



City of West Chicago Site Development Permit Application

Project Location _____

Project Name _____

P.I.N. Number _____

Applicant's Name _____

Address _____

Telephone Number _____ Fax Number _____

Owner's Name _____

Address _____

Telephone Number _____ Fax Number _____

Submittal requirements (please check that each item is submitted)

- Stormwater Management Permit Application
- Site Development Plan
- Site Grading Plan
- Storm Drainage Plan
- Phasing Plan
- Erosion Control Plan
- Engineers Estimate of Cost
- Bond or Letter of Credit
- Fee

I hereby agree that issuance of a site development permit allows commencement of land movement activity prior to final engineering approval at my own risk. Land movement is not permitted within any special management area or required buffer. Approval of final engineering plans may require regrading of portions of the property.

Signature of Applicant Print Name Date

Witness

City of West Chicago Site Development Permit

A property owner may receive permission for land movement prior to final engineering approval upon issuance of site development permit in accordance with Section 14.52 through 14.55 of the City Code of Ordinances. The permit allows the owner to begin land movement at the owner's risk. If the final engineering design results in revisions to the elevations and site topography, the owner will be required to grade in accordance with the approved plans regardless of the site development permit.

Requirements for a site development permit are listed below.

Submittal Requirements

1. Application form: Each application for a site development permit shall be made by the owner of the property or his authorized agent to the city engineer on the attached form.
2. Stormwater management permit application.
3. Site development plan: A vicinity sketch, showing acreage of site, boundary line survey, zoning, type of proposed sewer and water facilities, location of existing utilities, buildings and drains on and within one hundred (100) feet of the site, together with a legend and scale.
 - A. A soil map of the subject property showing the predominant soil types on the site.
 - B. Information on those areas abutting or adjacent to the site required to show existing drainage patterns and the drainage course that may be affected by the development.
 - C. The name and address of all developers or owners.
 - D. The name and address of all consulting firms retained by the applicant, together with the name of applicant's principal contact at such firm.
 - E. Limits of natural floodplains, if any.
 - F. Areas to be sodded, seeded, mulched or paved.
 - G. Acreage of area to be vegetatively stabilized, if any.
 - H. Areas to be left undisturbed.
4. Site grading plan: A map showing existing topography of the site and a 100-foot adjacent peripheral strip, proposed contours and final grades, and street profiles; and, indication of what measures will be employed to protect cut and fill slopes from surface runoff.

5. Storm drainage plan: A plan based upon a competent storm drainage study, including a drainage area map and computations and indicating what conditions now prevail at proposed and natural outlets and a statement including, but not limited to;
 - A. Whether the drainage course is bare earth or vegetated.
 - B. Whether the constructed outlet will be in open sun, open shade or dense shade.
 - C. Whether the natural or proposed outlet is subject to long term or continuous flow.
 - D. Whether the existing outlet is actively eroding.
 - E. Whether there is evidence of a high water table and, if so, is the same permanent or seasonal.
 - F. Whether the area is subject to seepage or spring flow.
 - G. The elevation of normal water level in all proposed and natural outlets.
 - H. A profile below outlet for sufficient distance to indicate the natural gradient of the accepting natural outlet and/or stream channel.
 - I. A cross-section and profile of existing stream channels where applicable.
 - J. A ditch design and computations for all seeded, sodded, or bare earth outlets, ditches, and similar water conduction facilities.

6. Phasing plan: An estimate schedule and phasing of development of the site as follows:
 - A. Phase I—Stripping and/or clearing
 - B. Phase II—Rough grading and construction
 - C. Phase III-Final grading and vegetative establishment.
 - D. Phase IV-Maintenance

7. Erosion control plan: All erosion and sediment control plans submitted to the city engineer for approval shall show erosion and sediment control measures needed to provide protection throughout the construction listed above. These plans shall also include any off-site borrow and spoil areas, sewer lines, utility lines and haul and access roads, and shall further indicate:
 - A. The start of clearing date;
 - B. Duration of exposure of disturbed areas;
 - C. Installation of temporary sediment control measures both vegetative and structural by phase and date;
 - D. Installation of storm drainage by phase and date;
 - E. Paving of streets and parking areas, if any, by phase and date;
 - F. Establishment of permanent vegetative cover plans that show what will be done to shorten the duration of exposure of disturbed areas after grading, including seeding mixes and rates, type of sod, seedbed preparation, seeding dates, lime and fertilizer application, temporary seedings, if needed, mulching, or similar stabilization procedures;
 - G. Details of all structural sediment control measures;
 - H. Computations for sediment basins.

8. Bonds: The applicant shall be required to file with the city a performance bond, letter of credit, or other improvement security satisfactory to the city attorney in the amount deemed sufficient by the city engineer to cover all the costs of improvement, landscaping, maintenance of landscaping, engineering, inspection fees and incidental expenses.
9. Fees: The cost of plan review and inspections made by the city engineer shall be paid by the permittee to the city clerk as set forth in section 2-11 of this Code of Ordinances.

Inspections

The city engineer or designee shall make inspections as hereinafter required and shall either approve that portion of the work completed or shall notify the permittee wherein the same fails to comply with the site development plan. Where it is found by inspection that conditions are not substantially as stated or shown in the said plan, the city engineer may stop further work until approval is obtained for a revised grading plan conforming to the existing conditions. Plans for grading work, bearing the stamp of approval of the city engineer, shall be maintained at the site during progress of the grading. Until the final inspection is made, a sign issued by the city, indicating permission to grade has been granted by the city, shall be prominently displayed on the front property line of the property involved so as to be visible from the street on which the property fronts. In order to obtain inspections in accordance with the following schedule, the permittee shall notify the city engineer at least one full working day before the said inspection is to be made:

1. Rough grading. When all rough grading has been completed; and
2. Final inspection. When all work, including installation of all drainage and other structures and required planting, has been completed.

Special Precautions

If at any stage of the grading the city engineer determines by inspection that the nature of the formation is such that further work is authorized by an existing permit is likely to imperil any property, public way, watercourse or drainage structure, the city engineer may require, as a condition to allowing the work to be done, that such reasonable safety precautions be taken as he considers advisable to avoid the likelihood of such peril. "Special precautions" may include, but shall not be limited to, specifying a more level exposed slope, construction of additional drainage facilities, berms, terracing, compaction, or cribbing, installation of plant materials for erosion control, and reports of a registered soils engineer and/or of a registered engineering geologist whose recommendations may be made requirements for further work.

Where it appears that storm damage may result because the grading is not complete, work may be stopped and the permittee required to install temporary planting to control erosion, install temporary structures or take such other measures as may be required to protect adjoining property or the public safety. On large operations or where unusual site conditions prevail, the city engineer may specify the time of starting grading and time of completion, or may require that the operations be conducted in specific stages so as to insure completion of protective measures or devices prior to the advent of seasonal rains.

Special Management Areas

The site development permit does not include any grading within a special management area including, but not limited to a wetland, a 50 foot wetland buffer, floodplain or floodway. Erosion control measures shall be erected around such special management areas and no land movement or any disturbance shall occur within said area until such time as approval is granted by the City of West Chicago and Dupage County.

Expiration of Permit

Every site development permit shall expire by limitation and become null and void if the work authorized by such permit has not been commenced within one hundred and eighty (180) days and/or is not completed within one and one-half (1 ½) years from date of issue; except that the city engineer may, if the permit holder presents satisfactory evidence that unusual difficulties have prevented work being started or completed within the specified time limits, grant a reasonable extension date of the permit.