Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
cityhpil.com

The City of Highland Park created the following protocol on the submission requirements for Drainage and Grading (D&G) required permits. As required in Chapter 171 (Drainage & Grading of Lots) and Chapter 172 (Infill Ordinance) of the City Code, the Community Development Department in association with Public Works Department Engineering Division, reviews and approves D&G plans for certain infill construction, which includes but is not limited to increase in impervious surface area, earth moving, cut-and-fill, and movement of soil, rock, and other materials.

Applicants are required to indicate all D&G impacts that are proposed within the plans submitted for a building permit. D&G plans are required for all submittals where the net increase in impervious surface area and/or earthmoving disturbance is more than 100 square feet.

Please indicate all categories that apply to your proposed project:

- ☐ Located within a Floodplain
- ☐ Located with a Steep Slope Zone (SSZ)
- ☐ Multi-family / Commercial structure
- ☐ Planned Unit Development (PUD) Site
- ☐ Earth moving covering more than 50 square feet *(requires a D&G plan with submittal)*
- ☐ Increase in impervious surface is more than 250 square feet *(requires a D&G plan with submittal)* – **Connections to storm sewer may be required**
- ☐ N/A – Not Applicable: Applicant has voluntarily selected to not submit a D&G plan for an impacted area less than 250 square feet – **Connections to storm sewer may still be required**

Disclaimer About N/A Option

Applicants are able to voluntarily select not to submit a D&G plan for earth moving covering less than 50 square feet or a net increase in impervious surface area of less than 250 square feet. The City's plan review personnel will evaluate the specific context of the existing site including field inspection and verification of conditions, as well as the proposed construction activity. Based on an existing plan and proposed conditions as well as potential impacts to adjacent properties, the City will make the final determination if a D&G plan submittal is necessary.

If an applicant selects not to submit a D&G plan, but during plan review it is determined that one is necessary to evaluate the project's impact on drainage and storm water management – the applicant must submit a D&G plan at that time. That requirement will be noted in the first set of plan review comments provided to the applicant. This approach may potentially delay the overall time to approve the permit. However, the City recognizes the benefit to the applicant to determine whether a project for earth moving covering less than 50 square feet or less than 250 square feet of net impervious area necessitates a D&G plan. The City allows the applicant to make this initial decision themselves at the time of submittal, as indicated above.

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Drainage and Grading of Lots, Section 171 - Infill Ordinance Section 172

The purpose of Chapters 171 and 172 of the City Code is to provide minimum standards to ensure the public health, safety, and welfare of the residents and businesses of City of Highland Park. Specifically, as it relates to Drainage & Grading (D&G), the intent of these chapters is to prohibit any activity that may alter or obstruct the natural flow of storm water in a manner that will negatively impact another property, or increase or intensify the discharge of storm water onto another property.

D&G plans are reviewed by the City. In general, the Community Development Department through its Building Division reviews D&G plans for single family lots. The Public Works Department through its Engineering Division reviews D&G plans for commercial, multi-family lots, development in the steep slope zone (Ravines and Bluffs) and Federal Emergency Management Agency (FEMA) and City of Highland Park floodplain areas. In accordance with the City Code, all new buildings, additions, garages, patios, pools or improvements, greater than 250 square feet in area or any earth moving of an area greater than 50 square feet require a D&G plan, and building permit.

Again, in accordance with the City Code, an extension of the City's storm sewer system may be required for lots where there is not a public storm sewer in close proximity to the development within the City's right-of-way. Any applicant required to construct and install a public storm sewer may apply for a recapture agreement pursuant to the provisions set forth in Chapter 51 of the City Code.

All properties that are in a floodplain shall show the limits of the floodplain, floodway, and the Base Flood Elevations (BFE) for both the City of Highland Park and FEMA floodplain areas. Additional information for City of Highland Park floodplain areas is found at:

https://cms6.revize.com/revize/highlandparkil/Rivers%20Flood%20Profile%20(For%20City%20website).pdf.

Compensatory storage is required for all storage lost or displaced due to filling of floodplain area, refer to Article XVIII of the Zoning Code. A Watershed Development Permit is required for work in a floodplain.

Properties with an impervious area ratio of 50% or more, or with more than 16,000 square feet of new impervious area are required to provide storm water detention in accordance with Article XVIII of the Zoning Code. A Watershed Development Permit is required for developments requiring storm water detention.

All properties that have wetlands require a Watershed Development Permit. Refer to Article XVIII of the Zoning Code for details.

All properties that have a ravine or bluff shall require additional setbacks herein referred to as the Steep Slope Zone setbacks. All plans in or near the Steep Slope Zone shall delineate the extent of the Steep Slope Zone. See Article XIX of the Zoning Code for all Steep Slope Zone requirements.

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The City of Highland Park Code, building permit fees including Watershed Development Permit fees, is available on the City website: www.cityhpil.com.

Depending on the scope and complexity of the proposed improvements, the City may require signed and seal engineering plans prepared by a Professional Engineer licensed in the State of Illinois. If determined by the City that an engineering plan is required, all engineering plans shall include, but not be limited to, the following criteria:

____ D&G plans for all new structures shall be on U.S.G.S. datum, and signed and sealed by a registered professional engineer and/or surveyor. Minor improvements may use an assumed datum expressed in feet and shall be signed and sealed by a registered professional engineer and/or surveyor in the State of Illinois.

____ Existing adjacent top of foundation elevations.

____ Existing and proposed structure layout, and top of foundation elevation(s), including patios, decks, driveways, sidewalks, or any other structures which may affect drainage.

____ Existing and proposed foundation, ground, and driveway elevations (ground at foundations shall be 6-8 inches below the top of foundation).

____ Existing and proposed contours at 1-foot intervals (if the lot has slopes less than 1%, show ½ foot contours).

____ Existing trees 6-inch diameter and larger. Separate tree inventory plans are required for review and approval by the City Forester.

____ Provide enough off-site elevations (minimum 50-ft) to determine existing drainage patterns.

____ All proposed downspouts, inlets, and sump pumps shall be connected to the public storm sewer. An extension of the City's storm sewer system may be required for lots where there is not a public storm sewer in close proximity to the development within the City's right-of-way.

____ All existing and proposed pavement, swale, and ditch grades; and typical cross sections.

____ Size, location, material, and slope of all proposed and existing storm sewers, and driveway culverts.

____ All existing and proposed on-site swales, and percentage of slope (2% minimum), and cross section detail.

____ Sediment and Erosion Control detail.

____ Limits of the floodplain, floodway, and the Base Flood Elevations (BFE) for the City of Highland Park and FEMA floodplains.

____ Area designated for Compensatory Storage.

____ Existing and proposed FEMA Elevation Certificates for development in floodplain.

____ Limits of the Steep Slope Zone, including the 10 feet setback for ravines or 40 feet setback for bluffs.

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Residential Infill Construction Indemnification Agreement

TO: The City of Highland Park, Illinois ("City")

WHEREAS, the undersigned ("Applicant") has filed for a building permit with the City for construction on an Infill Construction Site, as defined in the Residential Infill Construction provisions provided in Chapter 172 of "The Highland Park Code of 1968" as amended ("Infill Construction Ordinance") and located at the address provided at the bottom of this page; and

WHEREAS, Section 172.107 of the Infill Construction Ordinance requires the Applicant, as a condition of the issuance of any permit for the work on the Infill Construction Site, to hold harmless and indemnify the City in accordance with this Agreement;

NOW, THEREFORE, the Applicant does hereby agree and covenant as follows:

1. The Applicant shall, and does hereby unconditionally agree to, accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Infill Construction Ordinance.

2. The Applicant acknowledges and aggress that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City's issuance of any permits for construction on or the use of the Infill Construction Site and that the City's issuance of any such permits or modifications does not, and shall not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.

3. The Applicant agrees to and does hereby agree to hold harmless and indemnify the City, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of such parties in connection with (1) the City's review and approval of any plans for the Infill Construction Site; (ii) the issuance of any approval, permit, certificate, or acceptance for the Infill Construction Site; and (iii) the development, construction, maintenance or use of any portion of the Infill Construction Site.

Printed Name: _____

Signature: _____

Date: _____

Address of Infill Construction Site: _____, Highland Park, IL 60035

City of Highland Park

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Pending Construction Notification

Construction Address: _____

Project Description: _____

Project Status: IN REVIEW (not approved yet)

Date: _____

This letter is a courtesy notification of a pending construction project at the address above. As part of the City's permitting process, reviews of the planned improvements include evaluation of existing and proposed Drainage and Grading (D&G) conditions. The primary intent of the D&G review is to collect and assess information pertinent to the project and evaluate the potential drainage impact in the nearby area.

There is no required action on your part at this time.

However, if you have documentation such as surveys, photographs, etc. that you feel could assist the City's review, please forward that information in writing to our department within five days of receiving this letter. Hard copies can be mailed to or dropped off at the address above. Electronic submissions can be emailed to building@cityhpil.com (please reference the construction address in the Subject line).

Sincerely,
Highland Park Building Division Management Team

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Notification List
For Pending Infill Construction

Minimum Requirement: All adjoining/abutting properties as well as properties across the street shall be sent the "Pending Construction Notification".

Applicant Name(s): _____

Applicant Address: _____

Address Receiving Notification	Date Sent (via Regular Mail)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

The Undersigned Applicant for Infill Construction hereby confirms that he/she has sent the Pending Construction Notification letter to the addresses identified above.

Signed: _____

Address: _____

Date: _____