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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_