Village of Addison

Department of Community Development

BUILDING • CODE ENFORCEMENT • ENGINEERING • ZONING

Engineering Permitting Requirements

General Requirements for Residential Permits (Single and Multiple Family)

- Two (2) Plats of Survey as specified below
- Two (2) Engineering Site Plans as specified below
- Plans to engineering scales of 10 or 20
- North to top of page whenever practicable
- ALL submissions to be on 11" by 17" to 24" by 36" paper
- ALL proposed improvements to be superimposed on a recent plat of survey / topographic survey

Properly Submitted Plats of Survey are to Include:

- Plat of Survey
  - ☐ Common address
  - ☐ North heading
  - ☐ Legal description
  - ☐ Lot dimensions, scale, and bearings
  - ☐ Front, rear, and side yard setbacks for its zoning
  - ☐ Location of all public utilities, drainage, or other easements
  - ☐ Right of way location and street name(s)
  - ☐ Existing above ground features (buildings, pavement, curb, patio, deck, fences, etc…)
  - ☐ Business name and address, surveyor seal, signature, and date
  - ☐ Certification that the survey conforms to the current Illinois minimum standards for a boundary survey

Properly Submitted Engineering Site Plans are to Include:

- Existing Conditions / Topographic Survey
  - ☐ Existing trees & sizes, hydrants, manholes, catch basins, street lights, signs, utilities, etc...
  - ☐ Existing underground improvements (water main, sanitary sewer, storm sewer, etc...)
  - ☐ Existing water and sanitary sewer service stubs/connections
  - ☐ Existing water b-box and sanitary clean out locations

- ☐ Existing culverts, ditches, swales, underground storage tanks, septic fields, etc…
- ☐ Existing pavement, walkways, curb, drainage structures, and other hard surface elevations
- ☐ Existing adjacent top of foundation elevations with adjacent dirt grades
- ☐ Existing contours at one foot intervals (half foot if very flat) and extended onto adjacent properties with enough coverage to show existing drainage patterns
- ✸ If proposed project site is completely unimproved (e.g. formerly unincorporated property), then a full topography showing all existing features and drainage patterns on the subject property and reasonably onto adjacent properties must be submitted by an Illinois Registered Land Surveyor or Professional Engineer

● Proposed Site Improvement Plan

▶ Site Geometry

- ☐ Improvements above and below ground
- ☐ Type of underground facility (slab, crawl, basement, look-out, walk-out, etc...)
- ☐ Exterior access to basement
- ☐ Exterior foundation dimensions
- ☐ Structure overhang limits (chimneys, balconies, bays, eaves, etc…)
- ☐ Paved/impervious surfaces (curb, driveway, stoops, walkways, patio, etc…)
- ☐ Nearest distance of structure to each property line
- ☐ Show no encroachments into easements and only allowable yard encroachments
- ☐ Any chimney (cantilevers included, specify) and its distance to nearest property line

▶ Drainage, Grading and Contours (also see *Limits* on the last page)

- ☐ Elevations of top of foundation and garage floor at overhead door
- ☐ Elevations and locations of foundation steps, brick ledges, or siding drops
- ☐ Adjacent dirt grades at various corners of the foundation wall
- ☐ Elevation of the lowest point of surface water entry in foundation wall
- ☐ Driveway and Apron slope
- ☐ Top of curb depression at driveway apron flare
- ☐ Elevations at all property corners and drainage breaks, plus swale details
- ☐ Contour lines at one foot intervals (half foot if very flat) matching proposed subdivision plan or existing contours of adjacent properties already improved
- ☐ Show from which direction offsite tributary runoff will come and how it will be accommodated in the plan, if applicable
- ☐ Show proposed direction of storm water runoff with directional arrows
- ☐ Show any deviations from an "Approved" subdivision grading plan
- ☐ Show retaining walls and top of wall and bottom of wall elevations
- ☐ Show how grading plan is to accommodate existing tree base grades

- ☐ Location of sump discharge and gutter down spouts
- ☐ Adjustment of b-boxes or manholes to proposed grades

▶ Water, Sanitary, and Storm Improvements

- ☐ Location of existing/proposed water and sanitary sewer service connections
- ☐ Location of water b-box, b-boxes to be located at least 2 feet outside of any paved area and typically in the parkway from 7 to 10 feet from the front property line
- ☐ Location of any required sanitary clean outs at pipe bends
- ☐ Water service to be directionally bored when crossing paved surfaces (i.e. street)
- ☐ Water service to be minimum 1" type K copper
- ☐ Sanitary service to be augered and hard cased when crossing paved surfaces
- ☐ Sanitary service to be 6" PVC-SDR26 and minimum 1% slope.
- ☐ Any new storm structures, pipe, and its rim and invert elevations
- ☐ Proposed driveway culvert to be fitted with flared end sections with the top of the opening a minimum 4 feet from the edge of the driveway apron
- ☐ Any relocation of any obstruction to the driveway (trees, hydrants, poles, etc...)

▶ Erosion and Sediment Control Measures, Tree Preservation

- ☐ Protect adjacent areas from sediment accumulation by installing silt fence along the perimeter of property and establishing approved ground cover as soon as possible
- ☐ Protect all inlets and catch basins tributary to the site from sediment accumulation with silt fabric between the frame and grate, straw bales if appropriate, or drop in inlet sediment protectors
- ☐ Provide 3-inch rock graveled ingress/egress to the site for a distance of 45 feet
- ☐ Mark all trees to be removed or saved
- ☐ Protect all trees to be saved with preservation fencing
- ☐ Protect all desirable parkways with preservation fencing

▶ Documentation

- ☐ Provide Project Parcel Identification Number (PIN)
- ☐ Provide any new easements required for utilities and drainage
- ☐ Calculate impervious and pervious areas, existing and proposed
- ☐ All property corners are to be set with iron pipes if not existing
- ☐ One project benchmark and one site benchmark within 300 feet of proposed improvements
  - ☐ As it becomes more widespread, elevations are to be based on DuPage County GPS base station datum, NAVD 88, and tied to the Village of Addison datum via a conversion/adjustment
  - ☐ Presently, elevations tied to Village of Addison datum, NAVD 29, and relative to adjacent surroundings

- ☐ Projects determined to be located within the floodplain are to use DuPage County datum as discussed above or from established DuPage County benchmarks

☐ Provide the nearest Base Flood Elevation, 1% Annual Chance Flood Event and the approximate distance to it. Use the Flood Insurance Rate Maps, Effective December 16, 2004, available from the DuPage County website,

▶ Limits (utilities, grading, driveway size, and other)

- ☐ Driveway slope is to be greater than 2% but less than 8%
- ☐ Maintain 6 foot minimum distance from edge of drive to nearest edge of any obstruction
- ☐ Public walk and parkway to be pitched to street at 2%
- ☐ All yards to slope a minimum 2% away from the foundation of the structure for a minimum distance of 15 feet
- ☐ All swales to have a minimum 2% slope
- ☐ Side yard slopes to not exceed 20% or 5:1
- ☐ Rear yard slopes to not exceed 20% or 5:1
- ☐ Maximum driveway width as specified by zoning requirements for 1, 2, 3, or more car attached and detached garages
- ☐ Driveways to have 3 to 5 foot flares for a distance of 10 feet
- ☐ Parkway trees to be installed every 40 feet of lot frontage or at least one per lot/unit, a minimum 2.5 inches diameter with 6 foot tall branches, and approved by Public Works
- ☐ Location of parkway trees as specified in the Subdivision Control Ordinance