Name of Developer:

Name of Development:                                     Phase: \_\_\_ Revision No.: \_\_\_\_

Developer’s Engineer:                                     Revision date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Activity:                                     (Section, Twp., Range, P.M.)

Tract PIN number(s):

*The Developer shall fill out this form and sign & date it, then return it with the Development’s Site Engineering Plan submittal.*

1. **General Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Developer** | | **City** |
| 1. Is the proposed activity regulated by the City’s Land Development Code as per LDC 21-120? | Yes | No | Concur |

1. Type of development:  Major  Minor
2. Is the Developer requesting any variance(s) from the LDC?  Yes  No *(LDC 21-135)*
3. Is the Developer requesting any variance(s) from the MOP?  Yes  No *(MOP 6.00-B-3)*
4. **Is the proposed activity subject to other regulations by the City of Urbana?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Developer** | | **City** |
| 1. Activity in a floodplain? *(City Code Ch. 5, Article XI)* | Yes | No | Concur |
| *If yes, the activity may be regulated by the Flood Damage Prevention article of the building code.* [*https://urbanaillinois.us/codes*](https://urbanaillinois.us/codes) | | | |
| 1. Will the work disturb >2,000 SF of the site? *(City Code Ch. 6.5)* | Yes | No | Concur |
| *If yes, then activity may require an Erosion Control Permit.* [*https://urbanaillinois.us/Erosion\_Control*](https://urbanaillinois.us/Erosion_Control) | | | |
| 1. Is the development’s name similar to others already recorded within the City? *(LDC 21-141)* | Yes | No | Concur |
| 1. Does the Development involve any work in or occupation of City Right-of-Way or work on existing public sewers? *(City Code Ch. 20)* | Yes | No | Concur |
| *If yes, then activity may require a Utility & Right-of-Way Permit.* [*https://www.urbanaillinois.us/UROW\_Permits*](https://www.urbanaillinois.us/UROW_Permits) | | | |

**B. Is the proposed activity subject to regulations by other agencies?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Developer** | | **City** |
| 1. New additional or changed private sanitary sewer demand? | Yes | No | Concur |
| *If yes, the activity may require a Connection Permit from the Urbana & Champaign Sanitary District.* [*https://www.u-csd.com/*](https://www.u-csd.com/) | | | |
| 1. New or changed public sanitary sewer, pump stations, industrial use, or sanitary discharge >1,500 gpd? | Yes | No | Concur |
| If yes, then the activity may require a Construction/Operating Permit from the Illinois Environmental Protection Agency. | | | |
| 1. Will the work disturb more than 1 acre of land? | Yes | No | Concur |
| *If yes, then activity may require a Stormwater NPDES Permit from IEPA.* [*https://epa.illinois.gov/topics/forms/water-permits/storm-water/construction.html*](https://epa.illinois.gov/topics/forms/water-permits/storm-water/construction.html)*.* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Developer** | | **City** |
| 1. Work in, connection to or occupation of State Right-of-Way? | Yes | No | Concur |
| *If yes, then activity may require a Highway Permit from the Illinois Department of Transportation (IDOT).* [*https://idot.illinois.gov/doing-business/permits/highway-permits/index*](https://idot.illinois.gov/doing-business/permits/highway-permits/index) | | | |
| 1. Will the work affect navigable airspace? | Yes | No | Concur |
| *If yes, the activity may require filing a Notice of Proposed Construction or Alteration with the Federal Aviation Administration (FAA).* [*https://oeaaa.faa.gov/oeaaa/external/portal.jsp*](https://oeaaa.faa.gov/oeaaa/external/portal.jsp)*.* | | | |

**C. Design Requirements**

1. Are the site plans consistent with the following documents? Traffic Impact Analysis

Stormwater Mgmt. Plan  General Area Plan  Fire Flow Analysis

1. Does the Development conform with the Bicycle Master Plan? Yes  No *(LDC 21-405-B-1)*
2. Does the proposed sanitary sewer design comply with LDC 21-425?  Yes  No
3. Are sump pump discharge service lines provided for each lot? Yes  No *(LDC 21-430-A-2)*
4. Is the Developer providing storm sewers designed for “full build-out”? Yes  No *(LDC 21-430-A-5)*
5. Do the stormwater holding basins comply with LDC 21-430-H?  Yes  No
6. Are streetlights being provided in the design? Yes  No *(LDC 21-455)*
7. Are street trees being provided for, via a fee paid to the City? Yes  No *(LDC 21-460)*
8. Do the plans show all lot corners being monumented by an IPLS? Yes  No *(LDC 21-535)*
9. Are benchmarks (at least two) shown on the plans? Yes  No *(MOP 6.02-A-4)*
10. Is the “Drainage Statement” shown on grading/erosion control plans? Yes  No *(MOP 6.02-D)*
11. If any type of plans require multiple sheets, is a Key Plan provided? Yes  No *(MOP 6.02-E-2-a)*
12. Are proposed Street Addresses shown on the plans? Yes  No *(MOP 6.02-E-2-d)*
13. Is a street light being provided near each fire hydrant? Yes  No *(MOP 6.02-E-2-g)*
14. Street and Alley Design:
    1. Are the “Dead End Street” provisions in the MOP satisfied? Yes  No *(MOP 8.01-C)*
    2. Are street name signs provided and detailed on the plans?  Yes  No *(MOP 8.03-A)*
    3. Do sight distances meet Visibility Triangle regs in City ROW stds? Yes  No *(MOP 9.02-B-3)*
    4. Have driveway standards in the MOP been met? Yes  No *(MOP 9.02-B-5+6)*
    5. Do streets & alley dimensions comply with Appendix M of MOP? Yes  No
15. Pavement Design:
    1. Do subgrade specs comply with MOP Ch. 10.02-B? Yes  No *(MOP 10.02-B)*

b. Does design specify doweled joints for all PCC pavements? Yes  No *(MOP 10.02-C-2)*

1. Sidewalks: Have standards required in MOP Ch. 11.02 been met? Yes No
2. Sanitary Sewer Design:
   1. Are sewers other than conventional gravity sewers proposed? Yes  No *(MOP 18.02-B-3)*
   2. Does slope of terminal run sewers meet Sec. 190.0 of the SSS? Yes  No *(MOP 18.02-B-6)*
   3. If a pump station is proposed, has UCSD approved this? Yes  No *(MOP 18.02-B-10)*
   4. Do the plans require that sanitary sewers be internally televised? Yes  No *(MOP 18.02-E-4)*
3. Stormwater Holding Basin(s)
   1. Do basins release contents in the time specified in the MOP? Yes  No *(MOP 23.02-E-8)*
   2. Are any “bubble-up” outlets proposed? Yes  No *(MOP 23.02-E-11)*
   3. If wet-bottom basins are proposed, are they aerated? Yes  No *(MOP 23.02-H-3)*
4. Are street trees shown, in the spacings/locations per the MOP? Yes  No *(MOP 24.02-B-1-b)*
5. Water Distribution System
   1. Is buried identifying tape specified for above all water mains? Yes  No *(MOP 26.02-D-4)*
   2. Are fire hydrants being provided as per the MOP? Yes  No *(MOP 26.02-E-3-a)*
   3. Is IEPA separation graphically shown for watermains & services? Yes  No *(MOP 26.02-G)*

**D. Documents to be requested from City Engineer, if applicable:**

1. Maintenance Agreement for Stormwater Holding Basins

**E. Submittal Requirements**

1. Items required to submit with Site Engineering Plans: *(LDC 21-300)*
   1. PDF of Site Engineering Plans *(printed to-scale, not in “Print to Fit Page” mode.)*
   2. A list of requested variances from City’s materials & construction standards. *(LDC 21-300-D-1)*
   3. Signed statement authorizing the Developer’s engineer to provide complete observation of the public improvements portion of the construction. *(LDC 21-300-D-2)*
   4. Infrastructure Inventory Sheet with quantities and unit costs. *(Standard Attachment 6.01)*
   5. A completed and signed/dated PDF copy of this checklist. *(LDC 21-300-D-3)*
2. Items to submit with Site Engineering Plans, as applicable:
3. Final Plat *(LDC 21-230 and MOP Ch. 3)*
4. Completed and signed Construction Performance Bond *(MOP Appendix E-1 or Appendix F-1)*
5. Infrastructure Inventory Table with Cost Opinion for Public Improvements *(MOP 6.02.C)*
6. Cashier’s check for the City to plant the required Street Trees *(MOP 24.01-C-1)*
7. Subsidiary Drainage Plat *(MOP 3.02-C)*
8. Completed, signed and notarized School District Statement *(MOP Appendix B)*
9. Completed Tax Certificate Form, signed by the County Recorder *(MOP Appendix B)*
10. Complete, signed and notarized Owner’s Certificate, *(MOP Appendix B)*

***I CERTIFY THAT THE SUBMITTED SITE ENGINEERING PLANS ARE COMPLETE AND ACCURATE AND THAT ALL APPLICABLE INFORMATION AS SPECIFIED IN THIS CHECKLIST IS PROVIDED. FURTHER, I UNDERSTAND THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN SUBSEQUENT REJECTION OF THE APPLICATION OR IN A DELAY OF ONE MONTH OR MORE IN THE DATE THAT THE APPLICATION WILL BE SCHEDULED FOR REVIEW BY THE CITY’S CORPORATE AUTHORITIES.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Applicant or Agent’s Signature & Date Signed*

1. Ownership Disclosure Statement: If the Developer is a land trust, provide a written statement containing the names and addresses of the beneficial owners and their percentage interests, in accordance with state law. If a corporation, provide the names and addresses of all owners with interests in excess of 20% of stock in the corporation. If the Developer is operating under an assumed name or is a joint venture or syndicate, provide names and addresses of the true owners of the business or entity. *(MOP 3.02-B-18)*
2. General Area Plan *(LDC 21-210)*
3. Stormwater Management Plan *(MOP 19.03)*
4. Traffic Impact Analysis *(LDC 21-220 and MOP 9.02-C)*
5. Fire Flow Analysis, as applicable *(MOP 1.04-I)*
6. Development Variance Request Form (*See link:*  [*Variance | City of Urbana (urbanaillinois.us)*](http://www.urbanaillinois.us/businesses/planning-zoning-forms/variances)*)*
7. Phase 1 Environmental Report, as applicable
8. Design Computations *(MOP 1.04)*

***For City Use Only***

PWD Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UPW Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CD Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_