

Engineering Site Plan Review Checklist



**CITY OF URBANA**  
**Public Works Department**  
**Engineering Site Plan Review Checklist**

<b>DATE SUBMITTED:</b> _____
<b>PROJECT TITLE:</b> _____ _____
<b>PROJECT LOCATION/ADDRESS:</b> _____ _____

**INSTRUCTIONS**

- Five (5) complete sets of Plans/Drawings/Documentation shall be submitted to the City of Urbana Community Development Department for review.
- Provide one (1) electronic copy of Plans/Drawings/Documentation in PDF format.
- This document must be completed and signed by both the Owner/Developer and Site Engineer and submitted with the Drawings and Specifications for the Site Development.
- The applicant shall note appropriate Specification Section number and page and/or Drawing number reference in the space allocated below. If additional space is required attachments to this document may be provided and referenced in the allocated space.
- City will provide draft stormwater detention basin maintenance agreement for owner/developer to review and execute. Contact Engineering Division to start process for developing draft stormwater detention basin maintenance agreement.
- Contact Engineering Division at (217) 384-2385 for any questions/clarifications regarding the site plan review process.

<b>Description</b>	<b>Number Provided for Project</b>
Parking Spaces Provided	
Shade Trees Provided	
Bicycle Spaces Provided	
Total Impervious Area (Sq-ft) (Include gravel areas)	

## Engineering Site Plan Review Checklist

<b>General Site Plan Requirements</b>				
Item	Yes	N/A	Site Plan Documentation Requirements	Plan Sheet # or Specification Page where item is shown
1	<input type="checkbox"/>		Digital copy in PDF format provided	
2	<input type="checkbox"/>	<input type="checkbox"/>	Drawings sealed by a Professional Engineer	
3	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, and telephone number of plan preparer shown on Drawings	
4	<input type="checkbox"/>	<input type="checkbox"/>	Project Location/Street Address shown	
5	<input type="checkbox"/>	<input type="checkbox"/>	Drawing size 11" x 17" or 24" x 36"	
6	<input type="checkbox"/>	<input type="checkbox"/>	Scale no less than 1" = 10' and no greater than 1"=50'	
7	<input type="checkbox"/>	<input type="checkbox"/>	North arrow on all appropriate plan sheets	
8	<input type="checkbox"/>	<input type="checkbox"/>	Property corner markers shown	
9	<input type="checkbox"/>	<input type="checkbox"/>	Easements for sanitary sewers, storm sewers, telephone, gas, electric, cable-TV, water and other utilities identified on plans	
10	<input type="checkbox"/>	<input type="checkbox"/>	USGS Datum or arbitrary datum reference and bench mark(s) and location(s) provided	
11	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed spot elevations and/or contours shown	
12	<input type="checkbox"/>	<input type="checkbox"/>	Proposed building foundation type, foundation plans, and finished floor elevations provided	
13	<input type="checkbox"/>	<input type="checkbox"/>	Proposed driveway(s) in proper location	
14	<input type="checkbox"/>	<input type="checkbox"/>	Proposed driveway construction materials, thicknesses and gradient shown	
15	<input type="checkbox"/>	<input type="checkbox"/>	Existing driveway(s) closure details shown	
16	<input type="checkbox"/>	<input type="checkbox"/>	Proposed tree protection locations and details shown	
17	<input type="checkbox"/>	<input type="checkbox"/>	Public tree removal proposed and proper mitigation provided.	
18	<input type="checkbox"/>	<input type="checkbox"/>	Streetlight removal/relocation proposed	
19	<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall details shown	

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<b>General Site Plan Requirements</b>				
Item	Yes	N/A	Site Plan Documentation Requirements	Plan sheet # or specification page # where item is shown
20	<input type="checkbox"/>	<input type="checkbox"/>	Flood Zone Designation & Map Number documented on the plans	
21	<input type="checkbox"/>	<input type="checkbox"/>	100-year floodplain elevation shown if elevation is within three feet of the lowest floor	
22	<input type="checkbox"/>	<input type="checkbox"/>	Plan conforms to all applicable floodplain regulations	
23	<input type="checkbox"/>	<input type="checkbox"/>	Elevation Certificate if required	
24	<input type="checkbox"/>	<input type="checkbox"/>	IEPA Sanitary Sewer Construction Permit if required Population Equivalents is 15 or greater	
25	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary sewer lateral(s) shown with diameter, pipe material, slope, invert elevations, and clean-outs shown	
26	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary sewer(s) shown with diameter, pipe material, and slope.	
27	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary manholes shown with rim elevations and pipe inverts. Show sanitary sewer manhole detail.	
28	<input type="checkbox"/>	<input type="checkbox"/>	Connection detail to public sanitary sewer shown	
29	<input type="checkbox"/>	<input type="checkbox"/>	Storm sewer shown with diameter, type of pipe material, inverts, and pipe slope.	
30	<input type="checkbox"/>	<input type="checkbox"/>	Storm inlets and manholes shown with rim elevations and pipe inverts. Show storm sewer manhole and inlet details.	
31	<input type="checkbox"/>	<input type="checkbox"/>	Casting on grates of storm sewer manholes and inlets stamped with "No Dumping Drains to River or Creek"	
32	<input type="checkbox"/>	<input type="checkbox"/>	Connection detail to public storm sewer shown	
33	<input type="checkbox"/>	<input type="checkbox"/>	Downspouts and footing drain discharge location(s) shown	
34	<input type="checkbox"/>	<input type="checkbox"/>	Sump pump discharge location shown	
35	<input type="checkbox"/>	<input type="checkbox"/>	Location of drainage courses and flow-line gradient shown	
36	<input type="checkbox"/>	<input type="checkbox"/>	Location, size, and type of culverts including inverts and grades at 25 foot intervals 100 feet in each direction	

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37	<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Management Plan and/or Certification per Section VI-7 of the Zoning Ordinance submitted.	
38	<input type="checkbox"/>	<input type="checkbox"/>	Executed Storm Water Detention Basin Maintenance Agreement submitted.	
39	<input type="checkbox"/>	<input type="checkbox"/>	Landscape design that meets Shade Tree planting requirements for parking lots or commercial/residential buffers provided. (Tree species, tree locations, soil preparation and planting details are all necessary components of Shade Tree planting requirements.)	
40	<input type="checkbox"/>	<input type="checkbox"/>	IDOT reviewed and approved plan. IDOT permits obtained.	
41	<input type="checkbox"/>	<input type="checkbox"/>	Drainage District reviewed and approved plan	
42	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street cross-sections provided. Cross section meets City's street pavement requirements	
43	<input type="checkbox"/>	<input type="checkbox"/>	Trash/Recycling Receptacles provided and locations shown	
44	<input type="checkbox"/>	<input type="checkbox"/>	Parking Lot and Parking Space dimensions conform to the Zoning Ordinance	
45	<input type="checkbox"/>	<input type="checkbox"/>	Building setbacks shown	
46	<input type="checkbox"/>	<input type="checkbox"/>	Bicycle Parking provided. Details and location shown on the drawings	
47	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan complies with all requirements and conditions on Preliminary or Final Plat.	
Public Infrastructure Requirements				
Item	Yes	N/A	Site Plan Documentation Requirements	Plan sheet # or specification page # where item is shown
48	<input type="checkbox"/>	<input type="checkbox"/>	Cash bond or letter of credit required for public infrastructure	
49	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street pavement subgrade treatment and/or suitability verification methods defined	

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50	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street pavement profile and jointing plan provided	
<b>Public Infrastructure Requirements</b>				
Item	Yes	N/A	Site Plan Documentation Requirements	Plan sheet # or specification page # where item is shown
51	<input type="checkbox"/>	<input type="checkbox"/>	Barrier curb on Collector and Arterial Streets	
52	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk provided or deferral requested	
53	<input type="checkbox"/>	<input type="checkbox"/>	Public sidewalk meets current ADA standards. Details provided.	
<b>Subdivision Requirements</b>				
Item	Yes	N/A	Site Plan Documentation Requirements	Plan sheet # or specification page # where item is shown
54	<input type="checkbox"/>	<input type="checkbox"/>	Property corner markers shown along with ties to the nearest two City of Urbana monuments	
55	<input type="checkbox"/>	<input type="checkbox"/>	Secondary drainage system shown with pipe diameter, pipe material, inverts, cleanouts, and slope shown.	

**Erosion Control Permit Required** - An erosion control permit is required prior to the start of any land disturbance activities. *A separate erosion control permit submittal must be made to the Public Works Department at 706 South Glover Avenue.* The site plan review process does **NOT** cover the erosion control permit. Information on the City's erosion control permit program including the application forms is available on the City's website at <http://urbanaillinois.us/departments/public-works/about-public-works/engineering/erosion-control>.

**Right of Way Permit Required** - A right-of-way permit is required prior to the start of any work within public right-of-way. *A separate right-of-way permit submittal must be made to the Public Works Department at 706 South Glover Avenue.* The site plan review process does **NOT** cover the right-of-way permit. Information on the City's right-of-way permit program including the application forms is available on the City's website at [http://urbanaillinois.us/ROW\\_Permits](http://urbanaillinois.us/ROW_Permits).

Engineering Site Plan Review Checklist

**Prepared By:**

**Owner/Developer:** \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip                      Phone No.

\_\_\_\_\_  
Printed/Typed Name

Signature: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
E-mail Address

**Site Engineer:**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip                      Phone No.

\_\_\_\_\_  
Printed/Typed Name

Signature: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
E-mail Address

**Reviewed By:**

Assistant City Engineer \_\_\_\_\_ Date \_\_\_\_\_  
(Drainage and Development)

Assistant City Engineer \_\_\_\_\_ Date \_\_\_\_\_  
(Transportation)

City Arborist \_\_\_\_\_ Date \_\_\_\_\_

Public Works Director \_\_\_\_\_ Date \_\_\_\_\_

