

Village of Glen Ellyn

Site Development (Grading) Plan and Final Grading (Occupancy) Survey Review Process

Please Note:

Incomplete plans will be rejected. Submittals must include all information as listed on the Site Development (Grading) Plan and Final Grading (Occupancy) Survey Guidelines (attached).

The narrative that follows is intended to present a brief summary of the Site Development (Grading) Plan and Final Grading (Occupancy) Survey Review Process. It is not intended to be a substitute for the Ordinances adopted by the Village and the County. The developer and his design professionals are required to be familiar with the related Village and County Ordinances.¹ The Review Process contains two separate submittals: (1) Site Development (Grading) Plan; and (2) Final Grading (Occupancy) Survey.

If a Site Development (Grading) Plan and Stormwater Management Permit is required, Section 4-7-2 of the Village Code establishes the requirements. A Stormwater Management permit is required "...before any land within the Village of Glen Ellyn is cleared, graded, transported, filled, excavated, substantially improved upon, altered or otherwise disturbed for purposes including but not limited to: the construction, alteration or substantial improvement of a building(s); development of golf courses, tennis courts, basketball courts, parking lots or other hard surface thereon; grading in such manner as to raise the grade of the same site, lot or parcel, higher than any point...and the construction of roads and streets." Additional examples include:

1. a new home is constructed;
 2. a new home is constructed on a lot following demolition of an existing home;
 3. new construction of a commercial building, apartment complex, church, etc.;
 4. renovation, reconstruction of a parking lot, drive, etc.
 5. Any excavation, fill or disturbance of ground cover. (In certain cases such excavation, fill or disturbance of ground cover of less than 5,000 square feet in area may be exempt from the submission, not the permitting, requirements of the Village Grading Ordinance.)
- A. Submitting Site Development (Grading) Plans: The following shall be submitted for review to the Building and Zoning Division: five (5) copies of the Site Development (Grading) Plan with the Engineer's Certification and seal affixed; the DuPage County Stormwater Permit Application, completed; and the Engineer's estimate of cost for Grading/Soil Erosion Control. The Grading Plan must include all items detailed on the Site Development (Grading) Plan Guidelines included in this packet. The Building and Zoning Division accepts complete submittals only, and all submittals are forwarded to

either the Consulting Engineer or the Village Engineer. Site Development (Grading) Plan Review letters will be copied to all appropriate parties.

- B. Re-submitting Site Development (Grading) Plans: The procedure for routing Site Development (Grading) Plans remains the same as above if any revisions are required. All re-submittals must be processed through the Building and Zoning Division. Phone inquiries, regarding the Site Development (Grading) Plan, from the applicant's Engineer, may go to the Reviewing Engineer.
- C. Site Development (Grading) Plan Approval: Approved Site Development (Grading) Plans, the Review Letter and the approved DuPage County Stormwater Management Permit will be returned to Building and Zoning Division. The Review Letter will also be copied to all appropriate parties.

(Please Note: In addition to the Site Development (Grading) Plan Review, the Building and Zoning Review, Fire Protection Review, Public Works Utility Review and Tree Preservation Review must be approved prior to the issuance of a Building Permit. The Building and Zoning Division will contact the applicant when all reviews are approved and the Building Permit is ready to be picked up.)

- D. Construction: After the Building Permit has been issued, inspections will be made by the Village to determine compliance with Village ordinances, the DuPage Countywide Stormwater and Flood Plain Ordinance, and any special conditions of the issued permit. All erosion and sediment control notes on the plans are special conditions of the Building Permit.
- D. Final Grading (Occupancy) Survey: 5 days in advance of the final inspection, a Final Grading (Occupancy) Survey must be prepared, indicating the final grading conditions for the project including all items on the Final Grading (Occupancy) Survey Requirements Guidelines included in this pamphlet. The same routing procedure is applied to the Final Grading (Occupancy) Survey as was applied to the Site Development (Grading) Plan prior to permit issuance.
- E. Temporary occupancy may be granted prior to Final Grading approval if the building passes final inspection. Temporary occupancy is granted for a period of 180 days, during which time permanent ground cover must be established and the Final Grading Plan must be approved. The Village will retain all security deposits until such time as the Final Grading Plan is approved. Failure to obtain Final Grading Plan approval during this period will result in a \$450 renewal fee.
- F. Final Grading (Occupancy) Survey Approval: Approved Final Grading (Occupancy) Surveys and the Review Letter will be returned to Building and Zoning Division. The Review Letter will also be copied to all appropriate parties.

1. Footnote

- Village of Glen Ellyn, Municipal Code, Section 4-7-1 to 4-7-14 (reproduced as Grading Regulations Ordinance No. 2533)
- Village of Glen Ellyn-Site Development (Grading) Plan Guidelines *
- Village of Glen Ellyn-Occupancy (Final Grading) Survey Guidelines *
- Village of Glen Ellyn Zoning Ordinance No. 3617-Z, Sections 10-6-1 to 10-6-7, Flood Hazard Land Use Regulations
- DuPage County Countywide Stormwater and Flood Plain Ordinance (Appendix F)
- DuPage County Technical Guidance for the DuPage Countywide Stormwater and Flood Plain Ordinance (Appendix E)

* Attached

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SITE DEVELOPMENT (GRADING) PLAN REQUIREMENTS

An acceptable Site Development (Grading) Survey shall not be in excess of 24" x 36" and must include the following:

1. Completed DuPage Countywide Stormwater Management Application, together with all submittals required by the DuPage County Stormwater Management Ordinance.
2. Benchmark reference, north arrow, scale, legend, permanent parcel number (P.I.N.) and date of preparation of the survey and any revisions. DuPage Countywide Stormwater Management Application/Permit Number should be on all resubmissions.
3. A. Existing and proposed elevations for property corners, the high or low points, or major break points on all lots lines and swales, to include spot elevations at the front and rear lines of the structure extended. Also top of curb elevations on lot lines extended. Show contours at a one-foot contour interval. Flat grading may require intermediate contour lines to define swales. Minimum allowable slope for all pervious areas is one percent (1.0%) and for all impervious areas is one-half percent (0.5%). Show existing structures and vegetation including trees six (6) inches or greater in size. Show window wells with rim elevations specified.
B. Tributary area map to the site required (DuPage County 2-foot topography) along with offsite flow calculations
4. The existing conditions on the adjacent lots within 100 feet of the subject parcel including existing or proposed top of foundation elevation where said foundation is or will be within 100 feet of the subject parcel.
5. The locations and rim elevations of all utility structures located within 100 feet of the subject parcel. All utility structures on the subject parcel must be raised to grade. Contact the Public Works Department at (630) 469-6756 for utility locations and sizes; and include the information on the revised plan.
6. All buildings, structures and setback lines including dimensions to all lot lines. Include the dimension between any impervious surface (driveway, sidewalk, etc.) and the property line.
7. Flood Plain limits and stormwater management facilities within 100 feet of the subject parcel. 100-year high water levels shall be noted for both. A statement regarding the presence of Flood Plain onsite shall be included referencing the current FEMA FIRM by number and effective date.
8. Location and dimensions of the specific storm or surface water drainage system to serve the site together with connections to offsite drainage facilities, including inverts of connection points.
9. Locations, sizes and material types of the sanitary and water service lines, including inverts of connection points of sanitary sewer, proposed B-box locations, and clearances between various underground utilities at crossings. Contact the Public Works Department at (630) 469-6756 for utility information, material and equipment specifications.
10. Locations and orientations of downspouts and sump pump discharges are required, as well as any associated underground piping and outlet points.
11. Locations, dimensions and materials of retaining walls and fences.

12. The plan must be in conformance with Section 15-116 of the DuPage Countywide Stormwater and Flood Plain Ordinance, and, the following Erosion Control Notes (as a minimum) must be added to the plans.
 - A. Sediment and erosion control devices shall be functional before land is otherwise disturbed on the site.
 - B. Vehicular access to the site shall be restricted to a gravel drive. Said Gravel drive shall be installed before any construction begins above the top of the foundation.
 - C. Any soil, mud or debris that is washed, tracked or deposited onto the street shall be removed before the end of each workday.
 - D. The surface of stripped areas shall be permanently or temporarily protected from soil erosion within 15 days after final grade is reached. Stripped areas not at final grade that will remain undisturbed for more than 15 days after initial disturbance shall be protected from erosion.
 - E. If a stockpile is to remain in place for more than three days, then sediment and erosion control shall be provided for such stockpile.
 - F. Storm sewer inlets shall be protected with sediment trapping or filter control devices during construction.
 - G. Water pumped or otherwise discharged from the site during construction dewatering shall be filtered.
13. Statement on the plan, signed and sealed by the developer's professional engineer, who must be registered in the State of Illinois, certifying that the development of the subject site in accordance with the site development plan will not increase the amount or rate of run-off so as to adversely affect the quality of surface water draining onto other properties and will not damage other properties.
14. A Grading/Soil Erosion Control and Stormwater Facilities estimates must be submitted for determination of the required Security. The estimates must include a detailed breakdown for the following.
 - A. Cost of installing and maintaining erosion control devices.
 - B. Cost of establishing sod on disturbed areas.
 - C. Maintenance of construction access to site.
 - D. Daily removal of sediment, debris, etc that reaches the public roadway.
 - E. Cost of any stormwater facilities including but not limited to dry well and storm sewer connections
15. Provide existing elevations on plan at the four locations described in the definition below and provide a table showing the four elevations and an average of the four. The average grade is calculated from the grade elevations at the four points where an imaginary line parallel to the front and rear yard setback lines and touching the proposed structure intersects the required side yard setback lines.
16. Tree Preservation Plan should be submitted with the Grading Plan. It can be combined with the Grading Plan. Utility conflicts with trees; especially parkway trees should be avoided.
17. For Class II or greater projects (except Class II projects under \$100,000), show any new or replacement of public sidewalks and/or driveway approach.

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FINAL GRADING (OCCUPANCY) PLAN REQUIREMENTS

(TO BE SUBMITTED AT LEAST 5 DAYS PRIOR TO THE FINAL BUILDING INSPECTION)

Submit five (5) copies of the Final Grading (Occupancy) Survey with at least one (1) being originally signed and sealed by a professional engineer to the Glen Ellyn Building Department. An acceptable Survey shall not be in excess of 24" x 36" and must include the following:

1. Benchmark reference, north arrow, scale, legend, permanent parcel number (P.I.N.) and date of preparation of the survey and any revisions. DuPage Countywide Stormwater Management Application/Permit Number should be on all resubmissions.
2. Show the following "As-Constructed" conditions:
Elevations for proposed corners, the high or low points, or major break points on all lot lines and swales, to include spot elevations at the front and rear lines of the structure extended. Also top of curb elevations on lot lines extended. Show contours at a one-foot contour interval. Flat grading may require intermediate contour lines to define swales. Minimum allowable slope for all pervious areas is one percent (1.0%). Minimum allowable slope for all impervious areas is one-half percent (0.5%).
3. The existing conditions on the adjacent lots within one hundred (100) feet of the subject parcel including existing or proposed top of foundation elevation where said foundation is or will be within one hundred (100) feet of the subject parcel.
4. The locations and rim elevations of all utility structures located within one hundred (100) feet of the subject parcel. All utility structures on the subject parcel must be raised to grade.
5. Locations and orientations of downspouts and sump pump discharges are required, as well as any associated underground piping and outlet points.
6. The location of the B-box.
7. Location of public sidewalk and/or driveway approach, installed per approved plan.
8. All setback lines including minimum dimensions from building and impervious surfaces to all lot lines.
9. Flood Plain limits within one hundred (100) feet of the subject parcel. Note that filling within the flood plain does not change the flood plain limits. They should remain where they were shown on the approved grading plan. A statement regarding the presence of Flood Plain onsite shall be included referencing the current FEMA Firm by number and effective date.
10. For any parcel in, or located within two hundred fifty feet (250') of a flood plain area established by the Federal Emergency Management Agency, an Elevation Certificate form on FEMA Form #81-31, provided by the Federal Emergency Management Agency, National Flood Insurance Program, shall accompany the occupancy survey. This form shall be filled out by the builder's registered professional engineer, architect or surveyor and shall include certifier's license number and his original seal. This certificate is required in addition to the certification Item 10 below.

Copies of these forms are available from the National Flood Insurance Program by calling 1 (800) 638-6620.

11. Any major deviations from the approved Site Development (Grading) Plan must be discussed by the developer's professional engineer.
12. Statement thereon by the developer's professional engineer, who must be registered in the State of Illinois, certifying that the final grading has been completed and complies with the approved final development/engineer plans. The statement must be signed and sealed by the engineer. Suggested form of certificate:
13. "I DO HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE LOT GRADING HAS BEEN COMPLETED SUBSTANTIALLY IN ACCORDANCE WITH THE APPROVED GRADING PLANS, AND THAT ANY DEVIATION FROM THOSE PLANS WILL NOT ADVERSELY AFFECT THE FUNCTIONING OF THE DRAINAGE SYSTEM.

DATED AT _____, ILLINOIS, THIS ____DATE OF _____,A.D.,
200____."