

Title 16 – **APPENDIX**

Sections:

Appendix A	Schedule of Fees
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APPENDIX A

FEES – SCHEDULE

The following schedule of fees is established for the filing of applications and review of all subdivision plats, and for the inspection of subdivision and PUD construction:

**Filing Fees (payable when application is filed):**

Filing Fees are intended to cover the cost of providing information to the public about an application, distributing plans to City departments and other agencies, preparing agendas packets and minutes for the Plan Commission, City Council, and other applicable review bodies, and other administrative tasks.

The Subdivider shall pay the full filing fee for each category of petition or plan submitted as set forth in the following Fee Schedule. The fees set forth in the following fee schedule shall be in addition to those payable under any other provision of the St. Charles Municipal Code, as amended. Filing fees are payable upon filing of the application or petition.

1. Filing Fees for subdivisions and Planned Unit Developments that will be developed within the corporate limits of St. Charles:

Subdivision Concept Plan	No fee
Preliminary Plan of Subdivision (not a PUD)	\$500
Preliminary Plan of Subdivision or Re-subdivision of a parcel of less than 3 acres (not a PUD)	\$300
Subdivision Final Engineering Plan	\$300
Final Plat (Subdivision or PUD)	\$300
Final Plat Minor Subdivision	\$300
PUD Concept Plan PUD Preliminary Plan PUD Final Engineering Plan	In accordance with Title 17 of the St. Charles Municipal Code (See Chapter 17.04 and Appendix B)

2. Filing Fees for subdivisions that will be developed outside the corporate limits of St. Charles, within the 1½ mile jurisdictional area:

Concept Plan (review of county application)	No fee
Preliminary Plan of Subdivision, 5 or more lots, with new public road construction	\$300
Preliminary Plan of Subdivision, 1 to 4 lots, with new public road construction	\$200
Preliminary Plan of Subdivision or Re-subdivision, 1 to 4 lots, no new public road construction	No fee
Final Plat	\$300

(Ord. 2012-M-45 § 2.)

APPENDIX B

FINAL PLAT OF SUBDIVISION CERTIFICATES (AS REQUIRED) AND EASEMENT PROVISIONS

A. "SURVEYOR'S CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"This is to certify that I, \_\_\_\_\_ Illinois Land Surveyor No. \_\_\_\_\_, have surveyed and subdivided the following described property:

"Given under my hand and seal at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_."

Illinois Registered Land Surveyor

No. \_\_\_\_\_ "

B. "OWNER'S CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"This is to certify that the undersigned is the owner of the land described in the annexed plat, and that he has caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes therein set forth, and does hereby acknowledge and adopt the same under the style and title thereon indicated.

Also, this is to certify that property being, subdivided aforesaid, and to the best of the owner's knowledge and belief, said subdivision lies entirely within the limits of:

St. Charles Community Unit School District 303

\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_."

C. "NOTARY CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_, a notary public, in and for said county, in the state aforesaid, do hereby certify that \_\_\_\_\_, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners, appeared before me this day in person and acknowledged that they signed and delivered the annexed plat as their own free and voluntary act for the uses and purposes therein set forth.

"Given under my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_, at \_\_\_\_\_, Illinois.

\_\_\_\_\_  
Notary Public

D. "COUNTY CLERK CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_ County Clerk of Kane County, Illinois, do hereby certify that there are no delinquent general taxes, no unpaid forfeited taxes and no redeemable tax sales against any of the land included in the annexed plat.

"I further certify that I have received all statutory fees in connection with the annexed plat.

"Given under my hand and seal at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

\_\_\_\_\_  
County Clerk

E. "CERTIFICATE AS TO SPECIAL ASSESSMENTS  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installments thereof that have not been apportioned against the tract of land included in the plat.

\_\_\_\_\_  
Collector of Special Assessments

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_."

F. "COUNTY ENGINEER'S CERTIFICATE

"This plat has been approved by the Kane County Engineer with respect to roadway access to \_\_\_\_\_ pursuant to ILCS Chapter 765 Paragraph 205/2.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_."

County Engineer

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, .D. 20\_\_\_\_."

G. "PLAN COMMISSION CERTIFICATE  
STATE OF ILLINOIS )  
CITY OF ST. CHARLES ) ss.

"Approved this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

CITY OF ST. CHARLES PLAN COMMISSION  
\_\_\_\_\_  
Chairman

H. "DIRECTOR OF COMMUNITY DEVELOPMENT (or Designee)  
CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_, do hereby certify that the required improvements have been installed, or the required guarantee bond has been posted for the completion of all required land improvements.

\_\_\_\_\_  
Director of Community Development

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_."

I. "CITY COUNCIL CERTIFICATE  
"Approved and accepted this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_."

CITY COUNCIL OF CITY OF  
ST. CHARLES, ILLINOIS

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_"  
City Clerk

J. "SPECIAL FLOOD HAZARD AREA CERTIFICATE  
"This is to certify that the parcels included in this record of deed {are/are not} located in the Special Flood Hazard Area identified for the {City/village/county} of \_\_\_\_\_, Illinois by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No. \_\_\_\_\_ Dated \_\_\_\_\_, 20\_\_\_\_.

Illinois Registered Land Surveyor

No. \_\_\_\_\_ "

K. "MORTGAGEE'S CERTIFICATE  
Accepted and approved by \_\_\_\_\_, as Mortgagee.  
Dated at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_ .

By:

Attest: \_\_\_\_\_ "

L. "ILLINOIS DEPARTMENT OF TRANSPORTATION  
STATE OF ILLINOIS )  
CITY OF ST. CHARLES ) ss.

This plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant of Section 2 of "An Act to revise the law in relation to plats, " as amended. A Plan that meets the requirements contained in the Department's "Policy on Permits for Access Driveways to State Highways" will, be required by the Department

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

By: \_\_\_\_\_

M.

<p>Please return the recorded Mylar to:</p> <p>City of St. Charles 2. E. Main Street St. Charles, IL 601714</p>
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**PUBLIC UTILITY EASEMENT PROVISIONS**

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO ALL PUBLIC UTILITY COMPANIES OF ANY KIND OPERATING UNDER FRANCHISE GRANTING THEM EASEMENT RIGHTS FROM SAID CITY OF ST. CHARLES, INCLUDING BUT NOT LIMITED TO, AMERITECH AND NICOR AND TO THEIR SUCCESSORS AND ASSIGNS(HEREIN COLLECTIVELY REFERRED TO AS "GRANTEES"), IN, UPON, ACROSS, OVER, UNDER, AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "PUBLIC UTILITY EASEMENT" ON THE PLAT OF SUBDIVISION HEREON DRAWN FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING ABOVE GROUND AND UNDERGROUND ELECTRICAL SYSTEMS, CABLE TELEVISION, COMMUNICATION, GAS, TELEPHONE OR OTHER UTILITY LINES OR APPURTENANCES, SANITARY AND STORM SEWERS, DRAINAGE WAYS, STORM WATER DETENTION AND RETENTION, WATER MAINS AND ANY AND ALL MANHOLES, HYDRANTS, PIPES, CONNECTIONS, CATCH BASINS, BUFFALO BOXES AND WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH PUBLIC UTILITY SERVICE TO ADJACENT AREAS TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREIN FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK. THE RIGHT IS ALSO HEREBY GRANTED TO SAID GRANTEES TO CUT DOWN, TRIM, OR REMOVE ANY TREES, SHRUBS, OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SAID UTILITY INSTALLATIONS, WITHOUT LIMITATION, IN, ON, UPON OR ACROSS, UNDER, OR THROUGH SAID EASEMENTS. IN THE EVENT UTILITY MAINTENANCE IS PERFORMED WITHIN THE UTILITY EASEMENT, THE CITY OF ST. CHARLES WILL HAVE NO OBLIGATION WITH RESPECT TO SURFACE RESTORATION INCLUDING, BUT NOT LIMITED TO, THE RESTORATION, REPAIR, OR REPLACEMENT OF ANY LANDSCAPING PROVIDED, HOWEVER, THE GRANTEES SHALL BE OBLIGATED FOLLOWING ANY SUCH WORK, TO BACKFILL AND MOUND SO AS TO RETAIN SUITABLE DRAINAGE, REMOVE DEBRIS, AND LEAVE THE AREA IN GENERALLY CLEAN AND WORKMANLIKE CONDITION. NO PERMANENT BUILDINGS OR TREES SHALL BE PLACED ON SAID EASEMENTS, BUT THE EASEMENT AREAS MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING, PAVING, FENCES, SIDEWALKS, CURBING, AND OTHER PURPOSES THAT DO NOT INTERFERE WITH THE AFORESAID USES AND RIGHTS. WHERE AN EASEMENT IS USED FOR STORM OR SANITARY SEWERS, OTHER UTILITY INSTALLATIONS SHALL BE SUBJECT TO THE PRIOR APPROVAL OF SAID CITY OF ST. CHARLES SO AS NOT TO INTERFERE WITH THE GRAVITY FLOW IN SAID SEWER OR SEWERS. UTILITY INSTALLATIONS, OTHER THAN THOSE MANAGED BY THE CITY OF ST. CHARLES, SHALL BE SUBJECT TO THE APPROVAL OF THE CITY OF ST. CHARLES, AS TO DESIGN AND LOCATION, AND ALL OTHER INSTALLATIONS ARE SUBJECT TO THE ORDINANCES OF THE CITY OF ST. CHARLES.

**PUBLIC UTILITY AND DRAINAGE EASEMENT PROVISIONS**

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO ALL PUBLIC UTILITY COMPANIES OF ANY KIND OPERATING UNDER FRANCHISE GRANTING THEM EASEMENT RIGHTS FROM SAID CITY OF ST. CHARLES, INCLUDING BUT NOT LIMITED TO, AMERITECH AND NICOR AND TO THEIR SUCCESSORS AND ASSIGNS (HEREIN COLLECTIVELY REFERRED TO AS "GRANTEES"), IN, UPON, ACROSS, OVER, UNDER, AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "PUBLIC UTILITY AND DRAINAGE EASEMENT" ON THE PLAT OF SUBDIVISION HEREON DRAWN FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING ABOVE GROUND AND UNDERGROUND ELECTRICAL SYSTEMS, CABLE TELEVISION, COMMUNICATION, GAS, TELEPHONE OR OTHER UTILITY LINES OR APPURTENANCES, SANITARY AND STORM SEWERS, DRAINAGE WAYS, STORM WATER DETENTION AND RETENTION, WATER MAINS AND ANY AND ALL MANHOLES, HYDRANTS, PIPES, CONNECTIONS, CATCH BASINS, BUFFALO BOXES AND WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH PUBLIC UTILITY SERVICE TO ADJACENT AREAS TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREIN FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK. THE PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF ST. CHARLES AND THE RESPECTIVE SUCCESSORS AND ASSIGNS FOR MAINTAINING THE UNINTERRUPTED AND UNIMPEDED CONVEYANCE, FLOW AND RUNOFF OF SURFACE STORM WATER ACROSS AND UPON THE AREAS DESIGNATED ON THIS PLAT AS DRAINAGE EASEMENT. THE RIGHT IS HEREBY GRANTED TO SAID GRANTEES TO CUT DOWN, TRIM, OR REMOVE ANY TREES, SHRUBS, OR OTHER PLANTS THAT INTERFERE WITH THE DRAINAGE WAYS AND OPERATION OF OR ACCESS TO SAID UTILITY INSTALLATIONS, WITHOUT LIMITATION, IN, ON, UPON OR ACROSS, UNDER, OR THROUGH SAID EASEMENTS.

NO PERMANENT BUILDINGS, TREES, GARDENS, SHRUBS, OR BERMING SHALL BE PLACED ON OR IN SAID EASEMENTS, BUT THE EASEMENT AREAS MAY BE USED FOR PAVING, FENCES, SIDEWALKS, AND OTHER PURPOSES THAT DO NOT INTERFERE WITH THE AFORESAID USES AND RIGHTS. WHERE AN EASEMENT IS USED FOR STORM OR SANITARY SEWERS, OTHER UTILITY INSTALLATIONS SHALL BE SUBJECT TO THE PRIOR APPROVAL OF SAID CITY OF ST. CHARLES SO AS NOT TO INTERFERE WITH THE GRAVITY FLOW IN SAID SEWER OR SEWERS. UTILITY INSTALLATIONS, OTHER THAN THOSE MANAGED BY THE CITY OF ST. CHARLES, SHALL BE SUBJECT TO THE APPROVAL OF THE CITY OF ST. CHARLES, AS TO DESIGN AND LOCATION, AND ALL OTHER INSTALLATIONS ARE SUBJECT TO THE ORDINANCES OF THE CITY OF ST. CHARLES.

FOLLOWING ANY WORK TO BE PERFORMED BY THE GRANTEES IN THE EXERCISE OF ITS EASEMENT RIGHTS GRANTED HEREIN, THE GRANTEES SHALL HAVE NO OBLIGATION WITH RESPECT TO SURFACE RESTORATION INCLUDING, BUT NOT LIMITED TO, THE RESTORATION, REPAIR, OR REPLACEMENT OF ANY LANDSCAPING PROVIDED, HOWEVER, THE GRANTEES SHALL BE OBLIGATED FOLLOWING ANY SUCH WORK, TO BACKFILL AND MOUND SO AS TO RETAIN SUITABLE DRAINAGE, REMOVE DEBRIS, AND LEAVE THE AREA IN GENERALLY CLEAN AND WORKMANLIKE CONDITION.

**STORMWATER DETENTION EASEMENT PROVISIONS**

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO THEIR SUCCESSORS AND ASSIGNS, IN, UPON, ACROSS, OVER, UNDER, AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "STORMWATER DETENTION EASEMENT" ON THE PLAT OF SUBDIVISION HEREON DRAWN FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING STORM SEWERS, DRAINAGE WAYS, STORM WATER DETENTION AND RETENTION AND ANY AND ALL MANHOLES, PIPES, CONNECTIONS, CATCH BASINS, AND WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH STORMWATER DETENTION. THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREIN FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK. NO BUILDING SHALL BE PLACED ON SAID EASEMENT PREMISES WITHOUT PRIOR WRITTEN CONSENT FROM THE CITY OF ST. CHARLES. THE RESPONSIBILITY OF MAINTAINING THE DETENTION AREA EASEMENT SHALL BE BINDING ON THE HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS OF THE LANDOWNERS. NO PERSON SHALL DESTROY OR MODIFY SLOPES OR OTHERWISE AFFECT THE DETENTION VOLUME WITHOUT HAVING FIRST RECEIVED WRITTEN APPROVAL FROM THE CITY OF ST. CHARLES. THE CITY SHALL HAVE THE RIGHT BUT NOT THE OBLIGATION TO RESTORE ANY DETENTION VOLUME LOST THROUGH UNAUTHORIZED ACTIVITIES.

**PUBLIC ACCESS**

PERMANENT NON-EXCLUSIVE EASEMENTS ARE HEREBY RESERVED FOR AND GRANTED TO THE CITY OF ST. CHARLES, IN, UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "PUBLIC ACCESS EASEMENT" ON THE PLAT OF SUDIVISION HEREON DRAWN, FOR THE PURPOSE OF ACCESS TO CITY OWNED UTILITIES AND OTHER GRANTED EASEMENTS, AS DEEMED NECESSARY BY THE CITY OF ST. CHARLES. THE RIGHT IS ALSO HEREBY GRANTED TO SAID CITY TO CUT DOWN, TRIM OR REMOVE ANY TREES, SHRUBS OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SAID UTILITY OR EASEMENT. NO PERMANENT BUILDINGS SHALL BE PLACED IN SAID EASEMENT, BUT SAME MAY BE USED FOR SHRUBS, LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES AND RIGHTS.

(Ord. 2012-M-45 § 2.)

APPENDIX C

LETTER OF CREDIT TEMPLATE

Performance Letter of Credit Template  
(FINANCIAL INSTITUTION LETTERHEAD)

IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_  
DATE: \_\_\_\_\_, 20\_\_

BENEFICIARY: City of St. Charles ("City")  
ATTN: Development Engineering Division Manager  
2 East Main Street  
St. Charles, IL 60174

FOR THE ACCOUNT OF: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
and  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF CREDIT: \$ \_\_\_\_\_  
EXPIRY DATE: \_\_\_\_\_

Ladies and Gentlemen:

We hereby open our Irrevocable Standby Letter of Credit in your favor available by your draft on us at sight, signed by the Director of Public Works, City of St. Charles, bearing the clause "Drawn under (Name of Bank) Letter of Credit No. \_\_\_\_\_ effective (Date)" accompanied by the following documents:

1. This original Letter of Credit and all amendment(s) thereto (if any).
2. A statement in duplicate signed by the Director of Public Works, City of St. Charles, reading as follows: "Name of Developer/Owner has failed to comply with any one or more of the following as such relates to the (Name of Project):
  - a. The Land Improvement Agreement entered into by and between the City of St. Charles and (Name of Developer/Owner) on or about \_\_\_\_\_, 20\_\_;
  - b. Any other applicable Agreement entered into by and between the City of St. Charles and (Name of Developer/Owner) or applicable completion date for the Land Improvements (as defined in the St. Charles Municipal Code) set forth in the St. Charles Municipal Code.

The funds claimed under this Letter of Credit are for the payment of the cost of construction of improvements according to the engineering plans prepared by (Name of Engineering Firm) and dated

*(Date of Plans)*, together with any amendments thereto approved by the City and/or reimbursement to the City of expenses or other costs as set forth in the Land Improvement Agreement."

Demands may be presented either in person or via mail or overnight courier; provided, however that payment under such draw will only be effected after receipt of original documents by *(Name of Bank)*. Original documents are to be sent to: \_\_\_\_\_ *(Address of Bank)*.

No consent by *(Name of Developer/Owner)* shall be required in order for the City to make demand hereunder.

\_\_\_\_\_ *(Name of Bank)* agrees that this Irrevocable Letter of Credit shall not be reduced or discharged except upon receipt of a certificate from the Director of Public Works for the City of St. Charles, or his designee, certifying that this Irrevocable Letter of Credit may be reduced and the amount by which it may be reduced. The outstanding balance of this Irrevocable Letter of Credit shall be the face amount of this Irrevocable Letter of Credit less any amount which is discharged upon certification of the Director of Public Works, or his designee, provided, however, the outstanding balance of this Irrevocable Letter of Credit shall not be reduced to less than 115% of the Development Engineering Division Manager's estimate of the cost of completion of all remaining Land Improvements until the St. Charles City Council has accepted all of the aforementioned Land Improvements and the Director of Public Works, or his designee, has certified that the City Council has released this Irrevocable Letter of Credit.

It is a condition of this Letter of Credit that it shall be automatically extended, without amendment, for additional periods of one year from the present and each future expiration date, unless we notify you in writing via Certified Mail, Return Receipt Requested, at least ninety (90) days prior to any given expiry date that we have elected not to renew this Letter of Credit for such additional period of time. Upon receipt of such notice, you may draw hereunder by means of the following:

1. Sight draft in accordance with the terms of this Letter of Credit;
2. This original Letter of Credit, and all amendment(s) thereto (if any);
3. A statement, signed by the Director of Public Works, City of St. Charles, reading as follows:

"*(Name of Bank)* has elected not to renew Letter of Credit No. \_\_\_\_\_ beyond its present expiration date and *(Name of Developer/Owner)* has failed to supply us with an acceptable replacement Letter of Credit and/or other acceptable substitute collateral."

We hereby agree with you that all drafts drawn under and in compliance with the terms of this credit shall be duly honored on presentation. In the event that we do not make payouts in accordance with this Letter of Credit and the City of St. Charles is required to file a lawsuit to compel compliance with this agreement and shall prevail, we will be obligated to pay to the City of St. Charles its expenses and costs of litigation including attorneys' fees.

The undersigned institution hereby represents and warrants to the City that it has the full power, right and authority to deliver this Irrevocable Letter of Credit, that the same is within all lending limits of such institution, is in full conformity with all state and federal law, and that the same is binding in accordance with its terms on the undersigned institution. All acts, requirements and other preconditions for the issuance of this Irrevocable Letter of Credit have been completed.

This Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Publication No. 600 ("UCP 600") and to the

Uniform Commercial Code-Letters of Credit, 810 ILCS 5/5-101 et seq., as amended, as in effect in the State of Illinois (UCC). In the event of conflict between UCP 600 and the UCC, UCP 600 shall govern.  
*(FINANCIAL INSTITUTION)*

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**BILL OF SALE**

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_ ("Seller"), in consideration of One (\$1.00) Dollar and other good and valuable consideration, does hereby grant, sell, transfer and deliver unto the CITY OF ST. CHARLES, an Illinois municipal corporation in Kane County, Illinois, ("City") the following goods, chattels or other items of personal property, to wit:

ONE: Each and every part of a \_\_\_\_\_, as fully described in a certain set of plans and specifications attached hereto and incorporated herein as Exhibit "A".

TWO: The object of this Bill of Sale is to grant, sell, transfer and deliver to the CITY, with the exceptions noted, the ownership in all items of personalty, which comprise the \_\_\_\_\_ by SELLER to date within the CITY.

SELLER does hereby covenant and warrant to the CITY that SELLER is the lawful owner of the aforescribed goods, chattels and personalty; that such items are free and clear from all encumbrances; that SELLER has the absolute right to sell the same as aforesaid; and that SELLER warrants and will defend the same against the claims and demands of all persons; and that the execution of this Bill of Sale is an authorized act of said SELLER.

IN WITNESS WHEREOF, SELLER has signed and sealed this Bill of Sale at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(SELLER)

BY: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

**Maintenance Letter of Credit Template**  
*(FINANCIAL INSTITUTION LETTERHEAD)*

IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_  
DATE: \_\_\_\_\_, 20\_\_

BENEFICIARY: City of St. Charles ("City")  
ATTN: Engineering Dept.  
2 East Main Street  
St. Charles, IL 60174

FOR THE ACCOUNT OF: \_\_\_\_\_ *(Developer)*  
\_\_\_\_\_  
\_\_\_\_\_  
and  
\_\_\_\_\_ *(Owner)*  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF CREDIT: \$ \_\_\_\_\_  
EXPIRY DATE: \_\_\_\_\_

Ladies and Gentlemen:

We hereby open our Irrevocable Standby Letter of Credit in your favor available by your draft on us at sight, signed by the Director of Public Works, City of St. Charles, bearing the clause "Drawn under *(Name of Bank)* Letter of Credit No. \_\_\_\_\_ effective *(Date)*" accompanied by the following documents:

1. This original Letter of Credit and all amendment(s) thereto (if any).
2. A statement in duplicate signed by the Director of Public Works, City of St. Charles, reading as follows: "*(Name of Developer/Owner)* has failed to comply with any one or more of the following as such relates to the *(Name of Project)*:
  - a. The Land Improvement Agreement entered into by and between the City of St. Charles and *(Name of Developer/Owner)* on or about \_\_\_\_\_, 20\_\_;
  - b. Any other applicable Agreement entered into by and between the City of St. Charles and *(Name of Developer/Owner)* or applicable completion date for the Land Improvements (as defined in the St. Charles Municipal Code) set forth in the St. Charles Municipal Code.

The funds claimed under this Letter of Credit are for the payment of the cost of construction of improvements according to the engineering plans prepared by *(Name of Engineering Firm)* and dated *(Date of Plans)*, together with any amendments thereto approved by the City and/or reimbursement to the City of expenses or other costs as set forth in the Land Improvement Agreement."

Demands may be presented either in person or via mail or overnight courier; provided, however that payment under such draw will only be effected after receipt of original documents by *(Name of Bank)*. Original documents are to be sent to: \_\_\_\_\_ *(Address of Bank)*.

No consent by *(Name of Developer/Owner)* shall be required in order for the City to make demand hereunder.

\_\_\_\_\_ (*Name of Bank*) agrees that this Irrevocable Letter of Credit shall not be reduced or discharged except upon receipt of a certificate from the Director of Public Works for the City of St. Charles, or his designee, certifying that this Irrevocable Letter of Credit may be reduced and the amount by which it may be reduced. The outstanding balance of this Irrevocable Letter of Credit shall be the face amount of this Irrevocable Letter of Credit less any amount which is discharged upon certification of the Director of Public Works, or his designee, provided, however, the outstanding balance of this Irrevocable Letter of Credit shall not be reduced to less than 115% of the Development Engineering Division Manager's estimate of the cost of completion of all remaining Land Improvements until the St. Charles City Council has accepted all of the aforementioned Land Improvements and the Director of Public Works, or his designee, has certified that the City Council has released this Irrevocable Letter of Credit.

It is a condition of this Letter of Credit that it shall be automatically extended, without amendment, for additional periods of one year from the present and each future expiration date, unless we notify you in writing via Certified Mail, Return Receipt Requested, at least ninety (90) days prior to any given expiry date that we have elected not to renew this Letter of Credit for such additional period of time. Upon receipt of such notice, you may draw hereunder by means of the following:

1. Sight draft in accordance with the terms of this Letter of Credit;
2. This original Letter of Credit, and all amendment(s) thereto (if any);
3. A statement, signed by the Director of Public Works, City of St. Charles, reading as follows:

"(*Name of Bank*) has elected not to renew Letter of Credit No. \_\_\_\_\_ beyond its present expiration date and (*Name of Developer/Owner*) has failed to supply us with an acceptable replacement Letter of Credit and/or other acceptable substitute collateral."

We hereby agree with you that all drafts drawn under and in compliance with the terms of this credit shall be duly honored on presentation. In the event that we do not make payouts in accordance with this Letter of Credit and the City of St. Charles is required to file a lawsuit to compel compliance with this agreement and shall prevail, we will be obligated to pay to the City of St. Charles its expenses and costs of litigation including attorneys' fees.

The undersigned institution hereby represents and warrants to the City that it has the full power, right and authority to deliver this Irrevocable Letter of Credit, that the same is within all lending limits of such institution, is in full conformity with all state and federal law, and that the same is binding in accordance with its terms on the undersigned institution. All acts, requirements and other preconditions for the issuance of this Irrevocable Letter of Credit have been completed.

This Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Publication No. 600 ("UCP 600") and to the Uniform Commercial Code-Letters of Credit, 810 ILCS 5/5-101 et seq., as amended, as in effect in the State of Illinois (UCC). In the event of conflict between UCP 600 and the UCC, UCP 600 shall govern.

(*FINANCIAL INSTITUTION*)

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

(Ord. 2012-M-45 § 2.)

APPENDIX D – LAND IMPROVEMENT AGREEMENT

LAND IMPROVEMENT AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of St. Charles, Kane and DuPage Counties, Illinois, a municipal corporation of the State of Illinois, having its principal offices at 2 E. Main Street, St. Charles, Illinois (hereinafter called the “City”) and \_\_\_\_\_ (hereinafter called "Developer").

WITNESSETH:

WHEREAS, on or about \_\_\_\_\_, 20\_\_, Developer, as applicant, filed an application for \_\_\_\_\_ approval with respect to the property legally described on Exhibit "A", attached hereto which is, by this reference, incorporated herein ("Subject Realty") so as to permit the construction of \_\_\_\_\_; ("Project"); and,

WHEREAS, the City is willing to approve the Project provided that this Agreement is executed to insure the completion of certain improvements in accordance with applicable City ordinances and/or agreements between the City and Developer. The Project shall not be approved until this Agreement is executed.

NOW, THEREFORE, it is mutually agreed as follows:

1. Developer shall furnish, or cause to be furnished, at its own cost and expense, all the necessary materials, labor and equipment to complete the public and private onsite and offsite Land Improvements required by the St. Charles Municipal Code (the “City Code”), including but not limited to the following: Sanitary sewer, storm sewer and water systems, including all appurtenances thereto, retention and detention basins, grading and surface drainage ways and facilities, curbs, paving, streets street lighting, sidewalks, street signs, seeding, and tree plantings. All Land Improvements shall be constructed in accordance with the standards, specifications, and requirements of the City of St. Charles. Such Land Improvements are identified on the Final Engineering Plans (“Final Engineering Plans”) prepared by \_\_\_\_\_, entitled \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_, and bearing the latest revision date of \_\_\_\_\_ 20\_\_, consisting of \_\_\_\_\_ sheets, together with any amendments thereto approved by the City, and shall be constructed in a good and workmanlike manner and in accordance with all pertinent ordinances and regulations of the City and/or other agreements between the City and Developer.

2. Attached hereto as Exhibit "B" is a complete cost estimate for the construction of the required Land Improvements. The City Code and/or any applicable ordinance or agreement provides that the Developer shall collateralize its obligation to construct all required Land Improvements. The Developer shall submit a Letter of Credit issued by a sound financial institution authorized to transact business and maintaining an authorized agent for service in the State of Illinois. Such Letter of Credit shall contain such terms and provisions as may be acceptable to the City Attorney of the City and shall be deposited with the City prior to the approval of the Final Plat of Subdivision by the City.

Said Letter of Credit shall be in a principal amount of not less than one hundred fifteen percent (115%) of the Developer's engineer's estimate (the “Engineer’s Estimate”), as approved by the Development Engineering Division Manager, of the costs of all required Land Improvements to be constructed.

The Letter of Credit may provide for its reduction from time to time, based upon the Development Engineering Division Manager's determination of the value of any of the Land Improvements installed. The

Development Engineering Division Manager's recommendation shall not be subject to question by the Developer. In no event shall the Letter of Credit be reduced to an amount less than one hundred fifteen percent (115%) of the Development Engineering Division Manager's estimate of the cost of completion of all remaining Land Improvements. So long as any portion of the Land Improvements remain uncompleted or unaccepted, the Developer shall not permit the Letter of Credit to expire, but shall, at least ninety (90) days prior to its expiration date, cause said Letter of Credit to be renewed. Failure of the Developer to renew said Letter of Credit shall be a breach of this Agreement. Any language in the Letter of Credit with respect to its reduction shall be subject to the approval of the City Attorney. In no event shall the Development Engineering Division Manager's authorization for a reduction to the Letter of Credit constitute final acceptance of any of the Land Improvements.

In the event that the Developer requests an extension of time to complete the Land Improvements, as described in Section 7 below, the Developer shall submit a new Letter of Credit in an amount equal to the original Letter of Credit (minus any reductions described in the preceding paragraph) plus an additional amount equal to the percentage increase in the ENR: Engineering News-Record 20 Cities Construction Cost Index, published weekly by McGraw Hill Information Systems Co., from the date of the original Letter of Credit to the date of the extension granted by the City. In the event said index is no longer published, then the Consumer Price Index of the U.S. Department of Labor—Transportation Group, Chicago-Gary-Kenosha shall be used to calculate the increased amount. In no event shall the amount of the Letter of Credit be lower than the original amount, other than to reflect reductions described in the preceding paragraph. It shall be the Developer's responsibility to provide the appropriate documentation to the City regarding the index statistics.

3. Developer shall furnish qualified field supervision for the installation of all Land Improvements in the person of a professional engineer licensed in the State of Illinois.

4. Developer will pay to the City all plan review, inspection and other fees as required by the City's form of Reimbursement of Fees Agreement executed by the Developer or otherwise required by the City Code.

5. The Developer shall furnish the City with evidence of liability insurance in the amount of at least \$1,000,000/\$5,000,000 covering the construction activities of the Developer contemplated by this Agreement. Such insurance shall be written by a company rated by Best Reporting Service A VI or better. Such certificate of insurance shall be deposited before the commencement of any work by the Developer. The policy shall provide a thirty (30) day "prior notice of termination" provision in favor of the City. Should the Developer allow such liability insurance to terminate prior to the final acceptance of all of the Land Improvements, the City may have recourse against the Letter of Credit for funds sufficient to cause the liability insurance to remain in effect until the final acceptance of all of the Land Improvements.

6. The Developer, by its execution of this Agreement, agrees to indemnify, hold harmless, defend, pay costs of defense, and pay any and all claims or judgments which may hereafter accrue against the City, or its agents, servants and employees, arising out of any of the Developer's construction activities contemplated by this Agreement.

7. Developer shall cause the Land Improvements to be completed, and as-built drawing tendered to the Development Engineering Division Manager, within two (2) years of the recording of the Final Plat of Subdivision for the Subject Realty, unless such time period is extended in writing by the City.

If work relating to the Land Improvements is not completed within the time prescribed herein, the City shall have the right, but not the obligation, to require completion by drawing on the Letter of Credit in addition to any other available remedies.

8. Upon completion of any Land Improvement and, further, upon the submission to the City of a certificate from the engineering firm employed by Developer stating that the said Land Improvement has been completed in conformance with this Agreement, the City Code, the final engineering Plans and Specifications relative thereto, any applicable agreements and all State and Federal laws and standards, the Development Engineering Division Manager shall, within twenty (20) days after the City receives the aforesaid certification from the Developer's engineer, either (i) recommend to the City's corporate authorities final acceptance of said Land Improvement, or (ii) designate in writing to Developer all corrections or alterations which shall be required to obtain a recommendation of final acceptance of said Land Improvement, specifically citing sections of the final engineering Plans and Specifications, the City Code or this Agreement, any applicable agreement or State or Federal law or standard, relied upon by said Development Engineering Division Manager. Should the Development Engineering Division Manager reject any Land Improvement, or any portion or segment thereof, for a recommendation of final acceptance, the Developer shall cause to be made to such Land Improvement such corrections or modifications as may be required by the Development Engineering Division Manager. The Developer shall cause the Land Improvement to be submitted and resubmitted as herein provided until the Development Engineering Division Manager shall recommend final acceptance of same to the corporate authorities of the City and the corporate authorities shall finally accept same. No Land Improvement shall be deemed to be finally accepted until the corporate authorities shall, by appropriate resolution, finally accept same.

Upon completion and as a condition of final acceptance by the City, Developer agrees to convey and transfer those Land Improvements which are deemed to be public improvements to the City by appropriate Bill(s) of Sale.

9. The Developer guarantees that the workmanship and materials furnished under the final Plans and Specifications and used in said Land Improvements will be furnished and performed in accordance with well-known established practices and standards recognized by engineers in the trade. All Land Improvements shall be new and of the best grade of their respective kinds for the purpose.

All materials and workmanship shall be guaranteed by the Developer for a period of twelve (12) months from the date of final acceptance by the City.

To partially secure the Developer's guarantee, at the time or times of final acceptance by the City of the installation of any Land Improvement in accordance with this Agreement, Developer shall deposit with the City a Maintenance Letter of Credit in the amount of fifteen percent (15%) of the Engineer's Estimate of the Land Improvement finally accepted by the City, as such amount was adjusted under Section 2, if applicable. This Letter of Credit shall be deposited with the City and shall be held by the City.

The Developer shall make or cause to be made at its own expense, any and all repairs which may become necessary under and by virtue of this contract guarantee and shall leave the Land Improvements in good and sound condition, satisfactory to the City and the Development Engineering Division Manager, at the expiration of the guarantee period. In said event and at the expiration of such period, said Maintenance Letter(s) of Credit shall be returned to the Developer.

If during said guarantee period, any Land Improvement shall require any repairs or renewals, in the opinion of the Development Engineering Division Manager, necessitated by reason of settlement of foundation, structure or backfill, or other defective workmanship or materials, the Developer shall, upon notification by the Development Engineering Division Manager of necessity for such repairs or renewals, make such repairs or renewals, at its own cost and expense. Should the Developer fail to make such repairs or renewals within thirty (30) days of such notification, the City may cause such work to be done, either by contract or otherwise, and the City may draw upon said Maintenance Letter(s) of Credit to pay the entire cost or expense thereof, including attorneys' fees and consultants' costs. Should such cost or expense exceed the

amount set forth in said Maintenance Letter(s) of Credit, the Developer will remain liable for any additional cost or expense incurred in the correction process.

10. The Developer shall furnish the City with copies of lien waivers showing that all persons who have done work, or have furnished materials under this Agreement and are entitled to a lien therefore under any laws of the State of Illinois, have been fully paid or are no longer entitled to such lien.

11. The Developer shall be responsible for the maintenance of the Land Improvements until such time as they are finally accepted by the City. This maintenance shall include routine maintenance, as well as emergency maintenance such as sewer blockages and water main breaks. Such maintenance shall be sufficient to render the Land Improvements compliant with the Plans and Specifications at the time of their final acceptance by the City.

The City at its sole discretion may accept partially constructed streets (where the surface course has not been placed). The Developer shall be responsible for all maintenance of partially constructed streets, including street sweeping and snow removal, until the streets are fully completed and accepted by the City. At all times, the Developer shall be responsible for removal of construction debris and waste related to the property being developed by the Developer.

12. Developer shall be responsible for any and all damage to the Land Improvements which may occur during the construction of the Project irrespective of whether the Land Improvements damaged have or have not been finally accepted hereunder. Developer shall replace and repair damage to the Land Improvements installed within, under or upon the Subject Realty resulting from construction activities by Developer, its successors or assigns and its employees, agents, contractors or subcontractors during the term of this Agreement, but shall not be deemed hereby to have released any other party from liability or obligation in this regard.

13. The rights and remedies of the City as provided herein, in the ordinances of the City and/or in any agreements between the City and Developer regarding the Project, shall be cumulative and concurrent, and may be pursued singularly, successively, or together, at the sole discretion of the City, and may be exercised as often as occasion therefor shall arise. Failure of the City, for any period of time or on more than one occasion, to exercise such rights and remedies shall not constitute a waiver of the right to exercise the same at any time thereafter or in the event of any subsequent default. No act of omission or commission of the City, including specifically any failure to exercise any right, remedy or recourse, shall be deemed to be a waiver or release of the same; any such waiver or release to be effected only through a written document executed by the City and then only to the extent specifically recited therein. A waiver or release with reference to any one event shall not be construed as a waiver or release of any subsequent event or as a bar to any subsequent exercise of the City's rights or remedies hereunder. Except as otherwise specifically required, notice of the exercise of any right or remedy granted to the City is not required to be given.

14. From and after the date on which the Development Engineering Division Manager notifies the Developer, in writing, that the Developer is in default of any of its obligations under this Agreement, the Developer shall pay to the City, upon demand, all of the City's fees, costs and expenses incurred in enforcing the provisions of this Agreement against Developer, including, without limitation, engineers' and attorneys' fees, costs and expenses, and, if any litigation is filed as part of such enforcement, any court costs and filing fees.

15. This Agreement shall be binding upon and inure to the successors and assigns of the parties to this Agreement. Notwithstanding the foregoing, this Agreement shall not be assigned by either party hereto without the prior written consent of the other party to this Agreement.

16. The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and this Agreement may be enforced with that provision severed or as modified by the court.

17. This Agreement sets forth an agreement of the parties insofar as it specifically contradicts, modifies or amplifies any provision of the City Code. To the extent that this Agreement does not address an applicable provision of the City Code, the City Code shall continue to control the parties' activities contemplated by this Agreement regardless of the fact that the City Code has not been addressed within the specific terms of this Agreement.

18. This Agreement shall be in full force and effect from the date set forth above until the maintenance and guarantee period for each any every Land Improvement terminates.

19. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

20. All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:

A. City at:

City St. Charles  
2 E. Main Street  
St. Charles, Illinois 60174

B. Developer at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. This Agreement is executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date first above written.

CITY OF ST. CHARLES

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

DEVELOPER

By: \_\_\_\_\_  
Its \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Its \_\_\_\_\_

STATE OF ILLINOIS            )  
  ) SS.  
COUNTY OF KANE            )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, and \_\_\_\_\_, \_\_\_\_\_ of said company, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such \_\_\_\_\_ and \_\_\_\_\_, respectively appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth; and the said \_\_\_\_\_ then and there acknowledged that he, as custodian of the corporate seal of said corporation, did affix the corporate seal of said corporation to said instrument, as his own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

STATE OF ILLINOIS            )  
  ) SS.  
COUNTY OF KANE            )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, Mayor of the City of St. Charles, and \_\_\_\_\_, City Clerk of said City, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Mayor and City Clerk, respectively appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary act of said City, for the uses and purposes therein set forth; and the said City Clerk then and there acknowledged that she, as custodian of the corporate seal of said City, did affix the corporate seal of said City to said instrument, as her own free and voluntary act and as the free and voluntary act of said City, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

(Ord. 2012-M-45 § 2.)

**APPENDIX E**

**DRAWING REQUIREMENTS/CHECKLIST – FINAL ENGINEERING PLANS**



## DRAWING REQUIREMENTS / CHECKLIST

### Preliminary Engineering Plans

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*Name of Subdivision*

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*Date of Submission*

**NOTE:** *To properly execute this checklist, the developer or his engineer shall:*

- 1. Insert the required information.*
- 2. Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.*
- 3. Denote those items, which the Subdivider considers "not applicable" to this particular subdivision by checking the box marked "N/A."*

**Format/Cover Sheet:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Appropriate number of copies of preliminary plan submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans are prepared on 24-inch by 36-inch sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plan scale is not less than 1" to 50'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimum profile scale is 1" to 50' horizontal and 1" to 10' vertical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A title sheet is included with each set of preliminary plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Name of proposed subdivision is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location given by town, range, section, or other legal description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Name and address of owner, trust, corporation or Subdivider having control of project is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Name and seal of registered engineer or surveyor who prepared topographic survey is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Name and address of the designer of the plan is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. North direction is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Date of preparation and date of revision, if any, is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A location map is included indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. A scale of not less than 1" to 1000'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Use of surrounding land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Ownership of the surrounding land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Alignment of existing streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Section and corporate lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Boundary line of proposed subdivision is clearly shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
15. Total approximate acreage is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Existing zoning classification is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Include the following <i>Existing</i> information within subdivision boundaries and up to 100' outside of the subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Previously platted streets and other rights-of-way, with improvements, if any, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Railroad rights-of-way, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Utility rights-of-way, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Telephone/ Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Parks and other open spaces indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Easements, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Purpose (i.e. utility, drainage, stormwater, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Permanent buildings and structures, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Setback lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
3. Name of owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Section and corporate lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Sanitary Sewers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevation at manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Water mains, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Valves, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Valve manhole, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Valve box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Fire hydrants and auxiliary valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Culverts, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Storm sewers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Catch basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Watercourses, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. High-water location and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Width of easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Location of easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
5. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. FEMA floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. FEMA base flood elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Monuments and survey markers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Existing contours at vertical levels of not more than 2'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Bench mark, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Soil Sampling and Testing reports used for compliance with IEPA & CCDD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Soil bearing data is given, if required by Development Engineering, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Location of Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Depth of Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Soil bearing Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Moisture content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Include the following <i>Proposed</i> information within subdivision boundaries and up to 100' outside of the subdivision boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Layout of streets, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Street type, (i.e. Estate, Local, Collector, Arterial)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Right-of-way width per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Roadway width per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Through street shown extended to boundaries of subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cul-de-sac street design per Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Stormwater runoff pattern on paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Names of streets:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i><b>ITEMS TO BE INCLUDED</b></i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Not duplicating the name of any street heretofore used in the City or its environs, unless the street is an extension of any already existing street, in which case the name shall be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Street improvement plan including truck turning template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Utility easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. 10' wide around perimeter of each lot, side yard may be reduced to 5' where the side lot line of a detached single-family residential lot abuts the side lot line of another detached, single-family residential lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Purpose is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Centerline profiles of all streets showing compliance with minimum and maximum gradients identified in the Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Block layout, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Blocks do not exceed 1200' in length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Blocks over 900' long include pedestrianways at approximate center and/or additional access ways to parks, schools, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Lot layout, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Lot dimensions comply with Zoning Ordinance (Title 17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lot areas comply with Zoning Ordinance (Title 17). Areas may be listed by schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Building setback lines shown and properly dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed land use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lot numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lots are as nearly rectangular in shape as is practicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lot lines are substantially at right angles to the street lines and radial to curved street lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Double frontage lots only where lots back upon an arterial street and front on an access street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Additional depth allows screen planting along arterial frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Additional depth for lots abutting watercourse, drainage way, channel, wetland, or stream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Due regard for natural features, such as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Watercourses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Historic items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
d. Other similar conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Areas intended to be dedicated for public use, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. School sites, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Parks / public areas conform to the Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. School sites, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Topographic information, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Proposed changes in elevation, 2' minimum contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Stormwater storage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Normal water level (NWL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. High water level (HWL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Emergency overflow elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Storage volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Overflow routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Sanitary sewer layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Invert elevations at manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Manhole locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Service locations and connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Water main layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fire hydrants spaced per requirements in Engineering Inspection and Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Service locations and connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Storm sewer layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Catch basins spaced per requirements in Engineering Inspection and Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Stormwater is not carried across or around any intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Surface water drainage pattern for each individual lot and block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
O. Street light layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Locations and typical street light detail, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Statement by Subdivider that street lights will be installed in accordance with City standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Typical street cross section, showing base construction, surfacing, concrete curb and sidewalk per the Engineering Design and Inspection Policy Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Sidewalks are shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Indication on drawings or by certificate that Subdivider is aware of his responsibility for installation of street signs, and for seeding and tree planting in all parkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Required volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing release rate and proposed release rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Overland flow route water surface elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Watershed and sub-watershed delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Basin sizing calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Release structure / restrictor design calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Wetland inventory and Wetland Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: \_\_\_\_\_

*Name*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Organization / Company*

\_\_\_\_\_

*Date*

Reviewed by: \_\_\_\_\_

*Name*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Organization / Company*

\_\_\_\_\_

*Date*



**DRAWING REQUIREMENTS / CHECKLIST**  
**Final Engineering Plans**

*PLEASE NOTE: These requirements are needed for Final Engineering Plans and are in addition to Preliminary Engineering Plan Drawing Requirements*

\_\_\_\_\_ *Name of Subdivision* \_\_\_\_\_ *Date of Submission*

- NOTE:** To properly execute this checklist, the developer or his engineer shall:
1. Insert the required information.
  2. Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
  3. Denote those items which the Subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."

**Format / Cover Sheet:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Plat has been submitted within 12 months of the date of approval by the City Council of the preliminary plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans are on 24-inch by 36-inch sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A title sheet is included with each set of plans, and includes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Name of the subdivision and unit number,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Type of work covered,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Location map showing relation of area to be improved to streets,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. An index of sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. A summary of quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Name, address, and seal of registered engineer preparing the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Date of preparation and revisions, if any, is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plan and profiles include	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Horizontal scale is no less than 1 inch to 50 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Vertical scale is no less than 1 inch to 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cross sections are submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Horizontal and vertical scales are no less than 1 inch to 10 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
7. North direction is shown for each separate plan view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. An adequate number of bench marks are shown with elevations referenced to mean sea level, and the City's Geodetic Control Network to facilitate checking of elevations without more than one setup of a surveyor's level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Delineation is shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Sanitary Sewer Improvements:</u></b>			
10. An authorized Illinois Environmental Protection Agency Permit for the sanitary sewer extension accompanies the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Sanitary sewer plans and specifications are complete and conform to the standards and requirements of City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded and denote all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. All properties in the subdivision are served and house service connections are provided,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The proposed pipe sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The plan conforms to the overall City plan for any trunk sewers traversing the subdivision,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The distance between manholes is not exceeded,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. The invert elevation of each manhole is shown,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Proposed pipe materials,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Profile of existing and proposed ground surfaces,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Risers are shown for individual house service laterals where needed,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Pipe joints are of permitted type,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Specifications include provisions for checking of infiltration or exfiltration,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Standard details are shown and include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Standard manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Drop manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Standard riser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Standard service installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	Yes	No	N/A
<b><u>Water main Improvements:</u></b>			
12. An authorized Illinois Environmental Protection Agency permit for the water main installation accompanies the plans;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Water distribution plans and specifications are complete and conform to City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. All properties in the subdivision are served and provisions are made for service connections within the property lines,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The proposed pipe sizes,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The plan conforms to the City's overall plan for any trunk lines which might traverse the subdivision,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Valve and hydrant spacing and location conform to the approved preliminary plan,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Material and joint specifications comply with the City's standards,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Specifications include provisions for testing and sterilization of all new water distribution facilities,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Standard details are shown and include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Valve manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standard cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Standard hydrant installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Roadway, Storm Sewer, &amp; Grading Improvements:</u></b>			
14. Street plans, including storm sewers, are complete and conform to the City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. The location of streets and width of pavements conform to those indicated on the approved preliminary plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Plan shows curb, gutter and sidewalk locations, and include the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Corner curb radius	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Curve data for all horizontal curves and tangents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Direction of flow along all curbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. No surface water is carried across or around any street intersection, or for a distance greater than 600 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Cross sections as necessary to identify proposed street elevations in relation to adjacent lot and sidewalk elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Catch basin invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The proposed pipe sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Storm sewer elevations do not conflict with any other underground utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Storm sewer is connected with an adequate outfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Curve data is given for vertical road curves,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The storm sewer system is designed to provide sufficient capacity for the draining of upland areas contributing to the storm water runoff on the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Storm sewer design computations are submitted with plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. A surface water drainage pattern is shown for each block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Material specifications comply with City standards and include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Paving base materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Paving surface materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pipe materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Cross sections for each street type that include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Pavement construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Concrete curb and gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Concrete sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Street light plans are complete and conform to City standards as identified in Title 12.30- Street Improvements or as revised or superseded, and include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Pole locations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Spacing,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Average maintained foot-candle illumination (calculated),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Control system and wiring diagram,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Typical section showing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type of base and pole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Bracket or arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Luminaire, indicating type of lamp and wattage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mounting height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
16. Parkways improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Removal of stumps, trees that cannot be saved, boulders, and all other similar items,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Grading, installation of topsoil, and seeding or sodding,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Planting of trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Street signs are shown to be installed, at all street intersections not previously marked, in accordance with The City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Stormwater Management:**

18. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Required volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Stage storage chart on detention pond grading plan identifying elevation, proposed volume and as-built volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing release rate and proposed release rate,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Overland flow route water surface elevations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Watershed and sub-watershed delineation,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Basin sizing calculations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Release structure / restrictor design calculations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Wetland inventory and Wetland Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization / Company

\_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization / Company

\_\_\_\_\_  
Date

**DRAWING REQUIREMENTS / CHECKLIST**

**Record Drawings (As-built Drawings)**

**THE RECORD DRAWINGS SHALL BE PREPARED BY THE ORIGINAL DESIGN ENGINEER AND INCLUDE THE COMPLETE SET OF APPROVED FINAL ENGINEERING DRAWINGS AND SHALL INCLUDE THE FOLLOWING INFORMATION:**

**General:**

- All sheets in approved Final Engineering Drawings shall be submitted and labeled as “Record Drawings” and dated.
- One (1) paper set of as-built drawings shall be submitted for review and comment.
  - Once the as-built plans are approved*
    - o *One (1) CD containing all electronic AUTOCAD (.dwg) or Microstation (.dgn) design file drawings,*
    - o *One (1) set of signed and sealed mylars of approved as-built drawings, and*
    - o *One (1) paper set of signed and sealed of approved as-built drawings for final record keeping shall be submitted.*
- Plans shall be signed and sealed by a Registered Professional Engineer with the following certificate.

**STATEMENT OF OPINION**

Pursuant to the St. Charles Municipal Code, I \_\_\_\_\_, a registered Professional Engineer in the State of Illinois, hereby declare that these “Record Drawings” pertaining to (water main, sanitary sewer, storm sewer) (storm water management) (outdoor lighting) consisting of Sheets \_\_\_\_\_ and \_\_\_\_\_ included herewith, have been prepared for a certain project know as \_\_\_\_\_ and contain information as obtained by the surveyor, \_\_\_\_\_, and the contractor, \_\_\_\_\_.

It is my professional opinion that these “Record Drawings” adequately depict the Record Drawing Information required by the City of St. Charles and substantiate that the improvements constructed as part of this project will function in substantial conformance to the design intent of the approved Engineering Plans.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Illinois Registration Number: \_\_\_\_\_

(SEAL)

- Plans shall note what record information is being submitted and the date of preparation.

- All utilities shall be labeled either as “Private” or “Public”. It shall be noted somewhere on the as-built plans that “Private utility mains shall not be maintained by the City of St. Charles”.

### **Streets / Roadways:**

- T/C, center line, T/C grades at 50-foot centers.
- Verify grading in cul-de-sacs and at curb returns/intersections by comparing proposed and existing elevations at locations shown on Final Plans.
- Note extent of sidewalk construction at the time of drawing preparation.
- Note whether surface course is placed at time of drawing preparation.

### **Storm Sewers:**

- Note changes in alignment or size of sewers or manholes due to field changes. Cross out approved conditions and add existing conditions.
- Rim and invert elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Calculate revised pipe slopes and note on the plans.
- Denote location of stubs for sump service connections.

### **Detention Pond / Drainage**

- Provide as-built topography for stormwater management basins (one {1} foot contour). ***Complete stage storage chart on the stormwater management basin as-built that compares the proposed stage storage volumes with as-built volumes.***
- Verify restrictor size and elevation. Cross out approved conditions and add existing conditions.
- Verify emergency overflow size and elevation. Cross out approved conditions and add existing conditions.
- Verify overflow swales and major drainage route grading by comparing approved and existing spot elevations.

- Provide revised calculations, includes modeling of As-built conditions, for any variances to the approved Final Engineering plans depicting that minimum detention volumes have been obtained or exceeded.

**Sanitary Sewers:**

- Note changes in alignment or size of sewers or manholes due to field changes. Cross out approved conditions and add existing conditions.
- Rim and invert elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Calculate revised pipe slopes and note on the plans. Note size and location of services with a distance to nearest manhole.

**Water Main:**

- Note changes in alignment or size of mains due to field changes. Cross out approved conditions and add existing conditions.
- Rim and top of pipe elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Note size and location of B-Boxes with two (2) physical ties to (in order of preference):
  - a) An above-ground physical element, i.e., fire hydrant, light pole, building corner.
  - b) A manhole or Valve Vault.
  - c) Property corners.

**Electric:**

- Location of streetlights and routing of cables feeding to transformers or secondary pedestals.

**Other Utilities (Gas, Phone, Cable):**

- Location and routing of utilities servicing development.

(Ord. No. 2013-M-15 § 5.)