



City of Joliet

Plan Submission Checklist

**City of Joliet Department of Public Utilities
150 W. Jefferson Street,
Joliet, IL 60432**



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FINAL PLAN SUBMITTAL Engineering Checklist

Civil Plans & Supplemental Documents

- 2 sets of plans printed on 24" x 36" sheets.
- 1 set of plans printed on 11" X 17" sheets (scaled to 50% of the original).
- 1 copy of the Stormwater Report.
- 1 copy of Site Work Cost Estimate (following City format).
- 1 Electronic (PDF) set of all documents submitted.

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

Sheets Titles

- Title Sheet.
- Overall Plan Sheet.
- Existing Conditions and/or Demolition Sheet.
- Grading Plan.
- Erosion Control Plan.
- Erosion Control Details.
- Utility Plan.
- Plan & Profile Sheets for Roadways.
- Plan & Profile Sheets for Utilities.
- Pavement Marking, Signage & Lighting Plan.
- City of Joliet General Notes & Specifications.
- Additional Notes, Specifications & Detail Sheet.
- Construction Phasing.
- Landscape Plan.
- For all revisions, include bubbles & the number of the revision.

Sheet Details

- North Arrow.
- Numerical Scale with Graphic Scale.
- Residential not to exceed 1"=40'.
- Commercial not to exceed 1"=50'.
- Industrial not to exceed 1"=50'.
- Property information (identify property lines, right-of-way, easements, lot numbers)
- Date of preparation and revisions.
- 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.



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- Property information (identify property lines, right-of-way, easements, lot numbers).
- Streets with street names.
- Sheet breaklines as required.
- Show existing conditions as gray scaled.
- Key map (depends on size – if applicable).
- Date of preparation and revisions.
- Applicable sheet title.
- Development name.
- Sheet number and total number of sheet.

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

- Title Sheet.
- Name and Address of Development.
- Name and Lot Number of Subdivision.
- Name and contact information of Developer/Owner.
- Name and contact information of Engineer.
- Name and contact information of Architect.
- Contact information for the Department of Public Utilities.
- Vicinity Map.
- Two Benchmarks (USGS NAVD88) within vicinity.
- Include the date the survey was performed and who performed it.
- J.U.L.I.E. information.
- Index of Sheets.
- Total acreage of site.
- Standard Drainage Certificate.
- Original Signature and Seal of a registered professional engineer of Illinois (at least on approval copy).
- Date of plan preparations and/or revisions.
- Legend (if it does not fit, put on the overall plan sheet).
- The following notes must be shown on the cover sheet:
 - Any revisions to the stamped approved final engineering plans must be reviewed and approved before any work is completed regarding the revised items.
 - All revised items must be accounted for in the record drawings.
 - Overall Plan Sheet
- Show floodplain limits.
- Show wetland limits.
- Show water courses.
- Show floodways.
- Show parks.



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- Show public open spaces.
- Show permanent buildings and structures.
- Show proposed improvements including: street, off-site improvements, sidewalk, bike path, utilities, detention, etc.
- Proposed overland flow routes.
- Site Data Table.

1) Existing Conditions and/or Demolition Sheet

- Existing easements and dedications, clearly identified, with the width, length, etc., reference recorded document numbers.
- Topography depicted with 1 foot contours, extending 100' beyond the property limits, at a minimum, unless otherwise directed by the Department of Public Utilities.
- Existing utilities extending 100' beyond the property limits, at a minimum, unless otherwise directed by the Department of Public Utilities. 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.
- 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.
- Trees 6" diameter or greater.
- 100 year floodplain, floodway, water courses.
- Wetland boundaries. Please refer to the ADID (Will County Advanced Identification of Aquatic Resources).
- Items to be removed and/or abandoned. Please provide a legend for the removal items.
- Existing structures.
- Existing encroachments.
- Existing overland flow route(s).

2) Grading Plan

- Existing 1' contours (gray scaled).
- Proposed 1' contours.
- No slope greater than 4:1; minimum slope is 2%.
- Approach slope does not exceed an algebraic difference of 8% within the street at intersections.
- 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.
- Rim elevations of all structures.
- Show proposed elevations of:
 - Centerline of all proposed roadways where grade breaks exist including all high points, sag points, overland flow routes (shown with arrows).



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- 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.
- All lot corners, drainage swales/easements & breakpoints within the side/rear/front properties. Additional information as requested by the Engineering Department.

- Overland flow routes & details.
- NWL of stormwater management facilities.
- HWL of stormwater management facilities.
- Table of stage storage volumes for stormwater management facilities. Note: This table can be shown in the stormwater report if desired.
- Cross-sections of swales with HWL elevations during overflow condition.
- Finished floor and/or top of foundation elevations.
- For residential label Lookout, Walkout and if Drop Siding is needed.

3) Erosion Control Plan

- Existing 1' contours.
- Proposed 1' contours.
- Overland flow routes.
- NWL of stormwater management facilities.
- HWL of stormwater management facilities.
- Silt fence downstream of any slope.
- Erosion control/construction notes.
- Construction entrance.
- Ditch checks.
- Structure/Inlet protection.
- Location of stockpile surrounded by silt fence.
- Rip-rap downstream of FES.
- Rip-rap or other stabilization of overflow weir.
- Seeding.
- Other erosion control measure.
- Erosion control maintenance schedule.
- Signature block for NPDES.
- Tree protection fence, if necessary.
- Call out the Oil and Grit separator in the appropriate catch basins.

4) Erosion Control Details

- City of Joliet Details.
- Additional Details from the most current Illinois Urban Manual Details.



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- 5) **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.)

Structure table to be provided for all public sewer and water mains, as described below.

- Water Main
 - Show all underground water main, including & depicting long or short services and identify the pipe size and type.
 - Show all water main structures and identify the structure number. The actual structure type, structure size, along with the rim information.
 - Follow the design guidelines found in City Design Manual.
- Sanitary
 - 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)
 - 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.
 - Follow the design guidelines found in City Design Manual.
- Storm Sewer
 - Show all underground storm sewer, including sump pump connections/junction boxes and identify the pipe size and type.
 - 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.
 - Follow the design guidelines found in City Design Manual.
- 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 Director of Public Utilities.
- Proposed public street lights labeled (if necessary) to meet City Standards.
- Relocated public street lights (if necessary).
- All public utilities shall be centered in easements.
- No public utility within the influence of stormwater management facilities and overflow routes.

6) **Roadways Plan & Profile Sheet**

- Right-of-way dimensions.
- Easement dimensions.
- Property line dimensions, lot numbers.
- Pavement location and dimensions, including alignment data.



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- Typical street and ROW Section Detail, detail for each change in section.
- Sidewalk location and dimensions.
- Bike paths location and dimensions.
- Curve radii of approach curb returns.
- Street centerlines plan and profile.
- Street stationing if applicable ***alignment info**.
- Proposed geometrics.
- Limits of construction.
- Grading (adjacent to the road improvements).
- Proposed signage, lighting, utility structures, symbols only.
- Grinding and overlay limits.
- Stormwater management facility location and dimensions.
- 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.

7) Utility Plan & Profile Sheet (for subdivisions and IEPA submittals and those deemed necessary by the Director of Public Utilities).

This information can be combined with the Roadway Plan and Profile Sheet.

- Existing and proposed geometry.
- Sidewalk location.
- Bike paths location.
- Street centerlines and stationing.
- Site distance triangles at intersections to show no obstructions.
- Utilities
 - Show all underground utilities, including private services for water main, sanitary sewer, and sump pump and identify the pipe size and type.
 - 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.

- Plan and profile view of proposed public sewer and water main.
 - Pipe lengths.
 - Pipe slope.
 - Pipe diameter.
 - Pipe material.
 - Elevations of inverts and rim.
 - Structure number.



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- Depth of cover for all utilities.
- 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.
- Adequate separation between public utilities, structures and other site features shall be provided.
- Verify easements are wide enough to allow for depth of sewer.

8) Pavement Marking, Signing Plan and Lighting Plan

- Existing signing to remain.
- All proposed public and private pavement marking, showing type, size & location (ie: cross walks, stop bars, turn lanes, symbols, parking lanes, fire lanes, etc.).
- Proposed signing (ie: stop signs, no parking, speed limit, bikepath, watering bans, handicap, etc.).
- Proposed street light (ie: street light poles, pedestrian lighting, park lighting, sign lighting, building lighting, etc.).

9) City of Joliet General Specifications Sheet

General Sheet with no alterations, only X's through information that does not pertain to specific project.

10) City of Joliet Standard Detail Sheets

Use current City of Joliet details.

11) Landscape plan

- Existing trees to remain.
- Proposed planting list including species, size, and quantities.
- Details & Planting Schedule.
- Show existing and proposed utilities as gray scaled superimposed.
- Identify building wall locations for utility service panels, meters, etc.
- Identify freestanding sign locations.
- 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 Joliet."

12) Additional Items (as deemed necessary by the Director of Public Utilities)

- Construction phasing plan if necessary.
- Detour plan if necessary.



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13) Stormwater – Include the following materials:

All sites with stormwater management shall provide the following:

- Tributary area maps indicating drainage structure, area (in acres) and Tc flow path shown (in minutes).
- Tributary area map based on a hydrologic atlas map indicating entire watershed the development falls in including overflow routes.
- Storm sewer calculations.
- 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.
- Provide off-site flow information and by-pass details.
If the site is in a subdivision with stormwater management provide the following:
 - Exhibit showing percentage impervious and pervious areas with calculations. If impervious area exceeds allowable, submit complete stormwater application and report.
 - Provide BMP's where possible.
 - 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:
 - Stormwater application as found on the City's web page.
 - Stormwater report as required by Ordinance.
 - Wetland Detention.
 - Engineer's Estimate of Costs for all items required to be compliant with the Ordinance.
 - Bond for 110% of the approved public improvements in a cost estimate format.
 - Detention facilities designed using retaining walls shall be no higher than 3' before terracing with 5' in between walls.

14) Other Agency Permits

- IDOT correspondence if adjacent to IDOT roads.
- WDOT correspondence if adjacent to WDOT road.
- Army Corps of Engineers correspondence, if necessary.
- IDNR correspondence, including EcoCAT correspondence.
- IHPA correspondence.
- IEPA permit applications for sanitary, if necessary.
- IEPA permit applications for water, if necessary.
- Copy of NOI, if necessary.
- Copy of NOT, if necessary.
- Any other applicable agency having jurisdiction over the project area.



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15) Other Forms/Information

- As-built of public improvements and stormwater management facilities in accordance with the As-Built checklist.
- Easements, if needed.
 - Verify utility was installed within acceptable tolerance in easement.
 - Legal Description is accurate.
 - Easement in a standard format.
 - Executed original on mylar.

Note: Public Utilities to hold executed copy of easement/plat until construction is complete and utility locations have been verified.

- Televising of public sewers (sanitary & storm) before/after construction.
- Written request for release of bond.
- Easements and public improvements acceptance by Council.
- Interim as-builts of all public improvements prior to any foundations installed.
- ALTA Survey (include a copy if available).

REFERENCES

1. City of Joliet Design Manual
2. City of Joliet Standard Details
3. City of Joliet General Specifications Sheet
4. City of Joliet 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
9. City of Joliet Standard Easement Provisions
10. City of Joliet Standard Plat Certificates
11. City of Joliet Permit Forms
12. City of Joliet As-Built Checklist