

DEVELOPMENT & PLANNING DEPARTMENT SITE PLAN CHECKLIST FOR SWIMMING POOL OR SPA IMPROVEMENTS RESULTING IN MORE THAN 400 S.F. INCREASED IMPERVIOUS COVERAGE.

June 2020

THIS CHECKLIST has been prepared by Building & Development Department Staff to assist residents, design professionals and contractors with the our Pool Permit issuance process and **MUST BE TURNED IN WITH THE COMPLETED SITE PLANS.** This will hopefully minimize the potential plan review delay due to an incomplete submittal. Our review can not begin until the minimum site plan requirements listed below have been provided:

- ___ 1. Dated Site Plan drawn at a specified engineering scale (1"=10', 1"=15', or 1"=20' only) with north arrow and the name, address & phone number of plan preparer. The addresses of the subject and adjacent properties also need to be included.
- ___ 2. Provide the elevation and description of the benchmark utilized for plan. The FEMA datum should be used for all properties located either entirely, or partially in the regulatory floodplain.
- ___ 3. Include existing and proposed ground contours within the rear yard and 25' into the side yard at one foot intervals and spot elevations at rear lot corners and at twenty-five foot (25') intervals extending at least 25' into adjacent properties with enough detail to show the existing and proposed drainage patterns.
- ___ 4. Adequate swales must be provided to direct the runoff to the public right-of-way and/or an existing drainage structure. **Please be advised that if existing storm water infrastructure does not exist within the rear yard, the implementation of a drainage system may be warranted in order to adequately mitigate the resulting runoff. If this is not feasible, the incorporation of storm water detention on-site may apply.**
- ___ 5. Provide minimum dimensions from the pool deck perpendicular to all property lines. Also, provide dimensions for all impervious surfaces in sufficient detail for the Village to verify the accuracy of impervious coverage calculations.
- ___ 6. Include all drainage and utility easements on the subject property as well as all building setback lines. In addition, include a note that specifies to refer to the approved Zoning Application for all setback dimensions.
- ___ 7. Indicate the construction access route and equipment and material storage sites to be used during construction.
- ___ 8. Indicate the locations of manholes, fire hydrants, street lights, curbs, sidewalks, utility poles, transformers, junction boxes and pads/pedestals that could be impacted by access to; material storage for; or construction of the proposed improvements.
- ___ 9. Include the location, size & type of all trees 6" or greater on the subject property.
- ___ 10. Provide the size and location of sanitary & storm sewers, water mains, power poles with overhead utility lines and open ditches located in any easement on the subject property.
- ___ 11. Include the existing structure footprint, fences and the outline of all driveways, service walks, patios & decks.
- ___ 12. Include existing and proposed impervious coverage area calculations (both as a numeric value & percentage) for the entire lot. This information must be provided in a tabular format. Ordinance Nos. 93-49 and 93-50 require a fee for any increase of the impervious area on real property within the Village.
- ___ 13. Include a note to specify that 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.
- ___ 14. Include a note to specify that all disturbed parkway lawn areas will be restored with six inches (6") of topsoil & sod and any damaged portions of public sidewalk will be restored with 5" PCC Class SI over a 3" CA-6 base within five (5) days of completion of work in said areas, weather permitting. All sod must be watered as required to sustain growth.
- ___ 15. Include a note to specify the installation of silt control fencing around the perimeter of areas that will be disturbed by construction prior to commencing work and include a detail to ensure proper installation.
- ___ 16. Include a note to specify that and inspection must be made with the Public Improvements Inspector. Call 847-664-4050 at least 48 hours in advance to schedule inspections for all proposed storm sewer pipe & related drainage structures, driveway & patio work and lawn grading work.
- ___ 17. Include the FIRM zone, the limits of the regulatory floodway and/or flood fringe as scaled from the N.F.I.P. Floodway Map, 100 year base flood elevation, lowest floor elevation and the critical water entry elevation for **all properties located either entirely, or partially in the regulatory floodplain.** A Floodplain Development Permit will also be required for all properties located either entirely or partially in the regulatory floodplain.

Additional questions may be answered by contacting the Engineering Review at 847-664-4119. **Please submit four (4) copies of the Site Plan and one (1) copy of the Plat of Survey along with your Pool Permit application to be forwarded to the Building & Development Department.**