

**NORTHBROOK DEPARTMENT OF DEVELOPMENT & PLANNING  
ENGINEERING SUBMITTAL GUIDELINES FOR:  
RESIDENTIAL DEVELOPMENT  
(NEW SINGLE-FAMILY ADDITION UNDER 400 SF NEW IMPERVIOUS)  
Revised Fall, 2011 (Page 1 of 2)**



This handout has been prepared by Development and Planning Services staff in order to confirm applicable requirements concerning site drawing requirements for proposed residential development within the Village. Please be advised the subsequent information defines the minimal submittal requirements concerning the subject improvement and additional provisions may be warranted following a thorough review by staff.

**SITE PLAN/PLAT OF SURVEY:**

- Dated site plan/plat drawn at a specified engineering scale (1"=10', 1"=20', etc.) with north arrow and name, address, and contact information of plan preparer.
- Pre-existing building footprint along with all other existing hard surfaces delineated (i.e. driveway, patio, service walk, pool, shed, etc.)
- Existing mainline utilities (Storm, Sanitary, Water) including direction of flow, rim/invert elevations, etc.
- Miscellaneous utility features within right-of-way (manholes, fire hydrants, street lights, utility poles, transformers, junction boxes, pads/pedestals, etc.)
- Roadway Features (material composition, delineation of edge-of-pavement/curb, applicable elevations, etc.)
- Existing Easements referenced
- Applicable front, rear, side yard setback dimensions
- Size/type of all trees 6" dia. or greater on the subject property, right-of-way and 25' into neighboring properties.

**GRADING FEATURES:**

- Proposed Building Footprint along with applicable hard surface (i.e. driveway, patio, service walk, pool, shed, etc.)
- Top-of-Foundation (T/F) or Top-of Slab (T/S) of new addition. Top-of-Foundation for both neighboring properties.
- If a proposed driveway is within three-feet of a common property line the installation of a barrier curb will be required.

**UTILITY SERVICE FEATURES:**

- Location of proposed 1 1/2" diameter Type "K" copper water service along with B-Box location being situated between the fronting property line and sidewalk, within the public right-of-way
- Given the proposal of any new deep basement/crawlspace, it is required that the new daintile/sump pump system be directly connected into a Village storm sewer by way of a 4" diameter PVC SDR 26 sump pump discharge line. This must be shown in detail on the plan.
- All applicable tree preservation measures (mulching, root pruning, auger/boring, etc.) as specified by Village Tree Preservation Officer, Mark Cacioppo (847/664-4058)
- Confirmation of all applicable IEPA requirements (vertical/horizontal separation of water main)

**CONSTRUCTION DETAILS**

- All applicable Village standard details (all details available at [www.northbrook.il.us](http://www.northbrook.il.us))

**GENERAL NOTES**

The following general notes must be shown upon the site plan:

- All excavated soil/materials not to be used for backfill will be immediately removed from the site. No on-site stockpiling of excavated materials will be allowed, with the exception of topsoil for final grading purposes.
- No alteration of the existing ground elevations in order to maintain the existing drainage pattern and ensure that all tributary areas from adjacent lots will continue to drain into the subject site.
- All disturbed parkway lawn areas within the public right-of-way will be restored with 6" of pulverized topsoil & sod and all damaged portions of public sidewalk are to be replaced with 5" PCC Class SI over a 3" CA-6 base within five (5) calendar days of disturbance, weather permitting. All sod must be watered as required to sustain growth.
- The Contractor will provide tree protection in accordance with the approved Tree Preservation Plan for all parkway, front yard and any landmark trees that are within the limits of the proposed work, access to the site, storage of materials, etc.
- Refer to the approved Zoning Application for all set-back dimensions
- Downspouts shall be directed to the front and rear of the residence only and not extend more than 5' from the structure.

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**FLOODPLAIN DEVELOPMENT:**

- Please be advised that if development is proposed within the limits of the floodplain, a site plan performed by a State licensed Civil Engineer will be required.

**MISCELLANEOUS:**

*Impervious Coverage Calculations*

- Detailed impervious coverage calculations provided in a tabular format of both existing and proposed conditions with delineation of the resulting net increase
- Proposed impervious coverage calculations for the front yard are also required. The front yard is defined as the portion of the lot between the front property line and the recorded building line. A maximum impervious coverage of 30% is allowed for the front yard.

*Pre-Notification to Affected Residence*

- Approved building permits require submitting a copy of a notification letter to all affected properties which will be impacted by the proposed off-site utility service connections. The notification letter must contain contact information (name, address & phone number(s)) for the owner & general contractor, define the work and specify immediate backfilling following completion and final restoration within five (5) calendar days, weather permitting. In addition, written notification of work at least 10 days in advance to affected residents shall still apply. A sample letter is available upon request.

**ENGINEERING DEPT. DISCLAIMER:**

**Please be advised that the Village of Northbrook is not responsible in either determining or confirming what other permitting authorities (i.e. Mission Brook Sanitary District, CCHD, IDOT, MWRDGC, IEPA, IDNR, USACOE, FPDCC, etc) may warrant in regards to the proposed improvement. This is the sole responsibility of the permittee. In addition, it must be understood that the approval by such outside permitting authority may be contingent upon Village approval of the subject permit.**

*Please contact Civil Project Engineer, Jim Baxa at 847/664-4056 concerning any questions regarding the above information.*