



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

I. Civil Plans & Supplemental Documents

Provided	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	7 sets of plans printed on 24" x 36" sheets
<input type="checkbox"/>	<input type="checkbox"/>	1 set of plans printed on 12" X 18" sheets (scaled to 50% of the original)
<input type="checkbox"/>	<input type="checkbox"/>	2 copies of Stormwater Report
<input type="checkbox"/>	<input type="checkbox"/>	1 copy of Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	1 copy of Sight Distance Calculations
<input type="checkbox"/>	<input type="checkbox"/>	1 copy of Site Work Cost Estimate (following City format)
<input type="checkbox"/>	<input type="checkbox"/>	1 Electronic (PDF) set of all documents submitted

The plan set shall include the following sheets at a minimum:

Included	N/A	Sheets Titles
<input type="checkbox"/>	<input type="checkbox"/>	Title Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Graphical Index of Sheets
<input type="checkbox"/>	<input type="checkbox"/>	Overall Plan Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Existing Conditions and/or Demolition Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	Erosion Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	Erosion Control Details
<input type="checkbox"/>	<input type="checkbox"/>	Utility Plan
<input type="checkbox"/>	<input type="checkbox"/>	Plan & Profile Sheets for Roadways
<input type="checkbox"/>	<input type="checkbox"/>	Plan & Profile Sheets for Utilities
<input type="checkbox"/>	<input type="checkbox"/>	Pavement Marking, Signage & Lighting Plan
<input type="checkbox"/>	<input type="checkbox"/>	City of Batavia General Notes & Specifications
<input type="checkbox"/>	<input type="checkbox"/>	Additional Notes, Specifications & Detail Sheet (including COB)
<input type="checkbox"/>	<input type="checkbox"/>	Construction Phasing
<input type="checkbox"/>	<input type="checkbox"/>	Autoturn Turning Exhibit (if needed)
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	For all revisions include bubbles & the number of the revision
<input type="checkbox"/>	<input type="checkbox"/>	A 3" H x 6" W clear box near the title block in the bottom right corner of every page of the plan set for the City of Batavia Approval Stamp.



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

The following sheets shall include the information below, at a minimum:

1) Title Sheet

Provided

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and Address of Development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and Lot Number of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and contact information of Developer/Owner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and contact information of Engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and contact information of Architect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact information for the City Engineering and the divisions of Public Works Departments. Please include the following:

PUBLIC WORKS			Email
200 N. Raddant Road			@cityofbatavia.net
Public Works Director	Gary Holm	(630) 454-2309	gholm
City Engineer	Rahat Bari	(630) 454-2760	rbari
Development Engineer	Andrea Podraza	(630) 454-2757	apodraza
Streets, Storm Sewers, Parkway Trees	Scott Haines	(630) 454-2421	shaines
Water, Wastewater Collection, Metering	Jeremy Barkei	(630) 454-2452	jbarkei
Wastewater Treatment	Byron Ritchason	(630) 454-2320	britchas
Electric Superintendent		(630) 454-2350	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two Benchmarks (USGS NGVD 29) within vicinity. Must use COB benchmarks, refer to website
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include the date the survey was performed and who performed it.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J.U.L.I.E. information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Index of Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total acreage of site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original Signature and Seal of a registered professional engineer of Illinois (at least on approval copy)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of plan preparations and/or revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend (if it does not fit, put on the overall plan sheet)
			The following notes must be shown on the cover sheet:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Any revisions to the stamped approved final engineering plans must be reviewed and approved before any work is completed regarding the revised items.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. All revised items must be accounted for in the record drawings.



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

2) Graphical Index of Sheets (if multiple sheets per category, only if needed)

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled for adjoining properties.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed conditions, i.e. detention facilities, streets, street names, sidewalk, bike path, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show applicable breaklines and sheet numbers for each type of plan sheet listed below, excluding the Overall Plan Sheet.

3) Overall Plan Sheet

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale not to exceed 1"=100'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show applicable breaklines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show floodplain limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show wetland limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show water courses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show floodways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show parks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show public open spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show permanent buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed improvements including: street, off-site improvements, sidewalk, bike path, utilities, detention, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed overland flow routes
			Site Data Table with the following information:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Zoning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Site Area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. # of parking spaces provided and required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. % Impervious / Lot Coverage vs the maximum allowable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v. Total square footage of building floor space
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	vi. FAR vs allowable



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

4) Existing Conditions and/or Demolition Sheet

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
			i. Residential not to exceed 1"=40'
			ii. Commercial not to exceed 1"=50'
			iii. Industrial not to exceed 1"=50'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing easements and dedications, clearly identified, with the width, length, etc., reference recorded document numbers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography depicted with 1 foot contours, extending 100' beyond the property limits, at a minimum, unless otherwise directed by the Engineering Department.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing utilities extending 100' beyond the property limits, at a minimum, unless otherwise directed by the Engineering Department. Include the location & size within the subdivision and in the adjoining streets and properties of the existing sewers, water mains, culverts, drain pipes and electric and gas utility lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing streets, street names, width of street, type of curb & gutter, sidewalk, bike paths, historically or archaeologically sensitive areas, parks & other public open spaces, permanent buildings or structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trees 6" diameter or greater.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100 year floodplain, floodway, water courses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundaries. Please refer to the ADID (Kane County Advanced Identification of Aquatic Resources), which is located on the Engineering portion of the City of Batavia website.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Items to be removed and/or abandoned. Please provide a legend for the removal items.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing encroachments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing overland flow route(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show removals for pavement, sidewalk, etc.



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

Grading Plan Provided

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
			i. Residential not to exceed 1"=40'
			ii. Commercial not to exceed 1"=50'
			iii. Industrial not to exceed 1"=50'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the entire site cannot be shown on one sheet at 1"=50' scale, include an additional sheet showing the entire site at the largest scale possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing 1' contours (gray scaled)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed 1' contours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No slope greater than 4:1; minimum slope is 2%.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approach slope does not exceed an algebraic difference of 8% within the street at intersections.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify that any cuts or fills to the existing conditions do not cause cover problems over public utilities, either being below minimum or in excess of maximum allowable depth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rim elevations of all structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed elevations of:
			i. Centerline of all proposed roadways where grade breaks exist including all high points, sag points, overland flow routes (shown with arrows).
			ii. Top of curb at all property lines extended to the back of curb; in locations where there are no property lines extended, elevations shall shown at 50' intervals.
			iii. All lot corners, drainage swales/easements & breakpoints within the side/rear/front properties.
			iv. Additional information as requested by the Engineering Department.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overland flow routes & details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWL of stormwater management facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HWL of stormwater management facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table of stage storage volumes for stormwater management facilities. Note: This table can be shown in the stormwater report if desired.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections of swales with HWL elevations during overflow condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished floor and/or top of foundation elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For residential label Lookout, Walkout and if Drop Siding is needed



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL

Engineering Checklist

Date: November 27, 2013

Revised: November 28, 2016

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing tops of foundations adjacent to the proposed site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail of outlet control structure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rip-rap downstream of FES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rip-rap or other stabilization of overflow weir
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway slopes (prefer <8%)

6) Erosion Control Plan and Stormwater Pollution Prevention Plan

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
			i. Residential not to exceed 1"=40'
			ii. Commercial not to exceed 1"=50'
			iii. Industrial not to exceed 1"=50'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the entire site cannot be shown on one sheet at 1"=50' scale, include an additional sheet showing the entire site at the largest scale possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable sheet title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet number and total number of sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing 1' contours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed 1' contours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No slope greater than 4:1, minimum 2% slope.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overland flow routes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWL of stormwater management facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HWL of stormwater management facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Silt fence downstream of any slope
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion control/construction notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction entrance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ditch checks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structure/Inlet protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of stockpile surrounded by silt fence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rip-rap downstream of FES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rip-rap or other stabilization of overflow weir
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seeding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other erosion control measures



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013

Revised: November 28, 2016

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion control maintenance schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature block for NPDES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree protection fence, if necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Call out the Oil and Grit separator in the appropriate catch basins

7) Erosion Control Details

Provided

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Batavia Flexstorm Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Details from the most current Illinois Urban Manual Details

8) Utility Plan – Plan view only, no profile. Profile for utilities to be shown on the P&P sheets. (Typically this plan is for commercial and industrial developments and residential can use this for an overall with needed sewers shown in profile on the P&P sheets.)

Provided

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
			i. Overall general layout sheets for all types of plans shall not exceed 1"=100'
			ii. Residential not to exceed 1"=40'
			iii. Commercial not to exceed 1"=50'
			iv. Industrial not to exceed 1"=50'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable sheet title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet number and total number of sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structure table to be provided for all public sewer and water mains, as described below.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Main
			i. Show all underground water main, including & depicting long or short services and identify the pipe size and type.
			ii. Show all water main structures and identify the structure number. The actual structure type, structure size, along with the rim information.



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL

Engineering Checklist

Date: November 27, 2013

Revised: November 28, 2016

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Follow the design guidelines found in City Code Title 8, Chapter 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary
			i. Show all underground sanitary sewer, including & depicting long and short services and identify the pipe size and type. (Check design standards for the pipe material based on depth)
			ii. Show all sanitary structures and identify the structure number. The actual structure type, structure size, along with the rim and invert elevations including the direction of pipe & pipe size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Follow the design guidelines found in City Code Title 8, Chapter 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewer
			i. Show all underground storm sewer, including sump pump connections/junction boxes and identify the pipe size and type.
			ii. Show all storm structures and identify the structure number. The actual structure type (catch basin, inlet, or manhole), structure size, frame and grate information (open versus closed lid on structures), along with the rim and invert information including the direction of pipe & pipe size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Follow the design guidelines found in City Code Title 11, Chapter 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify structures where rims will be adjusted or reconstructed and which frame and grates will be changed if necessary. Table may be required at the discretion of the City Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed public street lights labeled (if necessary) to meet City Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relocated public street lights (if necessary)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All public utilities shall be centered in easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No public utility within the influence of stormwater management facilities and overflow routes

9) Roadways Plan & Profile Sheet

Provided

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
			i. Overall general layout sheets for all types of plans shall not exceed 1"=100'
			a. Residential not to exceed 1"=40'
			b. Commercial not to exceed 1"=50'
			c. Industrial not to exceed 1"=50'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled (No contours)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Match lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable sheet title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet number and total number of sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easement dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property line dimensions, lot numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pavement location and dimensions, including alignment data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical street and ROW Section Detail, detail for each change in section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk location and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bike paths location and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curve radii of approach curb returns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street centerlines plan and profile
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street stationing if applicable ***alignment info**
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed geometrics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limits of construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading (adjacent to the road improvements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed signage, lighting, utility structures, symbols only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grinding and overlay limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management facility location and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk runs thru approach "at grade" with ADA detectable warnings, IDOT standard, either side, parking lot curb and approach curb taper down and terminate at the sidewalk

10) Utility Plan & Profile Sheet (for subdivisions and IEPA submittals and those deemed necessary by the City Engineer) This information can be combined with the Roadway Plan and Profile Sheet.

Provided

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
			<ul style="list-style-type: none"> i. Overall general layout sheets for all types of plans shall not exceed 1"=100' <ul style="list-style-type: none"> a. Residential not to exceed 1"=40' b. Commercial not to exceed 1"=50' c. Industrial not to exceed 1"=50'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing conditions as gray scaled



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013

Revised: November 28, 2016

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable sheet title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet number and total number of sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easement dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property line dimensions, lot numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed geometry
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bike paths location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street centerlines and stationing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site distance triangles at intersections to show no obstructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities
			i. Show all underground utilities, including private services for water main, sanitary sewer, and sump pump and identify the pipe size and type.
			ii. Show all utility structures and identify the structure number, including the actual structure type, structure size, frame and grate information, along with the rim and invert information.

The following utilities to be shown on the Plan and Profile Sheets, if no plan and profile sheets are used, then this information should be shown on the utility plan sheet.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan and profile view of proposed public sewer and water main
			i. Pipe lengths
			ii. Pipe slope
			iii. Pipe diameter
			iv. Pipe material
			ii. Elevations of inverts and rim
			v. Structure number
			vi. Depth of cover for all utilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Call out conflicts/crossings with sewer and water and provide separation information, including the top and bottom of pipes, follow IEPA separation requirements for protection of the water supply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate separation between public utilities, structures and other site features shall be provided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify easements are wide enough to allow for depth of sewer



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

11) Pavement Marking, Signing Plan and Lighting Plan

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
			i. Overall general layout sheets for all types of plans shall not exceed 1"=100'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable sheet title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet number and total number of sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing signing to remain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed public and private pavement marking, showing type, size & location (ie: cross walks, stop bars, turn lanes, symbols, parking lanes, fire lanes, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed signing (ie: stop signs, no parking, speed limit, bikepath, watering bans, handicap, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street light (ie: street light poles, pedestrian lighting, park lighting, sign lighting, building lighting, etc.)

12) City of Batavia General Specifications Sheet

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Sheet with no alterations, only X's through information that does not pertain to specific project.

13) City of Batavia Standard Detail Sheets

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use current City of Batavia details as appropriate



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

14) Landscape plan

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numerical Scale with Graphic Scale
			i. Overall general layout sheets for all types of plans shall not exceed 1"=100'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property information (identify property lines, right-of-way, easements, lot numbers)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets with street names
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key map (depends on size – if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation and revisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable sheet title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet number and total number of sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing trees to remain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed planting list including species, size, and quantities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details & Planting Schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show existing and proposed utilities as gray scaled superimposed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify building wall locations for utility service panels, meters, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify freestanding sign locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include plan note stating, "All deviations from this plan, including those deemed necessary by observed field conditions at the time of planting, must be approved by the City of Batavia"

15) Additional Items (as deemed necessary by the City Engineer)

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sight distance calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Autoturn templates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction phasing plan if necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detour plan if necessary



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

II. Stormwater – Include the following materials:

All sites with stormwater management shall provide the following:

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tributary area maps indicating drainage structure, area (in acres) and Tc flow path shown (in minutes)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tributary area map based on a hydrologic atlas map indicating entire watershed the development falls in including overflow routes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm sewer calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overflow calculations for basin overflow weirs and major overflow routes. Provide matching cross sections shown on grading sheets. Make sure easements for overflow is wide enough based on the cross section.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide off-site flow information and by-pass details.

If the site is in a subdivision with stormwater management provide the following:

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibit showing percentage impervious and pervious areas with calculations. If impervious area exceeds allowable, submit complete stormwater application and report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide BMP's where possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate of Costs for erosion control measures and maintenance

If the site is not in a subdivision with stormwater management or if proposed impervious area exceeds the allowable provided by the subdivision provide the following:

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater application as found on the City's web page
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater report as required by Title 11-7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland Detention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate of Costs for all items required to be compliant with Title 11-7-2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bond for 110% of the approved public improvements in a cost estimate format
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detention facilities designed using retaining walls shall be no higher than 3' before terracing with 5' inbetween walls.



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013
Revised: November 28, 2016

III. Other Agency Permits

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kane DuPage Soil & Water Conservation District Erosion Review, including correspondence (Submit concurrently with City submittal)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IDOT correspondence if adjacent to IDOT roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KDOT correspondence if adjacent to KDOT roads
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Army Corps of Engineers correspondence, if necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IDNR correspondence, including EcoCAT correspondence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IHPA correspondence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IEPA permit applications for sanitary, if necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IEPA permit applications for water, if necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of NOI, if necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of NOT, if necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any other applicable agency having jurisdiction over the project area

VI. Other Forms/Information

Prior to Occupancy

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As-built of public improvements and stormwater management facilities in accordance with the As-Built checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements, if needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. Verify utility was installed within acceptable tolerance in easement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ii. Legal Description is accurate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iii. Easement in a standard format
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	iv. Executed original on mylar
			Note: Engineering to hold executed copy of easement/plat until construction is complete and utility locations have been verified.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Televising of public sewers (sanitary & storm) after construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written request for release of bond
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements and public improvements acceptance by Council
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interim as-builts of all public improvements prior to any foundations installed

ALTA Survey (include a copy if available)



CITY OF BATAVIA

SITE PLAN - FINAL PLAN SUBMITTAL Engineering Checklist

Date: November 27, 2013

Revised: November 28, 2016

REFERENCES

(Found at www.cityofbatavia.net/engineering under Guidelines & Checklists)

1. City of Batavia Design Manual
2. City of Batavia Standard Details
3. City of Batavia General Specifications Sheet
4. City of Batavia Benchmarks
5. Engineer's Estimate of Construction Costs Standard Format
6. Engineering Permit Fee Schedule
7. Letter of Credit Standard Format: Development
8. Letter of Credit Standard Format: Maintenance
10. City of Batavia Standard Easement Provisions
11. City of Batavia Standard Plat Certificates
12. City of Batavia Permit Forms
13. City of Batavia As-Built Checklist