



**Village of Glencoe - Department of Public Works**  
**675 Village Court, Glencoe, Illinois 60022**  
**847-835-4111 • fax 847-835-4234**  
**[www.villageofglencoe.org](http://www.villageofglencoe.org)**

January, 2015

An as built topographic survey will be required (topographic survey after all construction grading, final grading and landscaping has been completed) to verify compliance, prior to issuance of Certificate of Occupancy or final inspection approval. The civil engineer must certify the storm water detention volume and restrictor placement. All certifications must be signed, sealed and dated (date of signature and date of license expiration). Effective January 30, 2015

Attached is a revised Engineer/Grade Plan Review Check List. You are now required to show a fourth sheet if 8-inch diameter or greater trees are being removed from a development site.

This fourth sheet is to identify trees that are being removed and to show a tree replanting plan to replace the total diameter inches of trees being removed (unless the owner does not want to do any plantings whereby deposit funds collected for tree removal would be placed in the Village Tree Fund for public plantings elsewhere).

A copy of Section 9-87A of the Village of Glencoe's Ordinance for Land Grade Changes is enclosed along with a Plan Requirement Check List.

Please note that if you have any questions or information regarding Land Grade changes, please contact the following:

VILLAGE OF GLENCOE  
675 Village Court  
Glencoe, IL 60022  
(847) 835-4111

Village Engineer  
847-835-4111, Ext. 1119

or

John Houde  
Building & Zoning Administrator  
Village Arborist  
847-835-4111, Ext. 1117

Dear Resident

Listed below are Grade Change Engineers who have done satisfactory work for Glencoe residents. The Village of Glencoe does not recommend any specific company. Before you contract with a company, you should get three estimates. We advise that you ask for the name and phone number of people who live in Glencoe who have had work performed by them.

Greengard Inc.  
111 Barclay Rd, Suite 310  
Lincolnshire, IL 60069  
Don R. Fielding  
847-634-3883

Gewalt/Hamilton Associates  
850 Forest Edge Drive  
Vernon Hills, IL 60061  
847-478-9700

Bono Consulting Inc.  
1018 Busse Hwy  
Park Ridge, IL 60068  
847-823-3300/ fax 847-823-3303  
Bernie Bono, P.E.

Daniel Creaney Company  
450 Skokie Blvd, Suite 105  
Northbrook, IL 60062  
847-480-5757

# Village of Glencoe



**Checklists for the following plan sheets  
must all be at the same scale:**

**EXISTING CONDITIONS PLAN**

**GRADING PLAN**

**DEVELOPMENT SITE MANAGEMENT PLAN**

**PROPOSED TREE PLANTING PLAN**

\*\*\*\*\* 5 copies of each plan required\*\*\*\*\*

Dated: August 2005  
Revised: August 2007  
Revised : September 2009  
Revised: January 2015

**Village of Glencoe**  
**Existing Conditions Plan Checklist**

An **Existing Conditions Plan** is required for all new single-family home construction sites and in some cases is required for major house additions and renovations. The purpose of the Existing Conditions Plan is to provide a permanent record of current site conditions prior to alteration or redevelopment. The Existing Conditions Plan must be on a separate plan sheet from the Grading Plan and the Development Site Management Plan.

The following must be shown on the **Existing Conditions Plan**:

- \_\_\_ The original topography certified by a Professional Engineer or Land Surveyor registered in the State of Illinois
  
- \_\_\_ A scale of no less than 1 inch = 20 feet, a north arrow, and adjacent street names (work on unmarked State R.O.W. (i.e. Sheridan Road & portions of Dundee Road) may require a separate permit); ALL PLANS TO BE AT THE SAME SCALE.
  
- \_\_\_ The location of all existing building footprints on the subject site, all paved surfaces (including driveways, patios, pools, etc.), and all existing vegetation (including bushes and small trees along perimeter lot lines);
  
- \_\_\_ Notations of USGS benchmarks (benchmarks are available in the Public Works office);
  
- \_\_\_ Spot elevations at lot corners and at 25-foot intervals along the property lines or along the perimeter of the area to be re-graded or landscaped;
  
- \_\_\_ Information on adjacent properties showing contours, drainage courses, structure locations, and foundation elevations within 50 feet of the subject property; and
  
- \_\_\_ Existing contours for the entire tract on 1-foot contour intervals, or 0.5- foot contour intervals if the average slope of the tract is two percent or less, or 5-foot contour intervals in ravine slopes.

**Village of Glencoe**  
**Grading Plan Checklist**

A **Grading Plan** is required for all new single-family home construction sites and in some cases is required for major house additions and renovations. The purpose of the Grading Plan is to demonstrate that all proposed improvements are in full compliance with the Village's Grade Change Ordinance. The Grading Plan must be on a separate plan sheet from the Existing Conditions Plan and the Development Site Management Plan.

The following must be shown on the **Grading Plan**:

- \_\_\_\_\_ The statement "*The proposed grade changes will not violate provisions of Section 9-87 of the Glencoe Village Code*";
- \_\_\_\_\_ Certification by a Professional Engineer registered in the State of Illinois;
- \_\_\_\_\_ A scale of no less than 1 inch = 20 feet, a north arrow, and adjacent street names (work on unmarked State R.O.W. may require a separate permit); ALL PLAN SHEETS TO BE AT THE SAME SCALE.
- \_\_\_\_\_ Notations of USGS benchmarks (benchmarks are available in the Public Works office);
- \_\_\_\_\_ Information on adjacent properties showing contours, drainage courses, structure locations, and foundation elevations within 50 feet of the subject property;
- \_\_\_\_\_ Existing contours for the entire tract on 1-foot contour intervals, or 0.5-foot contour intervals if the average slope of the tract is two percent or less, or 5-foot contour intervals in ravine slopes;
- \_\_\_\_\_ Proposed contour intervals at the same contour interval as stated above;
- \_\_\_\_\_ Changes in grade using concrete, stone, timber, metal or similar retaining walls require guardrails for elevation differences as follows: 8 inch or less: none; 8 inches to 30 inches: 36 inch guardrail; more than 30 inches: 42 inch guardrail.
- \_\_\_\_\_ Proposed top of foundation elevation for building, including any brick ledge elevations, elevations of all entries, and elevations of proposed finished ground grade at all significant points around the proposed building;
- \_\_\_\_\_ Proposed driveway location and gradients subject to the following:
  - (a) Maximum driveway width at the sidewalk not to exceed 16 feet; and
  - (b) Pavement in the parkway and front yard to be 15 feet from mature trees and 5 feet from small trees. Exceptions may be considered where existing driveway apron is closer than above standards.

\_\_\_\_\_ When applicable provide adequate storm water detention to hold a 100 year storm with an appropriately sized restrictor (minimum 3-inch diameter restrictor);

(Note: When submitting plans for either an addition or new construction, provide calculations to show all areas of impervious on the lot. Detention is required based on Section 9-83 of the Village Code. Bulletin 70 Rain Fall Data from Illinois State Water Survey shall be used to calculate detention volume.

Any required storm detention shall be installed prior to the Village approving the spotted survey, prior to framing or in the case of pool construction just after the pool shell is constructed;

\_\_\_\_\_ Proposed connections to public utilities (sanitary, storm, & water), including invert elevations, size and location of public utilities, subject to the following:

(a) 6-inch PVC Schedule 40 or SDR 26 for sanitary sewers;

(b) Sewer ejector and overhead sewer system for all basements;

(c) 1 or 1 ½ -inch type K copper for new water services with maximum 1- inch meter;

(d) Catch basins type C 24-inch for all yard inlets;

(e) Proposed connections to be cored out and saddled or a section of the main replaced with a wye section;

(f) No existing services to be reused; and

(g) Sewer, water, electric, and gas utilities are to be routed so as to maintain a minimum of 15 feet from mature trees and 5 feet from small trees for both, the utilities and necessary excavations and/or auger pits (show auger locations if utility service is to be within 15 feet of mature trees).

\_\_\_\_\_ Location of footing drain discharge through a sump pump system and downspout drainage into the storm sewer;

(Note: If drainage areas are tributary to a natural ravine or bluff area on the property they should be piped to the bottom of the ravine below the surface. The installation method should be specified on the plan subject to the review and approval of the Village Engineer. Methods and materials will be reviewed on the basis of existing site conditions, the size of pipe proposed, and the drainage area tributary to the system.)

\_\_\_\_\_ Provisions for required erosion control measures, including silt fence;

(Note: Any construction site will control discharge to the storm sewer system. Only clear storm water meeting the requirements of the General Permit for NPDES Phase II effective July 1, 2003 issued to the Village of Glencoe through the IEPA will be allowed.)

\_\_\_\_\_ Actual location, diameter, and species of all trees on public property;

\_\_\_\_\_ Actual location, diameter, and species of all trees on private property that are 8 inches or more in diameter as measured 54 inches above grade. Mark with an "X" on plan sheet all trees of this size proposed for removal;

(Note: Smaller trees and bushes located along the lot line perimeter must be retained during the initial stages of construction.)

\_\_\_\_\_ Protected tree areas surrounded with 6-foot chain-link fencing on parkways and on private property to protect tree root systems from vehicle compaction and damage from underground utility work; and

\_\_\_\_\_ Site secured by a temporary 6-foot chain-link fence with round driven posts around the perimeter of property that is maintained throughout the construction process. Include the following notes:

(6)

*"DO NOT INSTALL ANY REQUIRED FENCING WITHOUT CONSULTING VILLAGE APPROVED GRADE PLAN".*

(7)

*"DO NOT REMOVE ANY FENCING FROM SITE WITHOUT PRIOR VILLAGE APPROVAL".*



**Village of Glencoe**  
**Development Site Management Plan**  
**Checklist**

A **Development Site Management Plan** is required for all new single-family home construction sites and in some cases is required for major house additions and renovations. The purpose of the Development Site Management Plan is to require some forethought into the daily operations of the construction site in order to allow for a building process that minimally impacts surrounding properties and the Village at large. The plan should be drawn to a scale of no less than 1 inch = 20 feet and include a north arrow. **ALL PLAN SHEETS TO BE AT THE SAME SCALE.** The Development Site Management Plan must be on a separate plan sheet from both the Existing Conditions Plan and the proposed Grading Plan.

The following must be shown on the **Development Site Management Plan**:

**Off-Site Specifications**

Each Development Site Management Plan must include the following:

- \_\_\_\_\_ **Parking** – Show the proposed location for off-site parking of contractor and worker vehicles. Certain locations may require contractor vehicles to be parked on adjacent streets. These adjacent street locations should be indicated in a plan note.
- \_\_\_\_\_ **Loading** – Indicate the proposed location for all loading and unloading activities that will take place on public streets, sidewalks, and other rights-of-way. Space should be maintained on-site for the delivery and storage of all building materials. No such materials should be stored on the public parkway and/or right-of-way at any time.
- \_\_\_\_\_ **Delivery Route** – Include a plan note indicating the proposed delivery route for materials to the site. The proposed route should utilize major Village streets and minimize travel through residential neighborhood streets. For staging activities (i.e. excavation, concrete pour, etc.), indicate proposed route where trucks will be stacked.

**On-Site Specifications**

Each Development Site Management Plan must include the following:

- \_\_\_\_\_ **Building Footprint & Paved Areas** – Show the location of the proposed building, detached garage, any other structures, driveways, patios, and sidewalks
- \_\_\_\_\_ **Grade Changes** – Changes in grade using concrete, stone, timber metal or similar retaining walls requires guardrails for elevation differences as follows: 8 inches or less: none; 8 inches to 30 inches: 36 inch guardrail; more than 30 inches: 42 inch guardrail.
- \_\_\_\_\_ **Site Access** – Show the locations of the existing driveway or the temporary gravel driveway (8 inch crushed stone base) that will serve the site during construction.
- \_\_\_\_\_ **Utilities** – Show the proposed locations of all sewer, water, gas, and electric utility services (location and type only – no detail notes).

- \_\_\_\_\_ **Existing Trees/Vegetation** – Show all public property trees and all 8 inch or greater diameter private property trees as specified on Grading Plan Checklist. Mark with an “X” on plan sheet all trees of this size proposed for removal.
- \_\_\_\_\_ **Site Fencing** – Indicate the location of all fencing on the site including temporary chain-link fence, tree protection fence (for all public trees and for private trees 8 inches or greater in diameter), and silt fence.
- \_\_\_\_\_ **Materials, Equipment, & Spoils Storage** – Show the proposed location of materials, equipment, and spoils storage on the site. All excavation materials, except that needed for backfill, should be loaded and removed from the site at the time of excavation. Erosion control must be provided around spoils.
- \_\_\_\_\_ **Sanitation Facilities** – Show the proposed location of any portable toilet facilities on the site. The proposed location should have the least impact on surrounding properties and be screened if possible.
- \_\_\_\_\_ **Dumpster** – Show the proposed location for project dumpsters. Access for the delivery and removal of dumpsters must conform to the site access specifications.
- \_\_\_\_\_ **Parking** – Show the proposed location for available on-site parking of contractor and worker vehicles.

### **General Notes for all Sites**

The following notes must be included on each Development Site Management Plan and may be duplicated from this sheet.

- \_\_\_\_\_ **Litter Control** – The site must be kept free of all litter and debris at all times on a daily basis.
- \_\_\_\_\_ **Grass Maintenance** – Grass and weeds on private property and on the parkway must be maintained throughout the entire construction process, including those areas fenced for tree protection.
- \_\_\_\_\_ **Street & Sidewalk Cleaning** – All heavy mud, gravel, and other debris left on the street or sidewalk must be cleaned and removed immediately. The street and sidewalk must be swept at the end of each working day.
- \_\_\_\_\_ **Dust Control** – Dust particles must be controlled at all times. All masonry saws must be equipped with water feed attachments. No dry cutting of brick, stone, or pavers is permitted.

\_\_\_\_\_ **Right-of-way Safety & Restoration:**

(a) Traffic control is required for any excavation or permit work in the public right-of-way. At a minimum, Type II barricades are required. Advanced warning signs may be required based on the Village Engineer's review. No street access can be closed without written Village approval;

(b) No metal plates may be used between November 15 and March 15 for any pavement opening. Plates may be used with adequate traffic control to protect a pavement opening for no more than 72 hours after a utility cut has been made;

(c) Temporary pavement restoration should consist of a minimum of four inches (six inches if work is on Green Bay Road, Sheridan Road, or Dundee Road) of concrete, placed over compacted trench backfill, rough broom finish, matching the existing pavement elevation. Cold Patch (cold bituminous material) may be used only with approval from the Village;

(d) Any public sidewalk or curb that is removed as a result of a utility connection will be temporarily patched (with concrete) within 48 hours of excavation. No public sidewalk will be unavailable for public use at any time except when such sidewalk is removed or replaced; and

(e) Any trenches in the public parkway should be backfilled and jetted to accelerate settlement and compaction. The parkway should be filled and leveled to match existing grade within 48 hours of excavation.

1-2009 PW 11

**Village of Glencoe**  
**Proposed Landscaping Plan Checklist**

**On Site Specifications:**

- \_\_\_\_\_ Show proposed building outlines and paved areas. (Also existing if this is a house addition;
- \_\_\_\_\_ Show all existing 8 inch or more diameter trees and proposed 3 inch or more diameter trees that are planned to meet the tree removal replanting requirement;
- \_\_\_\_\_ CIRCLE ALL NEW TREE PLANTINGS;
- \_\_\_\_\_ Note attached approved tree planting list.
- \_\_\_\_\_ Trees should not be located in any of the following locations: drainage swales, detention facilities, or any location that impedes the line of sight in public areas such as intersections, crosswalks, etc.