

VILLAGE OF NORTHBROOK

DEPARTMENT OF DEVELOPMENT & PLANNING SERVICES AND PUBLIC WORKS DEPARTMENT

SUBMITTAL GUIDELINES: COMMERCIAL DEVELOPMENT

Revised: Spring 2023 (Page 1 of 2)

This handout has been prepared by Engineering Division staff to convey applicable requirements for engineering drawings for proposed Commercial Development within the Village. Please be advised the subsequent information defines minimal drawing submittal requirements concerning the subject improvement and additional provisions may be warranted following a thorough review by staff.

GENERAL PLAN REQUIREMENTS:

- Digital copy in PDF provided
- Drawings sealed by a Professional Engineer
- Name, address, and telephone number of plan preparer shown on drawings
- Project Location/Street Address shown
- Scale no less than 1" = 10' and no greater than 1" = 50'
- North arrow, date, and scale bar on all appropriate plan sheets
- Title block information is filled in (i.e., project name, location, page number, etc.)
- NAVD 1988 Datum benchmark and location
- Easements, agreements, plats, legal document review
- Tree removal and protection plan
- Northbrook Standard Detail Checklist

PERMITTING:

- Cook County Department of Transportation and Highways (CCDOTH)
- Illinois Department of Transportation (IDOT)
- Illinois Environmental Protection Agency (IEPA)
 - Water Supply Construction
 - Sanitary Sewer - with population equivalency of 15 or greater
 - Stormwater ILR10
- Metropolitan Water Reclamation District of Greater Chicago (MWRDGC)
 - Watershed Management Ordinance (WMO)
- North Cook County Soil & Water Conservation District (NCCSWCD)

WATER SYSTEM:

- Fire protection flow evaluation.
- Water main protection in accordance with IEPA.
- Minimum 12-inch clearance from other utilities.
- Water main material specification.
- Tracer wire with access boxes.
- Fire hydrants within 150 feet of residential property.
- Fire hydrants within 100 feet of commercial fire department connection.
- Fire hydrant spacing not to exceed 300 feet.
- Locations and elevations for fire hydrants, valve vaults, and valve boxes.
- All valves in vaults.
- Valve spacing not to exceed 1,200 feet.

SANITARY SEWER:

- Available capacity of existing sewer confirmed.
- Sanitary sewer shown with diameter, material, lineal footage, and slope.
- Sewer pipe shall be SDR26 PVC with minimum 4-foot cover. Ductile iron if shallower.
- Sanitary manholes shown with rim elevations and pipe inverts.
- Sanitary manhole spacing not to exceed 400 feet for pipe 15 inches or less diameter.
- Drop manholes to conform to detail.
- Inspection manholes as required and approved by MWRDGC.
- Connection detail to existing public sanitary sewer shown.
- Sanitary sewer lateral shown with diameter, material, lineal footage, slope, and clean-outs.

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STORM WATER DRAINAGE SYSTEMS:

- Stormwater report including complete hydrologic and hydraulic analysis all sewer and detention facilities.
- Storm sewer shown with diameter, material, lineal footage, and pipe slope.
- Sewer pipe shall conform to IDOT SSRB requirements except CMP and VCP shall not be allowed.
- Storm inlets and manholes shown with rim elevations and pipe inverts.
- Positive building drainage and sewer pipe provided as necessary.
- Downspouts and sump discharge locations shown. Sewer connections in SDR26 PVC.
- Location of drainage courses, cross sections, and flow-line profile slope shown.
- Channels a minimum 30 feet from residential structures, measure from top of bank.
- Driveway culverts only permitted with no storm sewer system.
- Culverts sized for 25-year rain event, minimum 12 inch diameter, reinforced concrete pipe material.
- Detention basin location, required volume, side slopes, normal and high-water marks, release rates, and overflow routes.
- Protective guard rail or fencing required at drop-off locations.
- Willow tree removal required within 75 feet of storm facilities.

PAVEMENT:

- Street classification, pavement width, crown, structural number, and curb and gutter verified.
- Plan, profile, and cross sections checked at connection to existing pavement.
- Pavement section checked against minimum requirements for HMA or PCC.
- Sidewalk required both side of streets, 5 feet wide, and cross section per detail.
- Bicycle facilities per Master Plan.

ROADWAY LIGHTING:

- 2 sets of complete plans required for review and approval.
- Luminaire mounting height and light distribution Type verified.
- Illuminance values verified.
- Conduit location, size, and conductor plan provided.
- Conduit installed 2 feet behind curb.
- Ground wire required in all conduit.
- Cable runs shall not to exceed 400 feet without a hand hole.
- Hand holes shall be precast or cast in place concrete.
- Ground rods required at controllers or disconnect locations.
- Light pole foundation details provided.

PARKING LOT LIGHTING:

- Illuminance values verified.
- Glare shields as required.
- Post top not to exceed 15 feet in height.
- Wall mounted not to exceed 25 feet in height and maximum spacing of 4 times mounting height.

GRADING AND LANDSCAPING:

- Complete grading and landscape restoration plans are required.
- Tree and Shrub protection plan provided.
- Turf areas shall not exceed 30 percent grade.
- Sod required in area over 20 percent grade.
- Stream preservation and maintenance plan required when applicable.
- 6 inches topsoil required.
- Native planting areas to conform to requirement in Appendix

BUILDING & DEVELOPMENT DEPARTMENT 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 Project Engineer, Jim Baxa at 847/664-4119 concerning any questions regarding the above information