



Willowbrook

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MUNICIPAL SERVICES DEPARTMENT BUILDING DIVISION

GRADING AND UTILITY PLAN CHECKLIST

(Revised: 12/17/2021)

This checklist outlines the minimum content requirements for Site Improvement Plans submitted for an individual single-family home situated on one lot. Grading and Utility Plans will not be accepted by the Village Staff unless they contain all of the information itemized in this checklist. This checklist is intended to be used as a guide for the applicant and does not have to be submitted to the Village. The Plan shall be based upon a Plat of Survey that has been prepared within the past six (6) months or the applicant shall submit four (4) copies of a Plat of Survey prepared by an Illinois Professional Land Surveyor that has been prepared within the past six (6) months. The submittal shall contain four (4) copies of the Plan on a maximum sheet size of twenty-four inches (24") by thirty-six inches (36"), unless otherwise authorized by the Building Official, and shall be rolled, not folded.

A) Required Minimum Content

1. A title block located in the lower right-hand corner that includes the project name, job number, sheet number, date of preparation and latest revision date.
2. North arrow.
3. Graph scale (bar scale).
4. Legend clearly identifying all standard symbols indicated on the plan sheet.
5. Name, address, telephone number and seal of the Registered Professional Engineer who prepared the plans.
6. Show lot dimensions, delineate and describe the location and type of all existing and proposed easements.
7. Show the building footprint including any decks, driveways, patios, stoops and walkways.
8. Show dimensions from building corners to side, front and rear property lines to demonstrate conformance with required setbacks.
9. A permanent benchmark tied to USGS datum, DuPage County benchmark system / network.
10. Contour lines at one-foot (1') intervals referenced to USGS datum:
 - a. Existing contours to be shown as light dashed lines.
 - b. Proposed contours to be shown as heavy solid lines.

11. Top of foundation elevation with the finished grade adjacent to structure 0.5 feet below top of foundation.
12. The finished grade elevation immediately outside of each building corner shall be indicated.
13. Each foundation step is to be indicated and the corresponding top of foundation elevation included.
14. Drainage swales at a 2% minimum slope.
15. Maximum side yard slope of 4:1.
16. Topography of adjacent properties shown 20 feet beyond project site.
17. Spot elevations shown at break points and lot corners.
18. Drainage arrows along lot lines and wherever else appropriate.
19. Concrete retaining walls either precast or cast-in-place are required wherever a slope exceeds 3:1. Retaining walls shall be specifically located and noted on the plans. The Village reserves the right to require supporting calculations for the design of all retaining walls.
20. Sidewalks shall be in conformance with the current Village of Willowbrook Standard Specifications for the Design and Construction of Public Improvements" (Standard Specifications).
21. Driveway width and apron dimensions shall be shown.
22. Driveway slope: Minimum and maximum allowable vertical slopes shall be one percent (1%) and five percent (5%) respectively.
23. Erosion control shall be indicated / provided in conformance with the current Village Code.
24. Buffalo Boxes shall be located in the Right-of-Way nine feet (9') from the property line.
25. There shall be appropriate clearance between the watermain, sanitary sewer and storm sewer in accordance with the current Standard Specifications.
26. The Grading and Utility Plan shall show the location of all existing gas lines, electric lines, telephone lines, and cable television lines. It shall be noted if said lines are underground or overhead.
27. Show all storm and sanitary sewer lines and structures within twenty feet (20') of the lot, specifying all existing and proposed rim and invert elevations.
28. All proposed pipes shall indicate size, slope, length, and type of material. Joint specifications shall be noted.
29. Graphically depict all locations where trench backfill is required.
30. Show driveway culverts in conformance with the current Standard Specifications. Indicate inverts and finished grade elevations above the pipe. The minimum culvert size is 15" diameter.
31. Delineate all regulatory floodplain, floodway and wetlands on or adjacent to the site.
32. Identify the location of construction fencing within the property boundaries.
33. Identify the location of the required Portable Bathroom/Toilet Facility

B) Required General Notes

1. All public improvements shall be designed and constructed in accordance with the Village of Willowbrook "Standard Specifications for the Design and Construction of Public Improvements," latest edition, and Village Code.
2. Work within the Public Right-of-Way is subject to the specific approval of the Building Official & Public Works Foreman.
3. Permits shall be obtained from all outside governmental agencies having jurisdiction prior to the commencement of construction activities.
4. All structure adjustments shall be accomplished using only concrete rings or concrete brick with appropriate mastic or mortar.
5. Existing field tiles encountered during construction shall be either integrated into the site drainage system or redirected in a manner acceptable to the Building Official & Public Works Foreman. Any and all field tiles encountered shall be immediately reported to the Building Official or his designee.
6. Street trees shall be provided by the builder in accordance with the Village of Willowbrook Building Code.
7. The builder shall be responsible for all adjustments before and after Final Inspection, prior to final acceptance by the Village of Willowbrook.
8. The Village of Willowbrook must have 72 hours' notice prior to the initiation of construction activity.
9. The contractor shall contact J.U.L.I.E. (811 or (800) 892-0123) prior to any excavation work (include Section, Township, and Range numbers of property with note).
10. All utility lines shall be augured under street pavement unless specific approval is obtained from the Building Official & Public Works Foreman to open cut the street pavement. Contractor shall maintain pavement crossing cuts until final pavement restoration is accepted by the Building Official & Public Works Foreman.