or Measurements are reflected on Plat of Survey for existing driveways, sidewalks and proposed installations.	
<input type="checkbox"/> Grading & Drainage Considered: Applies to projects that propose a new installation that exceeds 500 square feet, that includes excavation, clearing, filling or grading of a site that results in a change in elevation or a change in the volume, rate or direction of storm water runoff. (See "Site Grading & Drainage Ordinance Summary" on reverse side.) Run-off calculations & storm water detention are required for project a that adds greater than 500 square feet new impervious. __ YES: My project is > 500 square feet, therefore a drainage plan prepared by a Professional Engineer is required. __ NO: My project is < 500 square feet and existing grade will be maintained .	
<input type="checkbox"/> Proposed expansion does not exceed maximum driveway widths of 32 feet on private property, 18 feet at right of way and 24 feet at curb. (See "Understanding the Village Right-of-Way" on reverse side.)	
<input type="checkbox"/> Tree Preservation Considered: All trees exceeding 8 inches diameter and critical root zones must be reflected on plans. Tree Preservation Packet and Survey attached __ YES __ NO (See "Tree Preservation Ordinance Summary" on reverse side.)	

<input type="checkbox"/> Drainage Installation and/or Elevation Changes	SUBMISSION REQUIREMENTS
<input type="checkbox"/> Plat of Survey marked to diagram any excavations required to install drainage systems & connection of any downspouts and sump discharge points. All new and existing residential buildings whose additions increase the amount of property covered by buildings or modify downspouts and sump discharges must connect to the Village storm sewer system.	
<input type="checkbox"/> Grading & Drainage Considered: Applies to projects that propose a new installation that exceeds 500 square feet, that includes excavation, clearing, filling or grading of a site that results in a change in elevation or a change in the volume, rate or direction of storm water runoff. (See "Site Grading & Drainage Ordinance Summary" on reverse side.) Run-off calculations & storm water detention are required for a project that adds greater than 500 square feet of new impervious. __ YES: My project is > 500 square feet, therefore a drainage plan prepared by a Professional Engineer is required. __ NO: My project is < 500 square feet and existing grade will be maintained .	
<input type="checkbox"/> Tree Preservation Considered: All trees exceeding 8 inches diameter at breast height and critical root zones must be reflected on the plans. Tree Preservation Packet and Survey attached __ YES __ NO (See "Tree Preservation Ordinance Summary" on reverse side.)	

<input type="checkbox"/> New Single Family Homes and/or Additions	SUBMISSION REQUIREMENTS
<input type="checkbox"/> Grading & Drainage Plan must be submitted for projects that include excavation, clearing, filling or grading of a site that results in a change in elevation or a change in the volume, rate or direction of storm water runoff. (See "Grading & Drainage Ordinance Summary" on reverse side.) Run-Off Calculations (Site runoff volume, rate and direction) must be included in the drainage plan for existing and post construction conditions. Storm water detention is required for project that add > than 500 square feet of new impervious.	
<input type="checkbox"/> Site plan diagrams must show connection of all downspouts and sump discharges to the Village storm sewer system. All new and existing residential buildings whose additions increase the amount of property covered by buildings or modify downspouts and sump discharges must connect to the Village storm sewer system.	
<input type="checkbox"/> Site plan diagrams must show all required fencing and include applicable details. (i.e. security fencing, tree protection fencing and erosion control fencing.)	
<input type="checkbox"/> Site plan diagrams must show all required village service upgrades. (i.e. water service, sanitary service and storm service.)	
<input type="checkbox"/> Tree Preservation Considered: All trees exceeding 8 inches diameter at breast height and critical root zones must be reflected on the plans. Tree Preservation Packet and Survey attached __ YES __ NO (See "Tree Preservation Ordinance Summary" on reverse side.)	

Applicant has verified that all required documentation is included:

*Failure to address requirements will result in delay of completion of review.

Signature: _____

Date: _____

SITE GRADING AND DRAINAGE ORDINANCE (Summary of Municipal Code Chapter 6, Article 10, Sec. 6-61, Sec. 6-62, Sec. 6-63, Sec. 6-64 & Sec.16-17)

A Grading & Drainage Plan must be submitted for projects that include excavation, clearing, filling or grading of a site that results in a change in elevation or a change in the volume, rate or direction of storm water runoff. Required storm water drainage plans must address both existing and proposed storm water drainage conditions and drainage channels on the site and the location on the site of excavated soil to be stockpiled during construction. In particular, surface drainage patterns on the site during and after construction must be shown.

****Municipal Code requires all projects that include excavation, clearing, filling or grading of a site that results in a change in elevation or a change in the volume, rate or direction of storm water runoff to provide a Grading and Drainage Plan that is prepared by a Professional Engineer. **However, in efforts to minimize the cost burden on smaller projects (such as driveway expansions and patio installations), the Engineering Department will consider waiving this requirement if your project is less than 500 square feet, and provides for on site management of any runoff resulting from installation.** As all runoff and discharges must be released onto the site in a manner that provides positive drainage without adversely affecting adjacent properties. This 500 square feet limit is merely a guideline. Any locations with known or obvious drainage impact will require full compliance and provide a Site Grading and Drainage Plan as outlined by the Ordinance.

Components of a Site Drainage and Grading Plan:

- (1) Drainage Statement signed by Owner and Engineer.
- (2) A grading survey which shows the existing locations of any dry wells or storm sewer intakes; storm water runoff patterns and the location of any special flood hazard areas prior to demolition of any habitable building and before any grading of the site.
- (3) An engineered storm water drainage plan that shows the proposed drainage patterns before and after construction. Runoff Calculations (Site runoff volume, rate and direction) must be included in the drainage plan for existing and post construction conditions.
- (4) The grades at the top of, and adjacent to, the foundation;
- (5) The property lines;
- (6) The location of all downspouts (and sump discharges) and their connection to the storm sewer serving the property;
- (7) Downspout discharges and overland flow routes as applicable;
- (8) Overland flow path(s) and emergency overflow route(s); and

SITE MANAGEMENT ORDINANCE (Summary of Municipal Code Chapter 6, Article 11)

The applicant shall submit a site plan for approval depicting the location of the security fencing, erosion control fencing "type B" and the tree protection fencing on the construction site at the same time as plans are submitted for permit approval for the site.

Once your plan is approved, the applicant shall maintain the site and adjoining public ways and public property in a safe and clean condition, including, but not limited to, compliance with the minimum standards and requirements set forth in the approved engineering plans.

TREE PRESERVATION ORDINANCE (Summary of Municipal Code Chapter 21 Article 4. Tree Preservation)

The Village of Deerfield is committed to preserving our trees, while allowing for reasonable improvement of land within the Village, it is stated public policy of the Village to maintain, to the greatest extent possible, existing trees within the Village and to add to the tree population within the Village, where possible.

The removal of trees or damage of a critical root zone (CRZ) greater than 20% requires mitigation as determined by the Village Forester. Protected Trees and Public Trees shall be mitigated by either planting replacement trees or by payment of a mitigation fee at the rate specified in the Annual Fee Ordinance (\$125.00 per caliper inch), considering the size, condition rating and species rating of the trees requiring mitigation.

DEFINITIONS

Protected Tree: All Public Trees without regard to DBH, and any Healthy Tree located on a Site that is either: (i) a Tree having a diameter at breast height (DBH) of eight inches (8") or greater; or (ii) a multi-stem Tree having an aggregate total of fifteen inches (15") DBH or greater.

Diameter at Breast Height (DBH): Measurement for Trees other than nursery stock. The diameter of a Tree measured at four and one-half feet (4.5 ft.) above the existing ground line.

Critical Root Zone: The area inscribed by an imaginary circular line on the ground beneath a Tree having as its center point the center of the trunk of the Tree and a radius equal to one foot (1') for every one inch (1") of trunk diameter (DBH).

Mitigation: The required replacement of Protected Trees on a Site that are damaged or removed during demolition, lot redevelopment, lot improvement, or on an ad hoc basis, or of Public Trees in the public ways or on public property adjacent to a Site that are damaged or removed during demolition, lot redevelopment, lot improvement, or on an ad hoc basis, in accordance with the evaluation of the Village Forester and mitigation formulas set forth in this Ordinance and the Administrative Manual.

Tree Survey: A document consisting of text and graphics that includes the tag number and location of all live Protected Trees on the Site or on adjacent properties that are within ten feet (10') of the property line of the Site or that have a critical root zone extending into the Site. The tree survey shall also include all Public Trees in the right-of-way adjacent to the Site and all Public Trees that may be impacted by the construction.

The removal of trees or damage of a critical root zone (CRZ) greater than 20% requires the preparation of a Tree Survey in addition to the completion & submission of pages C1-C4 of the Tree Ordinance Administrative Manual.

The Village has created a Tree Administrative Manual which is available on-line (www.deerfield.il.us) that provides homeowners and developers with the process for tree removal in the Village of Deerfield.

UNDERSTANDING THE VILLAGE RIGHT-OF-WAY (R.O.W.)

What is the "public right-of-way"?

It is Village-owned land used for vehicular and pedestrian traffic, as well as utility lines. Sidewalks, roadway, any land between the sidewalk and the street, even driveway approaches/aprons are all on Village land (although homeowners are responsible for mowing grass and removing snow on some of it). The right-of-way runs anywhere from 30-50 feet on either side of the street's centerline. The right of way is best determined by reviewing your property's plat of survey. Your plat of survey will reflect the distance from your building structure to the public right of way.

Can I have private items in the right-of-way?

Outside of driveway approaches, common private items found in the right-of-way are items such as: in-ground sprinkler systems and electric "invisible" dog fences. Items such as these that are not allowed within the R.O.W. without filing a "Hold-Harmless Agreement" with the Building Department. This document certifies the homeowner's understanding, that damage to these items (as a result of Village repairs to utilities or infrastructure) the Village is not liable for repairs or replacement of such items.