

Will County Site Development Permit Submittal Checklist

Applicant: _____	Reviewer: _____	Permit No.: _____
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The following tables contain a checklist of the requirements before a review for a Site Development Permit submittal will be accepted. Not all requirements pertain to every submittal. For those requirements that you believe do not pertain to this submittal, please give the reasons in the comment box.

All plans and calculations must be signed and sealed by an Illinois Registered Professional Engineer.

TAB 1 – PROJECT OVERVIEW

Identifier	Requirement	Section	Comments
1A	Completed Site Development Permit Application		
1B	Copy of a completed Joint Application form with transmittal letters to the appropriate agencies (wetland or floodplain submittal).	502.5 502.6	
1C	Copies of other relevant permits (i.e. NPDES, IDNR) or approvals (include applications if permits have not been issued)	502.2(g)	
1D	Narrative description of development, existing and proposed conditions, and project planning principles considered, including BMPs utilized.	502.2(d)	
1E	Subsurface drainage investigation report	502.2(h)	

Name of Applicant: _____ Name of Reviewer: _____

Signature of Applicant: _____ Signature of Reviewer: _____

Date: _____ Date: _____

PROJECT INFORMATION:

Project Name: _____
 Site Location: _____
 Township, Range: _____
 Site Area (acres): _____

Please check the following activities that apply (from the flow chart):
 Type of development: Residential Commercial Industrial Agricultural Other

The site has the following constraints:

Floodplain	Floodway	Wetlands
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO

 Qualified Review Specialist Signature Qualified Review Specialist Signature Qualified Wetland Review Specialist

 Print Name

 Print Name

 Print Name

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TAB 2 – STORMWATER SUBMITTAL

Identifier	Requirement	Section	Comments
2A	Narrative description of the existing and proposed site conditions. Include description of off-site conditions.	502.4(a)	
2B	Schedule for implementation of the site stormwater plan.	502.4(b)	
2C	Site runoff calculations:	502.4(c)	
2C1	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for sizing major and minor systems.		
2C2	Cross-section data for open channels.		
2C3	Hydraulic grade line and water surface elevations under design conditions.		
2C4	Hydraulic grade line and water surface elevations under base flood conditions		
2D	Site Runoff and Storage Calculations:	502.4(d)	
2D1	Calculation of hydraulically connected impervious area and corresponding retention volume.		
2D2	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the allowable release rate.		
2D3	Documentation of the procedures/assumptions used to calculate on-site depressional storage.		
2D4	Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining the storage volume.		
2D5	Elevation-area-storage data.		
2D6	Elevation-discharge data.		

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TAB 3 – FLOODPLAIN SUBMITTAL

Identifier	Requirement	Section	Comments
3A	Regulatory floodplain boundary determination:	502.5(a)	
3A1	Provide source of flood profile information.		
3A2	Provide all hydrologic and hydraulic study information for site-specific floodplain studies, unnumbered Zone A area elevation determinations, and floodplain map revisions.		
3B	Floodway hydrologic and hydraulic analyses for the following conditions:	502.5(b)	
3B1	Existing conditions (land use and stream system).		
3B2	Proposed conditions (land use and stream system).		
3B3	Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions.		
3B4	Calculations and assumptions used for model development.		
3B5	Hydraulic/hydrologic computer model input/output.		
3C	Floodplain fill and compensatory storage calculations for below and above 10-year flood elevation:	502.5(c)	
3C1	Tabular summary for below and above 10-year flood elevation of fill, compensatory storage, and compensatory storage ratios provided in proposed plan.		
3C2	Cross-sections used for above calculations with a location and topographical map		
3D	Floodproofing Measures:	502.5(d)	
3D1	Narrative discussion of flood proofing measures including material specifications, calculations, design details, operation summary, etc.		
3D2	Insure structures built on fill in or near Special Flood Hazard Areas are reasonable safe from flooding (see TB10-01 published by FEMA)		
3E	Flood Easements when required.	502.5(e)	
3F	Special Use Permit for floodplain development (when required)		
3G	Sign-off from IDNR (when required)		

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TAB 4 – WETLAND SUBMITTAL

Identifier	Requirement	Section	Comments
4A	A statement of wetland determination as to which wetlands on the development site are Isolated Waters of Will County or Waters of the U.S. to the U.S. Army Corps of Engineers (Corps), including a statement of all required buffer areas.	502.6	
4A1	The jurisdictional determination shall be included with the wetland submittal.		
4B	For Wetland impacts to Waters of the U.S. or Isolated Waters of Will County, the following information is required:	502.6(a)	
4B1	Wetland delineation and wetland determination report.		
4B2	A U.S. Army Corps permit for the proposed development or a letter from the Corps stating that the proposed development does not require Corps authorization.		
4B3	A cover letter signed by a Qualified Wetland Professional, that provides a clear project purpose and need statement, a description of the proposed activity, area (in acres) of wetland and/or buffer impact;		
4B4	A delineation of the wetlands consistent with the requirements provided "Requirements for Wetland Delineation" as requires in Section 407.2 of this ordinance, signed by a Qualified Wetland Professional;		
4B5	A statement on the occurrence of any High Quality Aquatic Resource (HQAR) on or adjoining the development, signed by a Certified Wetland Specialist;		
4B6	Documentation that the development is in compliance with the Illinois Department of Natural Resource's Endangered Species Consultation Program and the Illinois Natural Areas Preservation Act;		
4B7	Documentation that the development is in compliance with the U.S. Fish and Wildlife Service's consultation program under the Endangered Species Act;		
4B8	A mitigation plan meeting the requirements of this Ordinance;		
4B9	A discussion, hydrology calculations or other supporting information to document that on-site preserved wetlands and off site wetlands will not be impacted either from adverse changes in hydrology or pollutant/sediment loading or erosion.		
4B10	A copy of the Natural Resources Information Report (NRI) for development that is required to obtain a NRI performed by the Will County Soil and Water Conservation District;		
4B11	A narrative of the alternative measures taken to avoid, minimize, or mitigate for wetland impacts to Isolated Waters of Will County;		
4B12	Shoreline and streambank erosion restoration that meet the requirements contained in Section 502.9 and Section 502.10 are exempt from submittal requirements contained in this section.		

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TAB 5 – PLAN SET SUBMITTAL

Identifier	Requirement	Section	Comments
5A	Site Topographic Map:	502.3(a)	
5A1	Map scales at 1 inch = 50 feet (or less) and accurate to +/- 0.5 feet.		
5A2	Existing and proposed contours (1 foot interval) on-site and within 100 feet of site.		
5A3	Existing and proposed drainage patterns and watershed boundaries including depressional storage areas.		
5A4	Delineation of pre-development regulatory floodplain/floodway limits.		
5A5	Delineation of post-development regulatory floodplain/floodway limits.		
5A6	Location of cross-sections and any other modeled features.		
5A7	Location of drain tiles and note "I/We agree that any existing field tile on the property shall be protected from damage and that existing drainage through the property shall be maintained. If any existing field tile is encountered, it shall be repaired and/or rerouted back to its original route and function."		
5A8	Location of all wetlands, lakes, ponds, etc. with normal water elevation noted, including appropriate buffers.		
5A9	Location of all (existing and proposed) buildings on the site, including tops of foundation, lowest openings in foundation, and finished garage floor elevations. Also included should be structure elevations within 100 feet of subject property.		
5A10	Nearest base flood elevations.		
5A11	FEMA (if floodplain) or Will County Survey Control Network benchmark.		
5A12	Note stating that no stockpiling or filling in floodplain is allowed.		
5B	General Plan View Drawing (may be more than one drawing for clarity)	502.3(b)	
5B1	Map scales at 1 inch = 50 feet (or less) and accurate to +/- 0.5 feet contour interval.		
5B2	Existing major and minor stormwater systems.		
5B3	Proposed major and minor stormwater systems.		
5B4	Design details for stormwater facilities (i.e. structure and outlet work detail drawings, etc.).		
5B5	Scheduled maintenance program for permanent stormwater facilities including BMP measures.		
5B6	Planned maintenance tasks and schedule.		

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Tab 5 – PLAN SET SUBMITTAL...CONTINUED

5B7	Identification of persons responsible for maintenance.		
5B8	Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity.		
5B9	Legal Description and PIN		
5B10	Method of Sewer and Water service with locations, including septic fields drawn to scale.		
5B11	Name, address, and phone number of Engineer and Owner.		
5B12	Percent impervious surface lot coverage of site.		
5B13	Drainage Certificate		
5B14	Parking plan showing compliance with the Will Co. Zoning Ordinance and ADA requirements.		
5B15	Building and parking setbacks.		
5C	Sediment/Erosion Control Plan:	502.3(c)	
5C1	Sediment/erosion control installation measures and schedule.		
5C2	Existing and proposed roadways, structures, parking lots, driveways, sidewalks and other impervious surfaces.		
5C3	Landscape plan		
5C4	Limits of clearing and grading.		
5C5	Floodplain/Floodway Locations.		
5C6	Proposed buffer location.		
5C7	Existing soil types, vegetation and land cover conditions.		
5C8	List of maintenance tasks and schedule for sediment/erosion control measures.		
5C9	Note stating "Erosion control to be applied per the Illinois Urban Manual, latest edition."		
5D	Vicinity Topographic Map:	502.3(d)	
5D1	Vicinity topographic map covering entire area upstream of the development site and downstream to a suitable hydraulic boundary condition.		
5D2	Watershed boundaries for areas draining through or from the development.		
5D3	Soil types, vegetation and land cover affecting runoff upstream of the site for any area draining through the site.		
5D4	Location of development site within the major watersheds.		

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TAB 6 – SECURITY SUBMITTAL

Identifier	Requirement	Section	Comments
6A	Estimate of Probable Cost to construct stormwater facilities.		
6B	Development security:	1201.1	
6B1	Schedule for the completion of stormwater facilities.		
6B2	Irrevocable letter of credit for 125% of estimated probable cost to construct the stormwater facilities.		
6B3	Right to draw on the security statement - signed by the holder of the security.		
6B4	Right to enter the development site to complete required work that is not completed according to schedule.		
6B5	Indemnification statement - signed by developer.		
6C	Sediment and erosion control security:	1202.1	
6C1	Irrevocable letter of credit for 110% of estimated probable cost to install sediment and erosion control facilities.		
6C2	Right to draw on the security statement - signed by the holder of the security.		
6C3	Right to enter the development site to complete required work that is not installed and maintained according to schedule.		
6D	Letter of Credit Requirements:	1203	
6D1	Statement that indicates that the lending institution capital resources at least \$10,000,000, or as authorized.		
6D2	Lending institution has an office location within the Chicago Metropolitan Area.		
6D3	Lending institution is insured by the Federal Deposit Insurance Corporation.		
6D4	Allows Chief Subdivision Engineer to withdraw without consent of developer.		
6D5	Allows Chief Subdivision Engineer to withdraw within 45 days of expiration date.		

DEVELOPER'S STATEMENT

Right to Draw on Securities
Section 1201.1 (c & d) & 1202.1.b

I, _____, do hereby grant to the Chief Subdivision Engineer of Will County the right to draw on the performance security posted in accordance with Site Development Permit #_____ for the purpose of completing any and all Stormwater Facilities and completing or maintaining Sediment and Erosion Control Measures included in the referenced permit. The decision to draw on the security shall be at the discretion of the Chief Subdivision Engineer. I further grant the right to enter the property for the purpose of performing the work to whoever the Chief Subdivision Engineer designates and agree to indemnify Will County against any increased costs attributable to concurrent activities or conflicts between the Chief Subdivision Engineer's designees and any other contractors on site. I further warrant that I am a duly authorized representative of the developer with the authority to make this statement, and that this statement shall remain binding until final inspection and acceptance of all permitted Stormwater Facilities.

STATEMENT FOR: _____
Developer

BY: _____
Name and Signature

TITLE: _____

RELEASED BY FINAL ACCEPTANCE

FOR: _____
County/Community

BY: _____
Chief Subdivision Engineer

DATE: _____